

B1. Technical Proposal Submission Form

To:

Accounts Officer,

[*Location,Date*]

XXXX

Islamabad, Pakistan

Tel: +92-51-

Email: xxxxxxxx

Sir,

We, the undersigned, offer to provide the services of "XXX" in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 90 calendar days from the date of advertisement.

We understand you are not bound to accept any Proposal you receive. We remain,
Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

B2. Consultant Profile

S#	Criteria	
1	Profile of the Bidder: i. License Issuance date ii. Registered age of Consultant / Firm iii. Names of Managers/Owners/ CEO/Directors/Partners iv. Resource Position (Sector-wise Experts & Specialists)	
2	Financial Position i. Name of Banks ii. Certificate of Financial position iii. Turnover of Business Money in Last Three Years iv. Copy of audited Annual Accounts (of last 3 years) v. Tax Registration (NTN/STN/FTN)	
3	Clientele	

B3. Consultant's competence and experience in completing projects of a similar nature in a timely and efficient manner

Name of Client	Name of Assignment/Project	Period of Assignment/Project	Value of Assignment/Project	Present Status of the Assignment/Project

B4.–General Experience of Consultant

Name of Client	Name of Assignment/Project	Period of Assignment/Project	Value of Assignment/Project	Present Status of the Assignment/Project

B5. – Proposed methodology and time line

(Breakup of activities with time lines for each activity to be completed as per RFP:.

C1.–Financial Proposal Submission Form

To:

[Location,Date]

Accounts Officer,

XXX

Islamabad,Pakistan

Tel: +92-51-

Email:

Sir,

We, the undersigned, offer to provide services for provision of “XXXX” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 90 calendar days from the date of advertisement.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

C2.–Summary of Costs

Particulars	Pak Rupees
Total	
All applicable Taxes	
Grand Total of Financial Proposal	

C3- Breakdown of Principal Activity

ActivityNo.: _____	ActivityNo.: _____ & Description
Price Component	Pak Rupees.