



## Annex 10:

# Financial proposal template

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# Annex 10

## Financial proposal template

### 10.1 Financial proposal

Note that fixed-cost proposals are generally preferable to variable-cost proposals. Adequate justification must be provided for any parts of the work for which a variable-cost proposal is given.

Fixed costs must provide sufficient breakdown in the itemization to demonstrate that costs are carefully considered and justifiable.

Variable costs must be itemised within each category in a precise manner which provides a basis for the number of units, and consequent costs, to be quantified in invoices. The expected number of units should be an estimate of how many units you consider is reasonable to do the initial development work, given the knowledge you have currently. The maximum number of units should be the maximum number, taking into account what you consider to be the level of uncertainty.

Given the uncertainty in specifying a precise overall cost of work under this RFP, the maximum number of units will be used to assess the competitiveness of proposals and will form the basis for an overall cap on the payments to be made under contracts entered into.

In case of staff items under variable costs, indicate different grades of cost (e.g. low, medium, high).

Justification for providing a variable cost, including why a fixed cost is not possible and how variable costs were derived, must be provided below the relevant table.

Travel between the vendor's location and the secretariat (Bonn, Germany) shall be included in the financial proposal. Other travel, for example to the locations of other vendors contracted in relation to the ITL or to the location of demonstrations, are not to be included in financial proposal. These costs will be reimbursed in addition to the contracted sums agreed for this work, on the basis of unit rates specified in the financial proposal, whilst costs relating to travel (tickets plus subsistence) will be determined in accordance with UN financial rules and regulations.

Other provisions contained in Annex 4 (terms and conditions of submitting a proposal) and Annex 5 (United Nations general conditions of contract) are pertinent to this financial proposal.



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### 10.1.1 Vendor's name

Name:

Vendors should also insert their name in the space provided in the page footer.

### 10.1.2 Type of engagement

*Please indicate the scope of your proposal:*

- (a) the development component, as described in Annex 12 (development requirements)*
- (b) the operational component, as described in Annex 15 (Operational Requirements)*
- (c) or both components together (ensure that costs are kept separate)*

### 10.1.3 Validity of proposal

*Confirm that your proposal remains valid for a period of 180 days (or a longer period) from the closing date for receipt of proposals.*

### 10.1.4 Cost indices

*Indices (e.g. for inflation) will be applied to costs at the time of the biennial contract reviews in order to cover payments prior to the next subsequent contract review. Propose specific indices to be applied, for the consideration of the secretariat.*



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## **10.2 Summary of proposal**

### **10.2.1 Proposal description**

*Describe and summarise your approach to the financial proposal. Please note that technical assumptions are to be identified in Annex 9 (Technical proposal).*

### **10.2.2 Overall costs**

*Summarise the overall costs of your proposal. Note the currency used.  
Itemise any taxes separately.*



## 10.3 Development component

*The financial proposal for the development component is broken into:*

- (a) *Initial development of the ITL software (see section 10.3.1). Payment will be made in three staged payments, of equal amounts, at the payment milestones specified in Annex 2.*
- (b) *Ongoing maintenance and support (see section 10.3.2). Payment will be made on a regular basis (quarterly). This work will begin after the expiry of the warranty period. 2<sup>nd</sup> line support will however be paid during the warranty period.*

*Any assumptions relating to the operational component must be identified in section 10.3.3 below.*

### 10.3.1 Initial development (staged payments)

#### 10.3.1.1 Fixed cost items

*Vendors must indicate fixed costs in the categories given. Itemise costs within each category.*

1 Initial development – fixed costs		
	Item	Fixed cost
a	Design, development, testing of core ITL software (communications hub, transaction log application): <i>Break down costs</i>	
b	Design, development, testing of other ITL software (automatic interfaces, administrator application) <i>Break down costs</i>	
c	Support of software deployment and operation (including configuration support and testing) <i>Break down costs</i>	
d	Pilot testing and Initialization support <i>Break down costs</i>	
e	Documentation and training <i>Break down costs</i>	
f	Travel (to Bonn) and administration <i>Break down costs</i>	
g	Strategic secretariat support <i>Break down costs</i>	

**10.3.1.2 Variable cost items**

*Vendors must indicate variable costs using the same categories provided above for fixed costs.*

<b>2 Initial development – variable costs</b>				
	<b>Item</b>	<b>Unit rate</b>	<b>Expected number of units</b>	<b>Maximum number of units</b>
	<i>Break down costs</i>			
	<i>Break down costs</i>			

**10.3.2 Ongoing maintenance and support (regular payments)****10.3.2.1 Fixed cost items**

*Vendors must indicate fixed costs in the categories given. Itemise costs within each category.*

<b>3 Ongoing maintenance and support – fixed costs</b>		
	<b>Item</b>	<b>Fixed cost (annual)</b>
a	2 <sup>nd</sup> line support (call handling) <i>Break down costs (including for time during and after warranty period)</i>	
b	Other maintenance and support <i>Break down costs</i>	
c	3 <sup>rd</sup> party software <i>Break down costs</i>	
d	Strategic secretariat support <i>Break down costs</i>	

**10.3.2.2 Variable cost items**

*Vendors must indicate variable costs using the same categories provided above for fixed costs.*

<b>4 Ongoing maintenance and support – variable costs</b>				
	<b>Item</b>	<b>Unit rate</b>	<b>Expected number of units</b>	<b>Maximum number of units</b>
	<i>Break down costs</i>			
	<i>Break down costs</i>			



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### 10.3.3 Assumptions

*Note any assumptions used in the derivation of the financial proposal for the development component.*



## 10.4 Operational component

The financial proposal for the operational component is broken into:

- (c) Initial set-up of the ITL (see section 10.4.1). Payment will be made at the three payment milestones specified in Annex 2 for the operational component (note that these need not be equal payments).
- (d) Direct costs (such as hardware and 3<sup>rd</sup> party software licences) of the complete configuration that will support ITL operations (see section 10.4.2). Payment will be made in conjunction with payment for other work under the operational component.
- (e) Ongoing support and operations (see section 10.4.3). Payment will be made on a regular basis (quarterly). This work will begin after the third of the milestones, specified in Annex 2 for the operational component, has been reached and paid.

All costs must be identified, including for both the primary and secondary sites.

Any assumptions relating to the operational component must be identified in section 10.4.4 below.

Note that indices (for inflation, salaries, etc) will be applied at the time of the biennial contract reviews.

### 10.4.1 Initial operational work (staged payments)

#### 10.4.1.1 Milestone O1 – Pilot testing environment

##### 10.4.1.1.1 Fixed cost items

Vendors must indicate fixed costs in the categories given, up to the milestone at which the pilot test environment is ready and accepted by Operator, with the ITL software deployed in it for the first pilot testing participants. Itemise costs within each category.

5 Initial operational work (milestone O1) – fixed costs		
	Item	Fixed cost
a	Service desk infrastructure set-up costs <i>Break down costs</i>	
b	Service desk staff and operating costs <i>Break down costs</i>	
c	Data centre set-up costs (once-off costs, primary site, excluding direct costs). <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
d	Data centre set-up costs (once-off, secondary site, excluding direct costs) <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
e	Data centre staff and operating costs <i>Break down costs</i>	





f	External participant support <i>Break down costs</i>	
g	Travel (to Bonn) and administration <i>Break down costs</i>	
h	Strategic secretariat support <i>Break down costs</i>	

## 10.4.1.1.2 Variable cost items

*Vendors must indicate variable costs using the same categories provided above for fixed costs.*

6 Initial operational work (milestone O1) – variable costs				
	Item	Unit rate	Expected number of units	Maximum number of units
	<i>Break down costs</i>			
	<i>Break down costs</i>			

## 10.4.1.2 Milestone O2 – Initialization environment

## 10.4.1.2.1 Fixed cost items

*Vendors must indicate fixed costs in the categories given, up to the milestone at which the initialization environment is ready and accepted by the secretariat, with the ITL software deployed in it for the first initialization participants. Itemise costs within each category.*

7 Initial operational work (milestone O2) – fixed costs		Fixed cost
	Item	
a	Service desk infrastructure set-up costs <i>Break down costs</i>	
b	Service desk staff and operating costs <i>Break down costs</i>	
c	Data centre set-up costs (once-off costs, primary site, excluding direct costs). <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
d	Data centre set-up costs (once-off, secondary site, excluding direct costs) <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
e	Data centre staff and operating costs <i>Break down costs</i>	



f	External participant support <i>Break down costs</i>	
g	Travel (to Bonn) and administration <i>Break down costs</i>	
h	Strategic secretariat support <i>Break down costs</i>	

## 10.4.1.2.2 Variable cost items

*Vendors must indicate variable costs using the same categories provided above for fixed costs.*

<b>8 Initial operational work (milestone O2) – variable costs</b>				
	<b>Item</b>	<b>Unit rate</b>	<b>Expected number of units</b>	<b>Maximum number of units</b>
	<i>Break down costs</i>			
	<i>Break down costs</i>			

## 10.4.1.3 Milestone O3 – First registry goes live

## 10.4.1.3.1 Fixed cost items

*Vendors must indicate fixed costs in the categories given, up to the milestone at which the live environments at primary and secondary sites are ready and accepted by the secretariat, and the first registry goes live. Itemise costs within each category.*

<b>9 Initial operational work (milestone O3) – fixed costs</b>		<b>Fixed cost</b>
	<b>Item</b>	
a	Service desk infrastructure set-up costs <i>Break down costs</i>	
b	Service desk staff and operating costs <i>Break down costs</i>	
c	Data centre set-up costs (once-off costs, primary site, excluding direct costs). <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
d	Data centre set-up costs (once-off, secondary site, excluding direct costs) <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
e	Data centre staff and operating costs <i>Break down costs</i>	



f	External participant support <i>Break down costs</i>	
g	Travel (to Bonn) and administration <i>Break down costs</i>	
h	Strategic secretariat support <i>Break down costs</i>	

#### 10.4.1.3.2 Variable cost items

*Vendors must indicate variable costs using the same categories provided above for fixed costs.*

10 Initial operational work (milestone O3) – variable costs				
	Item	Unit rate	Expected number of units	Maximum number of units
	<i>Break down costs</i>			
	<i>Break down costs</i>			

### 10.4.2 Direct costs

#### 10.4.2.1 Fixed cost items

*Vendors must indicate fixed costs in the categories given. Itemise costs within each category.*

*Assumptions must be identified in section 10.4.4 below.*

*Provide an indication of the schedule of fixed costs over time. Indicate for each item both the purchase cost and discounts passed on to the secretariat.*

11 Direct items – fixed costs		Fixed cost
	Item	
a	Once-off hardware costs <i>Break down costs (as live, fail-over and non-production systems)</i>	
b	Future hardware costs <i>Break down costs and indicate expected dates when the costs will be incurred (as live, fail-over and non-production systems)</i>	
c	Once-off 3 <sup>rd</sup> party software licences <i>Break down costs (as live, fail-over and non-production systems)</i>	
d	Recurring 3 <sup>rd</sup> party software licence costs <i>Break down costs and indicate expected dates when the costs will be incurred (as live, fail-over and non-production systems)</i>	

**10.4.2.2 Variable cost items**

*Vendors must indicate expected variable costs in the categories provided above for fixed costs. Note that precise variable costs for these items will need to be approved by the secretariat prior to their purchase and that the secretariat reserves the right to procure them itself.*

*Assumptions must be identified in section 10.4.4 below.*

*Provide an indication of the expected profile of direct costs over time. Indicate for each item both the purchase cost and discounts passed on to the secretariat.*

12	Direct items – variable costs			
	Item	Unit rate	Expected number of units	Maximum number of units
	<i>Break down costs</i>			
	<i>Break down costs</i>			

**10.4.3 Ongoing support and operations (regular payments)****10.4.3.1 Fixed cost items**

*Vendors must indicate fixed costs in the categories given. Itemise costs within each category.*

13	Ongoing support and operations – fixed costs	
	Item	Fixed cost (annual)
a	Service desk infrastructure modification costs <i>Break down costs</i>	
b	Service desk staff and operating costs <i>Break down costs</i>	
c	Data centre modification costs (primary site, excluding direct costs). <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
d	Data centre modification costs (secondary site, excluding direct costs) <i>Break down costs (e.g. infrastructure, internal and external networks, security)</i>	
e	Data centre staff and operating costs <i>Break down costs</i>	



f	External participant support <i>Break down costs</i>	
g	Travel (to Bonn) and administration <i>Break down costs</i>	
h	Strategic secretariat support <i>Break down costs</i>	

#### 10.4.3.2 Variable cost items

*Vendors must indicate variable costs using the same categories provided above for fixed costs.*

14	Ongoing support and operations – variable costs			
	Item	Unit rate	Expected number of units	Maximum number of units
	<i>Break down costs</i>			
	<i>Break down costs</i>			

#### 10.4.4 Assumptions

*Note any assumptions used in the derivation of the financial proposal for the operational component.*