

**All pages must be completed by Proponent  
And returned them with their submission.**

Financial Proposal – ANNEX B

[PROJECT NAME]

[DATE]

This Financial proposal provides necessary costs associated with the above named project (the "Project"). Costs for the Project have been itemized in this financial proposal below and justification has been provided for each cost element. Should you have any questions related to this financial budget proposal, please don't hesitate to contact the undersigned.

All prices and rates are in Bermuda Dollars (BMD), if not, please state currency: \_\_\_\_\_

**1. PROJECT DESCRIPTION.**

Tip for Proponents: Please provide a general overview of your programme offering and what this financial proposal covers. What is it, and elements of the deliverables?

**2. PERIOD OF PERFORMANCE.**

The cost set forth in this financial proposal covers the period of performance for the project or **[NUMBER]** months of effort.

**3. COST ELEMENTS.**

The following are necessary cost elements of the Project:

i. Programme Elements

"Extended Price" means "Quantity" x "Unit Price". Please complete all section, if you are not bidding on one or more elements, state the words "No Bid"

Item Description	Unit Price	Extended Price	Time for delivery in weeks
A Curriculum for Pre-K/ Primary/ Middle school students	[\$\$]	[\$\$]	

A Curriculum for High school students	[\$\$]	[\$\$]	
A Continuing Education and Mature Student Curricula	[\$\$]	[\$\$]	
Management of Internship opportunities	[\$\$]	[\$\$]	
Management of job placements	[\$\$]	[\$\$]	
		Subtotal –	[\$\$]
		Total –	[\$\$]

ii. Direct Labor

Note for proponent: “Burdened Hourly Rate” means the cost rate to the company plus any fringe, overhead and/or general & administrative expense (G&A) markup (excluding profit). Add more lines as needed.

Title or Labour Category	Name of Contractor or Employee	Contractor or Employee?	Burdened Hourly Rate	Number of Hours	Amount Requested
[TITLE]	[NAME]	Contractor	[\$\$]	[##]	[\$\$]
				Subtotal –	[\$\$]
				Total –	[\$\$]

Justification:

In this space, Proponent will provide the rationale behind these resources. What are they needed for?

ii. Equipment & Materials

“Extended Price” means “Quantity” x “Unit Price”.

Item Description	Quantity	Unit Price	Extended Price
[ITEM DESCRIPTION]	[##]	[\$\$]	[\$\$]
		Subtotal –	[\$\$]
		Total –	[\$\$]

Justification:

Explain how what deliverable program (s), how the equipment and materials be used in the Project and/or deliverables?

iii. Travel & Misc. Expenses

Tip for Proponent: Under “Expense Type” state whether it is travel or other miscellaneous expense like shipping or postage. In the description, if for travel, provide the location and number of days. (Add more lines as needed)

Expense Type	Description	Total Cost
[EXPENSE TYPE]	[DESCRIPTION]	[\$\$]

	Subtotal –	[\$\$]
	Total –	[\$\$]

Justification:

Proponent please explain: how the travel and expense are to be used in the Project and/or deliverables?

**4. COST SUMMARY.**

Given the above, the total cost for the Project is estimated as follows:

Cost Element	Total Cost in Figures and Words
Programme Elements	[\$\$]
Direct Labour	[\$\$]
Equipment & Materials	[\$\$]
Travel & Misc.	[\$\$]
Subtotal –	[\$\$]
Total –	[\$\$]

This financial proposal was developed by [NAME].

By my signature below, I hereby certify that this Financial Proposal reflects costs to true and necessary costs for the programme/project, and the information provided herein is accurate, complete and current as of the date of my signature below.

Dated this \_\_\_\_\_ day of, \_\_\_\_\_ 2018

**SIGNED:**

(Signature) \_\_\_\_\_ in the capacity of \_\_\_\_\_

[BLOCK LETTERS]

Duly authorized to sign tenders for and on behalf of:

(Firm) \_\_\_\_\_

(Address) \_\_\_\_\_

**WITNESS:**

(Signature) \_\_\_\_\_ in the capacity of \_\_\_\_\_

[BLOCK LETTERS] [