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## Financial Proposal

CMS guides consultants in creating their financial proposal. The Financial Proposal screen would give various sub-tabs for consultants to enter remuneration of team members and other reimbursable expenses. A summary by costs is also provided.

Consultants are required to send full **FIN proposals** along with the submitted **TECH proposals** for all types of selection methods, except **QBS**. QBS would require basic information like the consultants' **billing rates** and **reimbursable expenses**. All FIN Proposals will be kept encrypted in the system and will be decrypted only after evaluation of TECH Proposals has been completed.

### Remuneration

Consultants use this form to create the **remuneration** portion of their financial proposal, where the rate of all experts proposed to field are declared. The experts are lifted directly from the Team Composition section of their technical proposal. The remuneration section is divided into **International** and **National Consultants** and has a sub-total row at the end of each group. The sorting is the same as the technical proposal.

You will only be allowed to specify the **currency**, **home office rate** and **field rate** for each expert. The other information is derived from the technical proposal. Perform the steps below for **each expert** listed in the International and National sections.

- Under the Proposals Tab, select the **Financial Proposal** screen. Click on **FIN-1A Remuneration**.

- Click on **Update**. This will open the **Team Member Remuneration** screen.

- Select the **Currency** and enter the **Monthly Salary**. If the selection method used is QCBS, FBS and LCS, enter amounts under **Social Charges, Overhead, Fee** and **Others**.

- Click **Recalculate** to compute the total billing rates.

- Click **Apply** to keep the changes made.



#### Currency

When a new currency is used, the foreign exchange rate table will be displayed at the bottom of the page. If the consultant goes over 4 currencies (including USD), it will disallow further addition. The message, "Cannot add another currency. You may only use up to 4 currencies including USD." will appear.

- Repeat Items 2-5 for other team members.
- Review all information in **FIN-1A Remuneration**.
- Click on **FIN-1B Remuneration Breakdown**. Review the breakdown of remuneration entered.



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## Reimbursable Expenses

Consultants use this form to create the reimbursable expenses portion of their financial proposal. The table is initially populated with items that are marked "**Required in Proposal**". To avoid erroneous financial proposals, Consultants will not be able to remove these items. If necessary, they may enter zero (0) amount and use the **Other Remarks and Comments** section for some explanation before submission.

1. Click on **FIN-2 Reimbursable Expenses**.
2. Provide the needed information in **all expense item** rows.
3. To add another item, click **Add Expense Item**. A new expense item row will be inserted with USD as the default currency.
4. Click the **Recalculate** button to compute the reimbursable expenses based on the inputs.
5. Click **Save** to keep the changes made.

The screenshot shows the 'FIN-2 Reimbursable Expenses' tab. It features two tables. The first table, 'Reimbursable Expenses', has columns for Item Code and Name, Remarks, For Expert, Required in Proposal, Quantity, Unit, Currency, Amount, Total, and Total in USD Del. It lists items like '1156 International Per Diem Allowance' and '1172 International Air Travel'. The second table, 'Contingency and Provisional Sum', lists items like '1200 Equipment' and '1300 Seminars, Workshops, Training'. At the bottom, there are buttons for 'Recalculate', 'Save', 'Revert', and 'Printable Page'.

**TIP** Make it a habit to click the **Save** button found in the **Proposals** page to keep all the changes made.

### Unit

Unit of measure is not editable for the expense items below:

1156	International Per Diem Allowance	Calendar days
1172	International Air Travel	RT
1173	National Air Travel	RT
1182	Misc. Travel Expenses	RT
1183	Land Transport/Vehicle Hire	month
1190	Office Operations	month

### Currency

When a new currency is used, the **foreign exchange rate table** will be displayed at the bottom of the page. If the consultant goes over **4 currencies** (including USD), it will disallow further addition. The maximum number of currencies allowed is defined by the CMS Administrator.

### Contingency and Provisional Sum

This section displays the items derived from the contingency and provisional sums portion of the Data Sheet.

## Summary by Cost

This section displays the rundown of the financial proposal's costs. While the table rows are static, the columns depend on the number of currencies used in the financial proposal.

The table is divided between **Competitive** and **Non-Competitive** components. **No data entry** is needed in this section as all the details are derived from the inputs made in the previous tabs, as well as what was mentioned in the Data Sheet.

If some figures don't look right, you can go back to the previous tabs or sections that control the computation of the values shown in the **Summary By Costs** page.

The screenshot shows the 'Summary by Costs' page. It has a navigation bar with tabs for 'FIN Attachments', 'FIN-1A Remuneration', 'FIN-1B Remuneration Breakdown', 'FIN-2 Reimbursable Expenses', and 'FIN-3 Summary by Costs'. The main content area is divided into 'Competitive Components' and 'Non-Competitive Components'. The 'Competitive Components' table shows 'Remuneration, International' and 'Remuneration, National' with values of 0. The 'Non-Competitive Components' table shows 'Provisional Sums' and 'Contingency' with values of 0. A 'Total' row is at the bottom.

## CONTACT INFORMATION



For user/technical support, contact Help Desk.

✉ cmshelp@adb.org