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.

1. Under the Proposals Tab, select the Financial Proposal screen. Click on FIN-1A Remuneration.
2. Click on Update. This will open the Team Member Remuneration screen.
3. 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.
4. Click Recalculate to compute the total billing rates.
5. Click Apply to keep the changes made.

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.

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

**Unit**

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

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Description</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1156</td>
<td>International Per Diem Allowance</td>
<td>Calendar days</td>
</tr>
<tr>
<td>1172</td>
<td>International Air Travel RT</td>
<td></td>
</tr>
<tr>
<td>1173</td>
<td>National Air Travel RT</td>
<td></td>
</tr>
<tr>
<td>1182</td>
<td>Misc. Travel Expenses RT</td>
<td></td>
</tr>
<tr>
<td>1183</td>
<td>Land Transport/Vehicle Hire month</td>
<td></td>
</tr>
<tr>
<td>1190</td>
<td>Office Operations month</td>
<td></td>
</tr>
</tbody>
</table>

**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.

CONTACT INFORMATION

- For user/technical support, contact Help Desk.
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