

**GOVERNMENT OF BARBADOS**



**MINISTRY OF LABOUR AND SOCIAL SECURITY**

**GUIDELINES FOR PRICE PROPOSAL**

**THE CONSULTANCY TO INFORM  
THE INSTITUTIONAL STRENGTHENING OF  
THE NATIONAL EMPLOYMENT BUREAU**

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# TEMPLATE FOR PRICE PROPOSAL

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## 1. Structure & Format

1.1 The Price Proposal must follow the format below:

- I. Price Proposal Submission Form
- II. Breakdown of Price by Activity
- III. Breakdown of Remuneration
- IV. Breakdown of Reimbursable Expenses

## 2. Price Proposal Submission Form

- 2.1 All price proposals must be submitted to the Tenders Committee with an accompanying Price Proposal Submission Form.
- 2.2 The proposals must be packaged as instructed in Instructions for Consultants, page 9, paragraph 6.2.
- 2.3 The standard format for this letter is as follows:

<<Date>>

The Chairman  
Tenders Committee  
c/o Central Purchasing Department  
Holborn Circle  
St. Michael, Barbados

**Subject: Notice of Intent to Submit Proposal in Response to RFP for the Consultancy to Inform the Institutional Strengthening of the National Employment Bureau**

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **The Consultancy to Inform the Institutional Strengthening of the NEB** in accordance with your Request for Proposal and our Technical Proposal. Our attached Price Proposal is for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of the Value Added Tax.

Our Price Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

### 3. Breakdown of Price by Activity

- 3.1 The total price of the consultancy will consist of remuneration and operating expenses.
- 3.2 Since payments will be phased and will depend on the receipt and approval of the deliverables, the breakdown of prices should be grouped accordingly and should correspond to the breakdown of activities as outlined for Section 8 of the Technical Proposal, i.e. the Work Plan of Activities.
- 3.3 The template for this section is as follows.

<b>Group of Activities (Phase):</b> _____ _____	<b>Description:</b> _____ _____
<b>Cost Component</b>	<b>Costs</b>
<b>Remuneration</b>	
<b>Reimbursable Expenses</b>	
<b>Subtotals</b>	
<b>Group of Activities (Phase):</b> _____ _____	<b>Description:</b> _____ _____
<b>Cost Component</b>	<b>Costs</b>
<b>Remuneration</b>	
<b>Reimbursable Expenses</b>	
<b>Subtotals</b>	
<b>TOTAL COST OF CONSULTANCY</b>	
<b>Cost Component</b>	<b>Costs</b>
<b>Remuneration</b>	
<b>Reimbursable Expenses</b>	
<b>GRAND TOTAL</b>	

## 4. Breakdown of Remuneration

- 4.1 The remuneration rates for staff are made up of salary, social costs<sup>1</sup>, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters.
- 4.2 To assist the firm in preparing price negotiations, a sample form giving a breakdown of rates is as follows:

Group of Activities (Phase): _____				
Name	Position	Staff-month Rate	Input (Staff-months)	Total Remuneration
<b>Professional Staff*</b>				
<b>Support Staff**</b>				
Total Prices				

This schedule should be consistent with the Staff Schedule of the Technical Proposal (Please see Section 9.5 and 9.6 of the Guidelines for Technical Proposal)

\* Professional Staff should be listed as individuals

\*\* Support Staff should be listed as categories (e.g. clerical staff, research assistants etc)

- 4.3 Please note that no price information should have been included in the Technical Proposal.
- 4.4 Also, agreed breakdown sheets shall form part of the negotiated contract.

<sup>1</sup> Social costs are the costs of non-monetary benefits. These items include, inter alia, social security or the costs of sick leave and vacation leave. In this regard, the costs that would be incurred for leave on public holidays or the cost of performing work on another assignment is not an acceptable social cost.

## 5. Reimbursable Expenses

- 5.1 The price negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in any currency.
- 5.2 An example of how to present this breakdown is as follows:

Group of Activities (Phase): _____					
N°	Description	Unit	Unit Price	Quantity	Expenditure
1	Per diem allowances	Day			
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
Total Prices					

## 6. Pricing Considerations

- 6.1 The price charged by the successful Bidder for the services to be performed shall not vary from the contracted prices.
- 6.2 No adjustment of the Contract price shall be made on account of variation of costs of labour and materials and any other cost component affecting the total cost incurred while fulfilling the obligations of the contract.
- 6.3 Payments to the Consultant will follow the payment terms as specified in the Terms of Reference (See Section 4.4) as finalized in the contract.
- 6.4 The prices, once offered, must remain firm and must not be subject to escalation for any reason within the period of validity.