[This document must be used to prepare the applicant's financial offer. Comments in brackets and italics are for guidance purposes only and should not appear in the document to be submitted.]

**OFFER OF COSTS FOR SERVICES**

**[**Place, date]

**CONSERVATION INTERNATIONAL FOUNDATION**

Cr 13 No 71 – 41

Bogotá D.C.

Subject: Economic Offer *Call No. 239 - PPF-GCF Financing Proposal*

Ladies / Gentlemen:

The undersigned offer to provide you with consulting services for [object of the consultancy] in accordance with your request for proposals dated [date] and with our proposal. The attached cost offer is for the sum of [amount in words and figures]. This figure includes all the values ​​necessary to execute the contract, including applicable taxes.

Our cost offer will be binding on all of us, subject to modifications resulting from the contract negotiations, until the expiration of the period of validity of the proposal, that is, up to one hundred and twenty (120) days from the date of its submission.

Sincerely,

**Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and position of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Budget Details:

*See Cost Proposal template (Annex 5.2.1 (Excel))*

*The cost proposal must be all-inclusive of profit, fees, or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors' proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total prices.  All items, services, etc., must be clearly labeled and included in the total offered price. All cost information must be expressed in USD.*

*If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement, or supply thereof.   If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so.  Any tax savings should be reflected in the total cost.*

*A travel budget should be provided as part of the cost proposal. The travel budget should clearly indicate any standard costs used by the Offeror (e.g., per diem rate). Travel costs will be reimbursed by CI based on actual expenses (with the appropriate itemized documentation).*

***COVID 19 Guidelines***

*Offerors shall adhere to all applicable international, national, or local regulations and advisories governing travel, including safety, health, and security measures in effect throughout the Period of Performance.*

*It is expected that CI and the Offeror will take into consideration and plan around the international, national, or local regulations and advisories governing travel, including safety, health, and security measures in effect in the countries that the consultant is expected to visit. Virtual consultations are possible and expected where in-person field work is not possible.*

***Financial Offer***

*CI anticipates that the range of financial offers will be between USD 400,000— USD 545,000*

*The financial offer should include a breakdown of costs by deliverables, as listed below:*