Attachment 2- Cost Proposal-Deliverable Specifications and Price table

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| **No** | **Deliverable** | **Criteria for Acceptance** | **Delivery timeline** | **Percentage (%) of total contract sum** | **Total Price-LKR** |
| 1. | Conduct a gap analysis on the available information/documentation /policies of the subject MFI to determine the internal requirements and technical aspects which are needed to be included in respect of each of the following.   * Customer Protection Policy and Procedures (CPPP) * Environmental and Social Policy and Procedures (ESPP) * HR Policy and Procedures (HRPP) * Gender and child protection Policy and Procedures (GCPPP) | Written report / presentation on each of the document to be shared with the MFI with copy to PSD signed and acknowledged by the CEO or designated officer of the MFI | 5 weeks from the date of commencement | 15% |  |
| 2. | Conduct co-creation sessions with the relevant staff of the subject MFI in order to further understand the internal practices and concerns which need to be specifically addressed in drafting each of the subject documents. | Timeline of planned meetings to discuss each of the subject documents with agenda and intended participants.  Recordings/Meeting Notes of Technical Support Meetings in respect of each of the document signed and acknowledged by the CEO or designated officer of the MFI | 2 weeks from the date of completion of deliverable 01 | 15% |  |
| 3. | Submit preliminary drafts of each of the above documents for validation of the relevant staff nominated by the subject MFI | Written report with acknowledgement by the MFI for each document signed and acknowledged by the CEO or designated officer of the MFI | 7 weeks from the date of completion of deliverable 02 | 20% |  |
| 4. | Submit finalized copies of each of the subject documentation for final approval for the subject MFI | Written report with acknowledgement by the MFI for each document signed and acknowledged by the CEO or designated officer of the MFI | 3 weeks from the date of completion of deliverable 03 | 30% |  |
| 5. | Conduct knowledge sharing session to relevant staff nominated by the subject MFI on each of the documents to create awareness amongst the relevant staff directly associated with the operationalization of the subject policy/documentation. | Timeline of planned meetings to discuss each of the subject documents with agenda and intended participants.  Recordings/Meeting Notes of Technical Support Meetings in respect of each of the document signed and acknowledged by the CEO or designated officer of the MFI | 3 from the date of completion of deliverable 04 | 20% |  |
| **Total Price (LKR)-** | | | | |  |

Note:

Validity of Offer (Minimum 90 days) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Currency of Offer (should be in LKR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Terms: Minimum two weeks accepted after completion of each deliverable as described above:

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| Service Provider details  Service Provider Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Date Authorized Signature

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