

## **Annex 2 – Template for financial proposals**

### **Financial requirements to be met by the university proposal**

Scholarships to the Programme are made available through CCF-Korea. These cover travel costs, admission fees, tuition fees, institutional costs, accommodation costs, subsistence allowance and other approved incidental expenses to enable the participants to complete the Programme at the selected university.

The university should prepare a financial proposal and submit it with the rest of the Call for Tender response.

The financial proposal must provide a detailed breakdown of the estimated costs for a twenty weeks Programme for 10 officials. Please provide separate figures for each functional grouping or category.

The following tables should be used when preparing the financial proposal. The format includes specific expenditures which may or may not be required or applicable, but which are intended to serve as examples.

If possible, please provide all the information in electronic version as well as in hard copy.

The university's financial proposal must contain the following sections:

1.1. Financial proposal submission form

1.2. Summary of costs

1.3. Breakdown of price per activity

1.4. Miscellaneous expenses

1.1. Financial proposal submission form

The following financial proposal submission form has to be sent to the WCO by the service provider:

[Location, Date]

To: WCO-OMD

“Call for Tender for the selection of a university to implement the BACUDA Scholarship Programme starting in 2021”

for the attention of  
Mr. Marc Bruneau  
Head of Purchases, Sales and Contracts Service  
Rue du Marché, 30  
B-1210 – Brussels  
Belgium

*Mr. Marc Bruneau,*

*We, the undersigned, offer to provide the services for the Programme in accordance with WCO’s Call for Tender and our technical and financial proposal. Our attached financial proposal is for the sum of [amount in words and figures in euro] per group of ten officials.*

*Our financial proposal shall be binding upon us, subject to modifications resulting from contract negotiations, for a period of ninety (90) days from the date set for submission of Tender responses in the Call for Tender, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.*

*We understand that you are not bound to accept any proposal you receive.*

*Yours sincerely,*

*Representing the University of xxx*

1.2. Summary of costs (for 10 participants)

Costs	Currency	Amount
Total Amount of financial proposal	.....	_____

1.3. Breakdown of price per activity (for 10 participants)

Price Component	Currency	Amount
<b>Institutional costs</b> (including remuneration) (E.g. Staff expenses, Honoraria for Lectures, General administrative costs, etc.)	.....	.....
<b>Tuition costs</b> (E.g. Selection fees, Admission fees, Tuition fees, etc.)		.....
<b>Subsistence allowance for participants</b>		.....

(Including medical insurance and health care costs)		
<b>Travel expenses</b> (E.g. Air fare, etc.)		.....
<b>Other expenses (official visits, visa, etc.)</b>		.....
<b>Total</b>		<hr/>

1.4. Miscellaneous expenses

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit price	Total amount
	Miscellaneous expenses covered by general administrative costs	participant	...	....	...
	Equipment: computers, etc.				
	Software				
	.....				
					_____
					....