ANNEX II_ FINANCIAL OFFER TEMPLATE & QUESTIONNAIRE

Tender Name: Consultancy Service for Preparation of Annual Financial Statements and IPSAS Reporting for Fiscal Year 2026

Reference Code: CIFA/PC/2026/212

Contracting Authority: CIFA ETS

Project: SECOND LIFE (AID 013244/10/9) – Funded by AICS

INSTRUCTIONS TO TENDERERS

1. **Completeness:** Tenderers must complete all sections of this Financial Offer. Incomplete forms may lead to disqualification.
2. **Currency:** All financial figures must be quoted in **Ethiopian Birr (ETB)**.
3. **Inclusivity of Taxes:** The total price must clearly break down and include all applicable Ethiopian taxes (e.g., Value Added Tax (VAT), Withholding Tax, or Income Tax where applicable).
4. **Budget Alignment:** Tenderers are expected to submit a financial proposal that demonstrates value for money and reflects an efficient use of project resources while ensuring the quality of the required services.
5. **Firm Fixed Price:** The prices quoted shall be firm, fixed, and not subject to revision for the entire duration of the contract (commencement through 31 January 2027).

SECTION 1: TENDERER IDENTIFICATION

Item	Description	Detail (To be filled by Tenderer)
1.1	**Company/Firm Name**	
1.2	**Registered Business Address**	

Item	Description	Detail (To be filled by Tenderer)
1.3	**Contact Person Name & Title**	
1.4	**Telephone Number & Email**	
1.5	**Tax Identification Number (TIN)**	
1.6	**AABE Registration/License Number**	

SECTION 2: DETAILED PROFESSIONAL FEE BREAKDOWN

Please provide the breakdown of human resource costs based on the roles assigned to this project as per your technical staffing plan.

SECTION 3: REIMBURSABLE & OPERATIONAL EXPENSES

(If none are expected, please enter "0" or "Included in Professional Fees")

No.	Expense Description	Unit Type (e.g., trip, month)	Quantity	Unit Cost (ETB)	Total Cost (ETB)
1	Travel & Local Transportation				

No.	Expense Description	Unit Type (e.g., trip, month)	Quantity	Unit Cost (ETB)	Total Cost (ETB)
2	Printing, Stationery, & Report Production				
3	Training/Capacity Building Materials				
4	Other Incidentals (Specify: _____)				
B	**SUBTOTAL REIMBURSABLE EXPENSES**				**[Insert Subtotal]**

SECTION 4: FINANCIAL SUMMARY AND TOTAL COST

Please summarize the total costs below, detailing the exact tax components according to current Ethiopian tax laws.

Line	Cost Component	Amount (ETB)
A	Subtotal Professional Fees (From Section 2)	
B	Subtotal Reimbursable Expenses (From Section 3)	

Line	Cost Component	Amount (ETB)
C	**Total Net Cost (A + B)**	
D	Applicable Taxes (Specify: e.g., 15% VAT)	
E	Other Legal Taxes/Withholdings (If applicable)	
F	**TOTAL TENDER PRICE (Inclusive of all taxes) (C + D + E)**	**ETB _____**

Total Tender Price in Words (ETB):

SECTION 5: FINANCIAL QUESTIONNAIRE & COMPLIANCE ACKNOWLEDGEMENT

Please answer the following operational questions explicitly:

1. **Payment Schedule Acceptance:**

   CIFA ETS typically issues payments based on specific milestones/deliverables (e.g., upon submission of the draft report, final approved financial statements, and completion of staff training). Does your firm accept a milestone-based payment schedule without advance payment requirements?

   [ ] Yes [ ] No

   If no, please state your proposed payment terms for CIFA's review:
   _____

2. **Validity of Offer:**

   Do you confirm that this financial proposal remains firm and valid for sixty (60) calendar days from the submission deadline?

[ ] Yes [ ] No

3. **Software & Infrastructure:**

   Does the total fee indicated above include all software licensing (e.g., Peachtree or equivalent) or technical infrastructure required by your team to carry out the assignment?

   [ ] Yes [ ] No

SECTION 6: FIRM DECLARATION & SIGNATURE

I, the undersigned, being the authorized representative of the tenderer, certify that the information and costs provided in this financial proposal are true, accurate, and realistic for the execution of the services outlined in Tender Ref: **CIFA/PC/2026/212**.

Name of Representative: _____

Title / Position: _____

Signature: _____

Date: _____