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**ANNEX 2 Guide to Creating a Financial Proposal for an IQS**

**ДОДАТОК 2 Вказівки щодо розробки фінансової пропозиції для Субконтракту з фіксованою ціною без обумовленого обсягу**

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors’ budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 2: Write Cost Notes. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

Sample Budget

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this IQS RFP.

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| **Labor categories** | **Unit Rate** | **Cost Notes** |
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| **Materials** | **Unit Rate** | **Cost Notes** |
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Because DG East is a USAID funded project and is implemented under a bilateral agreement between the Ukrainian and the U.S. Government, offerors must not include VAT and customs duties in their cost proposal.

Оскільки DG East є проєктом, що фінансується USAID і реалізовується в рамках двосторонньої угоди між Урядом України та Урядом Сполучених Штатів Америки, оференти не повинні включати до своєї цінової пропозиції ПДВ та митні збори.