

Guidelines on preparation of the financial part of the tender

Contractors are required to attach the disbursement schedule of the Contract to the tender – by means of completing the attached template of the disbursement schedule, following the guidelines below.

Guidelines to the disbursement schedule:

- 1) The Contractor states **the total amount of the remuneration** (a lump sum price) in the tender, whereas it is advisable to **provide unitary prices for individual components of the procurement procedure,**
- 2) the Contracting Authority may pay the Contractor **an advance payment up to 20% of the contract value,** whereas it is the Contractor who shall decide on whether to receive **a one-off advance payment equivalent to 20% of the total contract value** or more advance payments paid prior to the completion of each stage of works/activities, provided that **the total value of advance payments cannot exceed 20% of the contract value,**
- 3) **the advance payment (advance payments) shall be paid provided** it is requested by the Contractor and the guarantee is deposited (in cash, bank or insurance guarantee),
- 4) **Each (and every) advance payment shall be settled by means of a partial invoice within 90 days of the date of payment,**
- 5) The Contracting Authority **agrees to pay in stages, however, not more than once per a calendar quarter,**
- 6) **a stage acceptance protocol is the basis for issuance of the partial invoice and settlement of each stage.** The Contractor should propose a breakdown of the contract into respective stages set out in the disbursement schedule. The breakdown should include (taking into account the following assumptions):
 - a) a brief description (naming) of a stage,
 - b) a stage pricing – it should be reliable, which means:
 - credible, based on expected costs and normally incurred by the Contractor to execute the Contract,
 - objective, based on prices and rates which are in force in the market and including reasonable/sufficient amount of resources to be used while executing the contract,
 - verifiable, keeping the audit trails in accordance with the principles/guidelines and source documents of the Contractor
 - c) evidencing the documentary proof for the completion of a stage,
 - d) it is required that at least 10 % of the contract value is paid after the final stage acceptance (upon delivery and acceptance of the final stage).

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Sample partial stages:

- 1) transfer of *know how* to the Contracting Authority within the scope necessary for the establishment/organisation of the Training Centre (*within the scope stipulated in article 2 paragraph 3 letter a item 1*),
- 2) development of training programs and handouts (*within the scope stipulated in article 2 paragraph 3 letter a item 2*),
- 3) conducting pilot training courses for lecturers and coaches selected by the Contracting Authority (*within the scope stipulated in article 2 paragraph 3 letter a item3*),
- 4) scientific (substantive) patronage, ongoing consultations, annual audit and updating the training programmes (*within the scope stipulated in article 2 paragraph 3 letter b*),

The elements of the disbursement schedule can be negotiable.