

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 puts the total amount of the remuneration (a lump sum price) in the tender for a specific part of the procurement procedure, whereas it is advisable to provide unitary prices for individual components of the object of the procurement procedure,
- 2) The Contracting Authority may pay advance payments, however not more than once per a calendar quarter.
- 3) The advance payment cannot be in excess of the value of a stage pricing as specified by the Contractor. The Contracting Authority allows for payment of more than one advance payment.
- 4) An advance payment (advance payments) shall be effectuated provided that: a request for advance payments is submitted and advance payment guarantee is deposited (in cash, in the form of bank or insurance guarantee), the value of the guarantee cannot be lesser than the sum of all tranches of advance payments specified in the disbursement schedule.
- 5) (Each and every) advance payment must be settled with an invoice. The Contracting Authority may pay subsequent advance payments provided that the Contractor has successfully performed the object of the procurement procedure corresponding to the previously paid advance payments.
- 6) A stage acceptance protocol is the basis for issuance of the partial invoice and settlement of each stage of works. The Contractor should propose a breakdown of the procurement procedure 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 perform 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 stages of works:

- 1) transfer of *know how* to the Contracting Authority within the scope necessary for the establishment/organisation of the Training Centre - Part I - the Segment of Heat Pumps,
- 2) development of training programs and handouts - Part I - the Segment of Heat Pumps
- 3) conducting pilot training courses for lecturers and coaches designated by the Contracting Authority Part I - the Segment of Heat Pumps

The elements of the disbursement schedule can be negotiable.