

UNHCR/2020/RFP/014

Annex B - FINANCIAL OFFER FORM

for the People Management for 1st time People Managers in UNHCR - Creating resources

Vendor Name:	
Address:	
Company Web Home Page address (if available):	
Name of Authorized Representative:	
Signature of Authorized Representative:	
Name of Contact Person:	
Contact E-mail:	
Contact Phone:	
Validity of Offer:	

Please use this form for your financial proposal for the indicated services giving the price in a fixed and all inclusive basis.

Please indicate all prices in **only one currency** and indicate them **without VAT**.

Please note that all prices must exclude VAT as UNHCR is exempt of all taxes and custom duties.

IMPORTANT: Please declare in which currency your prices are quoted:

Currency of offer:	
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All prices should be excluded of VAT.

Cost Code	Cost element	Unit of measure	Unit Cost	Comment
DESIGN & DELIVERY				
A.1	Assessment and analysis of core task related to UNHCR manager and staff concerns	One-off cost		
A.2	40 dedicated resources for all staff	Cost per resource		
A.3	40 dedicated resources for 1st time managers	Cost per resource		
A.4	40 dedicated resources for middle managers (P3 - P4)	Cost per resource		
A.5	20 dedicated resources for UNHCR's Senior HR Partners	Cost per resource		
A.6	Up to 10, (max) 5 min concept explainers (aligned to branding guidelines)	Cost per explainer		
A.7.	Definition and development of dedicated platform/site	One-off cost		
TOTAL Design and Delivery			0	
TRAVEL COSTS				
A.8	Est. flight ticket cost to Geneva	per roundtrip		
	Est. flight ticket cost to Budapest	per roundtrip		
TOTAL Travel			0	
GRAND TOTAL (Design, Delivery and Travel)			0	
OPTIONAL SERVICES				
A.9	Any other cost as deemed necessary for the service performance:			

Proposed period of the Frame Agreement is 3 years + 1 + 1 year extension. Please state if you accept to keep the costs fixed during the five-year period:	The financial offer must cover all the services to be provided (all inclusive) and include the following: a) An all-inclusive price excluding VAT; b) Other cost, indicating nature and breakdown; c) Any assumptions made for the provision of the estimates without compromising the delivery of services
Disclaimer 1:	The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Additional costs during/after assignment such as revisions, corrections, travel, administration, communication shall neither be charged to UNHCR at later stage.
Disclaimer 2:	For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.
Disclaimer 3:	Any figures provided have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.
Disclaimer 4:	Any travel required will be subject to UN travel rules. All air transport refunds to/from any destination will be at the cheapest economic fare available as determined by UNHCR Travel Unit. UNHCR policy is to provide a Daily Subsistence Allowance (DSA) to travelers on mission(s) for UNHCR at the monthly updated UN rate and not reimburse for itemized expenses. Travel and terminal expenses incurred by the Contractor's personnel shall be reimbursed by UNHCR in the amount of the actual expenses incurred by the Contractor's personnel as evidenced by original supporting document, provided however that UNHCR shall not be liable to reimburse travel expenses incurred in excess of the amount indicated in the relevant purchase order. The maximum amount permitted for travel in any purchase order shall be based on the cheapest economic airfare available as determined by the UNHCR Travel Unit.