

**UNHCR/2020/RFP/014**  
**Annex B - FINANCIAL OFFER FORM**  
for the People Management for Senior Managers in UNHCR

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:**

All prices should be excluded of VAT.

Cost Code	Cost element	Unit of measure	Unit Cost	Comment
<b>DESIGN</b>				
A.1	Assessment and analysis of core task related segmented UNHCR manager concerns	One-off cost		
A.2	40 resources for senior managers (P5 - D1)	per resource		
A.3	20 resources for Senior Human Resource Partners'	per resource		
A.4	Design of an experience based programme	One-off cost		
A.5	Definition and development of dedicated platform/site	One-off cost		
<b>TOTAL Design</b>			<b>0</b>	
<b>DELIVERY</b>				
A.5	Cost per delivery of 'experience'	per experience all inclusive or per participant all inclusive - <b>please indicate</b>		
<b>TRAVEL COSTS</b>				
A9	Est. flight ticket cost to Geneva, Switzerland	per roundtrip ticket		
	Est. flight ticket cost to Budapest, Hungary	per roundtrip ticket		
	Est. flight ticket cost to Panama City, Panama	per roundtrip ticket		
	Est. flight ticket cost to Bangkok, Thailand	per roundtrip ticket		
	Est. flight ticket cost to Nairobi, Kenya	per roundtrip ticket		
	Est. flight ticket cost to Dakar, Senegal	per roundtrip ticket		
	Est. flight ticket cost to Pretoria, South Africa	per roundtrip ticket		
	Est. flight ticket cost to Amman, Jordan	per roundtrip ticket		
<b>TOTAL Travel Costs</b>			<b>0</b>	
<b>GRAND TOTAL (Design, Delivery and Travel)</b>			<b>0</b>	
<b>OPTIONAL SERVICES</b>				
A10	As suggested by the vendor			

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.	