

ANNEX B: FINANCIAL OFFER FORM

RFP/HCR/AA/2022/004

FRAME AGREEMENT FOR CLEANING AND GARDENING SERVICES OF THE UNHCR OFFICES, AND OTHER FACILITIES, GUEST HOUSES AND COMPOUNDS IN ETHIOPIA

The table below will be the basis of Financial Evaluation of your offer by UNHCR: to be completed by the bidders. 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 ETB and indicate them without VAT.

Company 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:	

Disclaimer: 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: 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.

			A	B	C	D	E	F	G
Location	Item Description	Number of personnel	Gros salary paid to the personnel ETB	Benefits paid by company on behalf of the personnel per month per person ETB	Deductions per month, per person ETB	Take-Home (net-pay) salary per month ETB (A+B-C)	Administration costs per month per person ETB	Total month cost per person ETB (D+E)	Total Annual cost ETB (12xF)
Addis and periphery	Manager							0	0
	Supervisors	1						0	0
	Receptionist	1						0	0
	Messenger	1						0	0
	Cleaner	14						0	0
	Gardener	2						0	0
	General labour	1						0	0
	Clothes Ironer							0	0
	Cook							0	0
Sub-Total		20						0	0
Location	Item Description	Number of personnel	Gros salary paid to the personnel ETB	Benefits paid by company on behalf of the personnel per month per person ETB	Deductions per month, per person ETB	Take-Home (net-pay) salary per month ETB (A+B-C)	Administration costs per month per person ETB	Total month cost per person ETB (D+E)	Total Annual cost ETB (12xF)
Jijiga	Manager							0	0
	Supervisors	2						0	0
	Receptionist							0	0
	Messenger							0	0
	Cleaner	24						0	0
	Gardener	8						0	0
	General labour	3						0	0
	Clothes Ironer							0	0
	Cook	1						0	0
Sub-Total		38						0	0

Location	Item Description	Number of personnel	Gros salary paid to the personnel ETB	Benefits paid by company on behalf of the personnel per month per person ETB	Deductions per month, per person ETB	Take-Home (net-pay) salary per month ETB (A+B-C)	Administration costs per month per person ETB	Total month cost per person ETB (D+E)	Total Annual cost ETB (12xF)
Assossa	Manager							0	0
	Supervisors	4						0	0
	Receptionist							0	0
	Messenger							0	0
	Cleaner	36						0	0
	Gardener	12						0	0
	General labour							0	0
	Clothes Ironer							0	0
	Cook	1						0	0
Sub-Total		53						0	0
Location	Item Description	Number of personnel	Gros salary paid to the personnel ETB	Benefits paid by company on behalf of the personnel per month per person ETB	Deductions per month, per person ETB	Take-Home (net-pay) salary per month ETB (A+B-C)	Administration costs per month per person ETB	Total month cost per person ETB (D+E)	Total Annual cost ETB (12xF)
Shire	Manager	1						0	0
	Supervisors	4						0	0
	Receptionist							0	0
	Messenger							0	0
	Cleaner	42						0	0
	Gardener	11						0	0
	General labour							0	0
	Clothes Ironer							0	0
	Cook	2						0	0
Sub-Total		60						0	0
Location	Item Description	Number of personnel	Gros salary paid to the personnel ETB	Benefits paid by company on behalf of the personnel per month per person ETB	Deductions per month, per person ETB	Take-Home (net-pay) salary per month ETB (A+B-C)	Administration costs per month per person ETB	Total month cost per person ETB (D+E)	Total Annual cost ETB (12xF)
Mekele	Manager							0	0
	Supervisors	1						0	0
	Receptionist							0	0
	Messenger							0	0
	Cleaner	15						0	0
	Gardener							0	0
	General labour	2						0	0
	Clothes Ironer							0	0
	Cook							0	0
Sub-Total		18						0	0
Location	Item Description	Number of personnel	Gros salary paid to the personnel ETB	Benefits paid by company on behalf of the personnel per month per person ETB	Deductions per month, per person ETB	Take-Home (net-pay) salary per month ETB (A+B-C)	Administration costs per month per person ETB	Total month cost per person ETB (D+E)	Total Annual cost ETB (12xF)
	Manager							0	0

Amhara and periphery	Supervisors	5						0	0
	Receptionist							0	0
	Messenger							0	0
	Cleaner	38						0	0
	Gardener							0	0
	General labour							0	0
	Clothes Ironer							0	0
	Cook							0	0
Sub-Total		43						0	0
Total		232						0	0

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
- d) A proposed schedule of payment, all of which must be expressed and will be affected in the currency of the proposal.

Proposed period of the Frame Agreement is three years + two years (1+1) extension. Please state if you accept to keep the costs fixed during the contract period.	
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