**Commercial Proposal Form**

|  |
| --- |
| ***< Bidder’s Name >***  ***< Bidder’s Address >***  ***< Bidder’s Address >***  ***< Bidder’s Address >***  ***< Country >*** |

**Closing Date: 4 March 2013 (16:00 CET) Reply Via:** **Sealed Mail**

**The following should be completed by the Bidder**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Bid Reference** | **Date** | **Bid Validity Date[[1]](#footnote-1)** | **Total Contract Price**  **(USD)[[2]](#footnote-2)** |
|  | **dd/MM/yyyy** | **dd/MM/yyyy** |  |

Your financial proposal must provide the price breakdown as per the following structure:

PHASE A – Headquarters

|  |  |
| --- | --- |
| **Price Component / Milestone** | **Price in USD** |
| 1. Design and implementation of the target environment |  |
| 2. Migration to the target environment |  |
| 3. Supply of software licenses for migration tools |  |
| 4. Project Management and Change Management |  |
| 5. ILO IT staff training |  |
| 6. Service Desk temporary support (daily rate[[3]](#footnote-3) x N° of work days) |  |
| **Total Price (Phase A)** |  |

PHASE B – Field [*FOR INFORMATION ONLY – Does not create any obligation for the ILO of any kind*]

|  |  |
| --- | --- |
| **Price Component / Milestone** | **Price in USD** |
| 1. Design and implementation of the target environment |  |
| 2. Migration to the target environment |  |
| 3. Supply of software licenses for migration tools |  |
| 4. Project Management and Change Management |  |
| 5. Travel expenses (estimate) |  |
| **Total Price (Phase B)** |  |

**List of Software Foreseen**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  (editor, product, version) | **Description**  (role in the migration) | **Quantity** | **Unit List Price** | **Unit Discounted Price** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Responsible for sale Signature**

This Proposal has been prepared in accordance with

**“Terms and Conditions Applicable to ILO Contracts”**

1. *Minimum three months after the closing date, as per paragraph 1.5.1 of RFP N° 03/2013.* [↑](#footnote-ref-1)
2. *An initial warranty period of 1 year starting at the final acceptance of the project must be included in the total contract price.* [↑](#footnote-ref-2)
3. *Please indicate daily rate.* [↑](#footnote-ref-3)