* Offer submission form (to be completed by the bidder)

**Reference: ILO/CO ADDIS/RFQ/2024/037**

**Closing Date**: 31 May 2021 17:00, EAT ADDIS ABABA, ETHIOPIA TIME

**Bidder Name**: Fill in Bidder’s name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the [Terms and Conditions Applicable to ILO Contracts for Services](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf) for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

|  |  |  |
| --- | --- | --- |
| Task | Description | Lump Sum in Add currency here (Excluding VAT) |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. |
| Total |  | Click or tap here to enter text. |

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Model Template for Financial Proposal | |  |  |  |  |
| N° | Description | Unit | Qty | Rate ($) | Amount ($) |
| **1.** | **Staff Cost** |  |  |  |  |
| Key Staff 4-2-1: Project Leader | | WM |  |  |  |
| Key Staff 4-2-2: Videographer | | WM |  |  |  |
| Key Staff 4-2-3: Project Director | | WM |  |  |  |
| 2. | Hire/Lease/use of equipment\*1 | WM |  |  |  |
| 3. | Provisional Cost Sum for any additional services not provided for in the TOR\*2 | WM |  |  |  |
| **2** | **Air Travel** |  |  |  |  |
| 2.1 | International Flights | flights |  |  |  |
| 2.4 | Local Flights (Mogadishu- Baidoa) | flights |  |  |  |
| **Sub-total 2: Air Travel** | |  |  |  |  |
| **3** | **Local Project Travel** |  |  |  |  |
|  | Lease of 1 No. vehicle for project implementation (All-in cost covering lease, insurance, driver, fuel/lubricants, service etc) | WM |  |  |  |
| **Sub-total 3: Local Travel** | |  |  |  |  |
| 4 | **Project Office *(Ref. ad 5.3 Office facilities and costs)*** |  |  |  |  |
|  | Consultant’s Office rent & operation cost (all -in cost covering rental, security, electricity & water, telephone/internet, data cost, office & stationery etc.) | WM |  |  |  |
| **Sub-total 4: Production** | |  |  |  |  |
| **5** | **Reports** |  |  |  |  |
| 5.1 | Inception Report Incl all deliverables | No. | 1 |  |  |
| 5.2 | First Quarterly Report | No. | 1 |  |  |
| 5.3 | Second Quarterly Report Incl. all deliverables | No. | 1 |  |  |
| 5.4 | Third Quarterly Report Incl. all deliverables | No. | 1 |  |  |
| 5.5 | Fourth Quarterly Report Including all deliverables | No. | 1 |  |  |
| 5.6 | Final Report Incl. all deliverables |  |  |  |  |
| **Sub-total 5: Reports** | |  |  |  |  |
| **Sub-total 6: Procurements** | |  |  |  |  |
| **7** | **Miscellaneous (re-imburseable)- specify & elaborate** |  |  |  |  |
| 7.1 |  | Lump sum |  |  |  |
| 7.2 |  | Lump sum |  |  |  |
| 7.3 |  | Lump sum |  |  |  |
| **Sub-total 7: Miscellaneous (reimbursable)** | |  |  |  |  |
| **8. Grand Total** | |  |  |  |  |

\*1: ***Full cost of use of all equipment whether owned or leased.***

***\*2: Bidder to specify and provide a full justification additional services (if any) not included in the TOR***

**Name:** Click or tap here to enter text. **COMPANY STAMP**

**Position:** Click or tap here to enter text.

**Tel/Fax:** Click or tap here to enter text.

**E-mail:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Signature**: Click or tap here to enter text.