# SECTION VI – ANNEX F: PRICE SCHEDULE FORM

UNFPA/MNG/RFP/25/001

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 20 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must be accompanied by a detailed cost breakdown in a separate excel sheet.
4. UNFPA anticipates awarding the project on a fixed-price basis.

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| Item | Description | Unit of Measure | Unit rate\* | VAT\*\* (if applicable) | Cost breakdown provided  (Yes/No) |
| 1 | Cleaning service\* | per month |  |  |  |
| 2 | per year |  |  |  |
| 3 | Maintenance service\* | per month |  |  |  |
| 4 | per year |  |  |  |
| 5 | Façade cleaning service\* | Each |  |  |  |
| 6 | On-call service assistant | person/day |  |  |  |
| 7 | On-call cleaning service | person/day |  |  |  |
| 8 | Overtime fee rate (when required)\*\*\* |  |  |  |  |
| 8.1 | for General cleaning service staff | person/hour |  |  |  |
| 8.2 | for Facility maintenance service staff | person/hour |  |  |  |
| 8.3 | for On-call service assistant | person/hour |  |  |  |
| 8.4 | for On-call cleaning service staff | person/hour |  |  |  |

\*The unit rate should be an all-inclusive final price to be paid by UNFPA to the service provider. To justify the unit price, a cost breakdown should be provided in a separate excel table for UNFPA to check if the financial offer covers all details of the Terms of Reference. The cost details stated in the cost breakdown will be used as a base for any contract amendment in the future when necessary. The cost breakdown should be linked to the technical proposal including all details of below as minimum:

* Labor cost in detail
* Administrative costs
* Material cost in detail
* Equipment cost in detail
* Applicable taxes

\*\*Local bidders are requested to specify the VAT if the company is a VAT payer.

\*\*\*The overtime work may be requested by the UN Common Premises Coordinator when necessary. In that case, the overtime fee rate accepted by UNFPA will apply for the work of onsite service staff.

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| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |