

**Annex III**



**\*Insert Name of the Company\***

**Financial Proposal**

**2016 Request for Proposals for Transcription Services by Transcription firms**

The Offeror is asked to prepare the Financial Proposal and include it in a separate envelope from the rest of the RFP response as indicated in the Description of Requirements (Annex I).

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as indicated in the Description of Requirements (Annex I).

Financial Proposal must *provide* a cost breakdown as detailed below. Provide separate figures for each functional grouping or category.

The format shown on the following pages (attached as a WORD document) must be used.

You are only required to provide a financial proposal for the primary services listed below;

These will be the only services considered for financial evaluation.

If your firm offers and would like to provide the “Other optional Services” below-listed, you are welcome to submit the prices schedule for these. Again, these will not have an impact on your financial evaluation. Similarly the “rush fee” will also not be considered.

Reminder: The financial proposal form duly completed should be placed in a **password- protected .pdf format file.** Only those respondents whose submissions pass the technical evaluation will be requested to submit their password.





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| Financial Proposal: Request for Proposals for Transcription Services by Transcription firms  Price quotation in US dollars only  Submission by email to [**oai.bids@undp.org**](mailto:oai.bids@undp.org) by deadline indicated in Invitation Letter | | |
| **Primary services: Description of Activity/Item** | | **Cost** |
| **1.** | **Remuneration** | Rate/ audio Minute |
| a. | **I. Standard fee :** Transcription rate per audio minute  (delivery within 30 working days) |  |

**II. Rush fee**

a. Rush Fee: Transcription rate per audio minute

(Delivery within 5 working days)

Submitted by: Company/organization: Address:

Name: Title: Email:

Telephone: