

ADDENDUM – 004

Date: 06 February 2017

Attention: Prospective Proposer

Reference: Request for proposal (RFP) Ref: # UNWHQRF105

QUESTION #1: How should bidders budget for costs related to the two field visits without knowing the location of the field visits that will allow for comparability between financial proposals?

UN WOMEN RESPONSE:

a) All travel should be calculated in economy class only. UN Women will reimburse actual costs of travel based on most direct and economical route effective UN daily subsistence allowance (DSA) rate on the dates of travel will be applied.

b) **ANNEX 5: “FORMATE OF FINANCIAL PROPOSAL”**

i. **Price breakdown:** is hereby amended to delete points b. c. and d.:

~~b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a “per diem rate”) for every day in which the experts shall be in the field for purposes of the assignment.~~

~~c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.~~

~~d. An all-inclusive amount for local travel, if applicable.~~

and

A. Cost Breakdown by Resources is also amended to delete points 1. 2. and 3. Under the operations cost

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Operational cost Please detail the following:				
1. Estimated return tickets for travel (if any)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation	1 lump sum			
Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum			

All other clauses as set forth in the originally published RFP remain the same.