

**Section VI – Annex E: Price Schedule Form**

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 provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.
5. The Bidders shall quote for follow Services:
   * Maintenance of four RTM-Systems (including all costs for cloud-based databases and their applications for the four RTMs) and Development of Platform to monitor the implementation of UPR recommendations. The bidders shall quote based on daily rates covering the complete requested period, until the end of the program.
   * Training Sessions: The Bidders shall quote based on daily rates covering only the costs for his/her travel, accommodation and alimentation, including the costs of working hours of preparation and follow up. The logistical costs for the training itself like Catering, sending of invitations, cost of renting rooms, etc. will be covered by UNFPA or Partner and must not be part of this quotations.

The Bidders shall sum the total cost of both requested services above, which will be part of the financial evaluation by comparing total costs, covering all requested services for the requested period of time.

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| --- | --- | --- | --- | --- |
| **Description** | **Unit** | **Quantity** | **Unit Cost** | **Total** |
| **Maintenance of four RTM (including costs for cloud-based databases and their applications for the four RTMs), Development of Platform to monitor the implementation of UPR recommendations** | | | | |
| 1. **Professional Fees** | | | | |
| Programmer (*this is just an example)* | Per day |  |  |  |
| Other consultants, etc*. (this is just an example)* | Per day |  |  |  |
| *(If applicable, insert other services)* | Per Day |  |  |  |
| *(If applicable, insert other services)* | Per Day |  |  |  |
| *Total 1. Professional Fees* | | | | $$ |
|  | | | |  |
| **Description** | **Unit** | **Quantity** | **Unit Cost** | **Total** |
| **Training Sessions for relevant RTM Users** | | | | |
| * 1. **Professional Fees for Participation in Training** | | | | |
| Team leader *(this is just an example)* | Per day |  |  |  |
| Assistant (*(this is just an example)* | Per day |  |  |  |
| Other consultants, etc. *(this is just an example)* | Per day |  |  |  |
| *Total 2.1 Professional Fees* | | | | $$ |
| * 1. **Out-of-Pocket expenses** | | | | |
| Daily Allowance / Per diem (including Alimentation) | Per day |  |  |  |
| Travel expenses (Roundtrip) | Each |  |  |  |
| *(If applicable, insert other services)* |  |  |  |  |
| *Total 2.2 Out-of-Pocket Expenses* | | | |  |
| *Total Expenses for Training Sessions (2.1 + 2.2)* | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | $$ |

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