**Annex I**

**Price Proposal Guideline and Template**

The prospective Individual Consultant should take the following explanations into account during submission of his/her price proposal.

**1. Lump Sum Amount**

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

Contract price is fixed to activities/deliverables indicated in the TOR, regardless of the changes in the cost components (such as those invested for completion of the deliverables).

**2. Travel costs**

No travels are envisaged under the current assignment.

**3. Daily Subsistence Allowance**

Not applicable.

**4. Currency of the price proposal**

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency conversion to MDL at the date of applications’ submission deadline.

**Annex II:**

**Price Proposal Submission Form**

**To:** United Nations Entity for Gender Equality and the Empowerment of Women

**Ref: National Consultant to conduct a Final Evaluation of the programme “Promoting Gender Responsive Policies in South East Europe”**

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

1. A. Cost Breakdown by Cost Component

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit of measure (days, units)** | **No of Units** | **Unit price, MDL** | **Total Price, MDL** |
| Consultancy, daily fee, all inclusive  |  |  |  |  |
| Other cost  |  |  |  |  |

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is gross, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 60 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: