**ANNEX 5**

**FORMAT OF FINANCIAL PROPOSAL**

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers.

UN Women Moldova, envisages entering into a service contract with one qualified Travel Agency for the provision of Travel Management Services. The Travel Agency, selected as a result of the present Request for Proposal, will pass on to UN Women Moldova the special fares and conditions offered by the air carriers and shall not expect to receive any standard or override commissions from the respective air carrier.

Proposers are requested to indicate the service fee which they will apply per ticket issued for each booking class in the table below. Such service fees shall apply for all air carriers present on the Moldovan market. The level of the service fees for each booking class shall remain fixed for the whole duration of the contract and shall apply for a whole itinerary per passenger, regardless of the number of connections/segments, electronic tickets issued or air carrier used.

**The contract shall be awarded to the Proposer that submitted the lowest-priced technically compliant proposal.**

|  |  |  |
| --- | --- | --- |
| **Item no.** | **Booking Class** | **Service Fee applied by Proposer per ticket issued,**  **USD** |
| **1** | Economy Class / Continental flights |  |
| **2** | Economy Class / InterContinental flights |  |
| **3** | Business Class / InterContinental flights |  |

**NOTE:** In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women’s core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

**Signature of Financial Proposal**

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email: