**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 3.4.1of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

1. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
2. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities
3. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.
4. 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.
5. An all-inclusive amount for local travel, if applicable.
6. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
7. Summary of total cost for the services proposed.
8. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

**All prices/rates quoted must be inclusive of all taxes.**

**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.

**Financial Proposal**

**Ref.: RfP18/01800 for a Company/Organization to supporting conducting a series of workshops aimed to strengthen the political participation of women and youth representing ethnic groups**

**All prices/rates quoted must be inclusive of all taxes.**

1. **Cost Breakdown per Deliverables**

| **No**  | **Deliverables/Tasks** | **Percentage of Total Price** | **Price****(lump sum, including VAT)****MDL** | **Delivery time/time period (if applicable)** |
| --- | --- | --- | --- | --- |
|  | Submission of the work plan and methodology for 3 regional and 1 national workshops.  | 20 % |  | Draft documents: Within 3 work days following the date of contract signingFinal documents: within 7 days  |
|  | Submission of one report for 2 regional workshops. The report should include information on tasks completed, key achievements and challenges faced, recommendations for UN Women on the needed adjustments in the implementation for the remaining project activities. Also the Report should have as annexes two short regional workshop reports. | 40 % |  | By end-October, 2018 |
|  | Submission of the draft and final version of the final report on conducting one regional workshop and one national workshop. The report should be finalized based on the feedback received from UN Women on the draft report. The final report should include:* Short regional workshop report
* National workshop report
* The key discussion points and conclusions from all workshops
* Final approved briefing papers around political participation of women from minority groups
 | 40 % |  | By mid - December, 2018 |
|  | **Total** | 100 % |  |  |

1. **Cost Breakdown by Resources**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

| **#** | **Description**  | **Unit of measure** | **Number of units** | **Duration (if applicable)** | **Unit Cost (MDL)** | **Total Cost (MDL)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Personnel services** |
| 1.1 | Team Leader  | Per person |  |  |  |  |
| 1.2 | Team Member 1 (specify) | Per person |  |  |  |  |
| 1.3 | Team Member 2 (specify) | Per person |  |  |  |  |
| 1.4 | Other (specify) | Per person |  |  |  |  |
| **2** | **Operational costs** |
| 2.1 | ***Venue & Logistics support*** |  |  |  |  |  |
| Conference room (up to 40 people) for 3 regional workshopsRequirements to venue: * Fully equipped with technical equipment for presentations (such as: laptop, overhead projector, screen, wireless microphones (2) etc.)
* Located outside Chisinau
 | Event/day |  |  |  |  |
| Conference room (up to 100 people) for 1 national workshopRequirements to venue: * Fully equipped with technical equipment for presentations (such as: laptop, overhead projector, screen, wireless microphones (2) etc.)
* Located within Chisinau
 | Event/day |  |  |  |  |
| Training handouts for participants (agenda, training materials, support materials, other) | Per person |  |  |  |  |
| Catering services: * Coffee breaks (to include freshly brewed coffee, herbal and leaf teas, full cream, salty and sweet pastry, seasonal fresh fruit)
* 3-course business lunch, including juice and water
* Dinner
 | Per person |  |  |  |  |
| Printing costs (specify) |  |  |  |  |  |
| Transportation costs (specify) | Per km |  |  |  |  |
| Translation costs (specify) |  |  |  |  |  |
| Communication costs (specify) |  |  |  |  |  |
|  | Management costs  | % |  |  |  |  |
|  | Other costs [please specify in separate lines the costs for all needs to implement the TOR] |  |  |  |  |  |
|  | TOTAL, including VAT |  |  |  |  |  |

*[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations. The applicant may ad additional rows if needed.]*

**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: