**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 exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from 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. RfP-18/01834: Provision of Event Management services for UN Women in Moldova**

|  |  |  |
| --- | --- | --- |
| **Nr.**  | **Specifications for required services** |  |
| **1** | **Company’s administrative fee (includes, but not limited to contractor's research of up to 3 quotations from service providers for event, to the coordination of services (accomodation, venue, catering, translation/other equipment, lists of participants and calls/confirmations, handling invitations, assembling folders, name tags, pick up banners/other materials at UN Women, etc))** | **Price per item, USD\*** |
| 1.1 | Company’s administrative fee per event |   |
| **2** | **Fee for service support during an event (includes but not limited to seating arrangements, setting banners, name tags, registration desk, registration of partiicpants, distribution of materials, reimburse travel costs, coordinate catering and solve event related requests, etc)** | **Price per item, USD\*** |
| 2.1 | Event service support fee, per ½ day |   |
| 2.2 | Event service support fee, per 1 day |   |
| **3** | **Workshop/conference materials and printing** | **Price per item, USD\*** |
| 3.1 | Pen (similar to EK31059) |   |
| 3.2 | Notebook (similar to BV00540) |   |
| 3.3 | Folder (similar to INTERDRUK A4 IN00403) |   |
| 3.4 | Paper bag for conference/training materials (for A4 size materials) |  |
| 3.5 | Print page B/W, A4, 80g/cm2, 1+0 (one sided) |   |
| 3.6 | Print page B/W, A4, 80g/cm2, 1+1(double sided) |   |
| 3.7 | Print page color, A4, 80g/cm2, 4+0 (one sided) |  |
| 3.8 | Print page color, A4, 80g/cm2, 4+4 (double sided) |  |
| 3.9 | Writing materials on USB memory drive (USB drive will be provided) |  |
| **4** | **Hotel discounts** | **Discount, %** |
|  | **Within Chisinau** |  |
|  | Aria Hotel |  |
|  | Bristol Hotel |  |
|  | Berds Hotel |  |
|  | Budapest Hotel |  |
|  | City Park Hotel |  |
|  | Dacia Hotel |  |
|  | Fides Hotel |  |
|  | Flowers Hotel |  |
|  | Gloria Hotel  |  |
|  | Hotel Europa |  |
|  | Institutul Muncii |  |
|  | Jazz Hotel |  |
|  | Jolly Alon Hotel |  |
|  | Loft Hotel |  |
|  | Manhattan Hotel |  |
|  | Radisson Blu Hotel |  |
|  | Regency Hotel |  |
|  | Savoy Hotel |  |
|  | Summit Hotel |  |
|  | Villa Arus |  |
|  | Villa Natali |  |
|  | Villa Verde Hotel |  |
|  | VisPas Hotel |  |
|  | Zentrum Apartments |  |
|  | Zimbru Hotel |  |
|  | Hotel (insert name of hotel) |  |
|  | Hotel (insert name of hotel),add as needed. |  |
|  | **Outside Chisinau** |  |
|  | Bahmut SRL |  |
|  | Chateau Vartely, Orhei |  |
|  | Ecovilla, Orhei |  |
|  | Forest Club, Ialoveni |  |
|  | Hotel Laguna, Molovata Noua |  |
|  | IT Relax, Vadul lui Voda |  |
|  | Odiseu, Vadul-lui-Voda |  |
|  | Pensiunea Butuceni |  |
|  | Pensiunea Costesti |  |
|  | Purcari Hotel, Stefan Voda |  |
|  | Sky Land, Criuleni |  |
|  | Vatra Hotel |  |
|  | Vila Etnica |  |
|  | Hotel (insert name of hotel) |  |
|  | Hotel (insert name of hotel), add as needed. |  |
| **5** | **Conference Halls (venues) discounts** | **Discount, %** |
|  | **Within Chisinau** |  |
|  | Conference Centre SUMMIT |  |
|  | Fora Event Room |  |
|  | Keystone Moldova Training Centre |  |
|  | **Outside Chisinau** |  |
|  | Business Training Center Moldtelecom, Orhei (venue) |  |
|  | Conference hall 2 (insert name), add as needed |  |
| **6** | **Catering companies discounts** | **Discount, %** |
|  | City Catering |  |
|  | Floare de Cires |  |
|  | Mico Catering |  |
|  | Roma Club |  |
|  | Select |  |
|  | Vanillia Catering |  |
|  | Catering company (insert name of company), add as needed |  |
| **7** | **Photo/Video services** | **Price per item, USD\*** |
|  | Video shooting services, price per hour |  |
|  | Photographer services, price per hour |  |

\* Fee per item in USD, payable in Moldovan Lei as per UNORE exchange rate at the date of invoice.

**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: