

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the documents of Request for Proposal, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide professional services for holding and facilitating [*insert number of workshops*] 3-day workshop(s) in [*insert name of city*] for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 75 days from the date fixed for opening of Proposals in the Cover Letter of Request for Proposal and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /monthof year

Signature

Name:

Title:

Date:

Duly authorized to sign Proposal for and on behalf of
[*Insert name of offeror*]

PRICE PROPOSAL TEMPLATE

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. '

The Price Schedule must provide a detailed cost breakdown. 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 Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor (Not applicable for workshop).

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

| Price Proposal for <u>one 3-day workshop in Tehran:</u> | | | | |
|--|---|-------------------|----------------------|-----------------------------|
| | Description of Activity/Item | Per person | Total per day | Total for three days |
| 1. | Workshop Venue and facilities | | | |
| | Venue | | | |
| | A/V and IT equipment | | | |
| | Lunch | | | |
| | Two refreshments (break) | | | |
| | Stationery and hand-outs | | | |
| 2. | Accommodation | | | |
| | Room and breakfast | | | |
| | Dinner | | | |
| 3 | Lecturer | | | |
| 4 | Any other relevant cost item required for arrangement of a workshop such as: | | | |
| | Travel | | | |
| | Per Diem Allowances | | | |
| | Communications | | | |
| | Reproduction and Reports | | | |
| | Others | | | |
| | Total | | | [.....] |

| | | | | |
|--|--|--|--|--|
| | | | | Total cost of one 3-day workshop |
| | | | | x 8 = [.....] Total cost of four 3-day workshops |
| | | | | |

| Price Proposal for one 3-day workshop in city <i>[insert name of city]</i>: | | | | |
|--|---|-------------------|----------------------|---|
| Description of Activity/Item | | Per person | Total per day | Total for three days |
| 1. | Workshop Venue and facilities | | | |
| | Venue | | | |
| | A/V and IT equipment | | | |
| | Lunch | | | |
| | Two refreshments (break) | | | |
| | Stationery and hand-outs | | | |
| 2. | Accommodation | | | |
| | Room and breakfast | | | |
| | Dinner | | | |
| 3 | Lecturer | | | |
| 4 | Any other relevant cost item required for arrangement of a workshop such as: | | | |
| | Travel | | | |
| | Per Diem Allowances | | | |
| | Communications | | | |
| | Reproduction and Reports | | | |
| | Others | | | |
| | Total | | | [.....] Total cost of one 3-day workshop |
| | | | | |

Note: If offeror submit proposal for more than one city, the technical and financial proposal of each city should be submitted in **a separate package with proper marking** the envelopes as instructed in Section D of Annex I.

Signature and stamp:

Name:

Title:

Date:

On behalf of *[please insert the name of offeror]*