**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** | [insert name of company] |
| **Date of the quotation:****Request for quotation Nº:** | [insert quotation date]UNFPA/IDN/RFQ/25/003 |
| **Currency of quotation:** | IDR |
| **Validity of quotation:***(The quotation must be valid for a period of at least 3 months after the submission deadline)* | [insert quotation validity date] |

* The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project.
* The Price Quotation must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNFPA to determine compliance of offer with requirements as per Terms of Reference of this RFQ. The Bidder shall include a complete breakdown of the cost elements associated with each line item
* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
* In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

**TABLE 1: Price Offer:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Description | Unit Cost (IDR |  |  |  |  |  | Total Cost (IDR) |
| 1 | Professional Fees: |  |  |  |  |  |  |  |  |
| 1a | Lead Researcher | [insert unit cost] | 1 | person | [x]\*  | days | 1 | time | [insert total cost] |
| 1b | Research Assistant | [insert unit cost] | 3 | persons | [x]\*  | days | 1 | time | [insert total cost] |
| 1c | Data Analyst | [insert unit cost] | 1 | person | [x]\*  | days | 1 | time | [insert total cost] |
| No | Description | Unit Cost (IDR |  |  |  |  |  | Total Cost (IDR) |
| 2 | Costs related to data collection and processing |  |  |  |  |  |  |  |  |
| 2a | Transportation (Airfare, car rental, train cost) |  |  |  |  |  |  |  | [insert total cost] |
| 2b | Resource person (fee, accommodation) |  |  |  |  |  |  |  | [insert total cost] |
| 2c | Others (room rental, refreshments, transportation for FGD, data processing, report layout and printing, translation) |  |  |  |  |  |  |  | [insert total cost] |
| 3 | Costs related to consultative and validation workshop |  |  |  |  |  |  |  |  |
| 3a | Transportation (Airfare, car rental, train cost) |  |  |  |  |  |  |  | [insert total cost] |
| 3b | Accommodation cost |  |  |  |  |  |  |  | [insert total cost] |
| 3c | Workshop (Kick-off, report writing, consultative and validation) |  |  |  |  |  |  |  | [insert total cost] |
| 3d | Kick-off meeting (room rental, refreshment) |  |  |  |  |  |  |  | [insert total cost] |
| 3e | Analysis and report writing (meeting package, refreshment) |  |  |  |  |  |  |  | [insert total cost] |
| ***Total Cost*** | [insert total cost] |

\*) insert number of workday

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |
| --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Validity of Quotation is at least 3 months after the submission deadline | [insert answer] | [insert answer] | [insert answer] |
| After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted, to provide clarification(s) related to the submission | [insert answer] | [insert answer] | [insert answer] |
| All Provisions of the UNFPA General Terms and Conditions | [insert answer] | [insert answer] | [insert answer] |

*Vendor’s Comments:*

[insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/25/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |
| --- | --- |
| [insert name, title, signature and company’s seal/stamp] | [insert date and place] |
| Name and title | Date and place |