**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** | [insert name of company / institution] |
| **Date of the quotation:** | [insert quotation date] |
| **Currency of quotation:** | IDR |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the RFQ submission deadline)* |  |

* 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 and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract.
* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
* The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
* 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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Unit | Qty | Unit cost (IDR) | Total (IDR) |
| 1. Personnel cost (team) | | | | | |
|  | * Media Mapping and Media Engagement Strategy Development including desk research, online survey, in-depth interview and report writing   (please provide/describe the breakdown of number of personnel, role and rate) | Team | [insert Qty] | [insert unit cost] | [insert total cost] |
| 2. Online focus group discussion | | | | | |
|  | Focus group discussion with journalists from 12 selected national and local media outlets  (please provide/describe costs associated with conducting the focus group discussion, if any cost occurred/applicable) | Package | [insert Qty] | [insert unit cost] | [insert total cost] |
| ***T o t a l*** | | | | | [insert total cost] |

**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 RFQ submission deadline | [insert answer] | [insert answer] | [insert answer] |
| All Provisions of the UNFPA General Terms and Conditions | [insert answer] | [insert answer] | [insert answer] |



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/21/018 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 |