

## RFP/2018/BEL/001

## Annex D

## Financial Offer Form

## Name of Company

We have studied the RFP documents and all of its appendices. We hereby agree to provide the required services under the project entitled: **“FRAME AGREEMENT FOR THE PROVISION OF PRODUCTION AND DESIGN OF TRANSLATED UNHCR TEACHING MATERIALS”** in the amounts detailed below.

**Proposal Breakdown**

*All costs to be exclusive of VAT.*

*This offer must be all inclusive. UNHCR will not accept additional fees introduced at a later date. Applicants shall inform themselves of any taxes and levies which may be applicable and shall include them in their offer.*

	Activity	Expected hours	Cost per hour (EUR)	Total amount per listed item (expected hours x cost)	Comments
<b>Please provide cost breakdown according to the following :</b>					
<b><u>Project Management costs</u></b>					
	<i>Please add lines as appropriate</i>				
<b><u>Staff and production costs for production and design of each translatable item of teaching material (corresponding to Annex A)</u></b>				-	
	Who is a refugee? animation				
	Who is a refugee? class discussion sheet secondary education				
	Who is a migrant? animation				
	Who is a migrants? class discussion sheet secondary education				
	Who is an Internally Displaced Person? animation				
	Who is an Internally Displaced Person? class discussion sheet secondary education				
	Who is an asylum-seeker? animation				
	Who is an asylum-seeker? class discussion sheet secondary education				
	Where do refugees come from? animation				

	Where do refugees come from? class discussion sheet secondary education				
	Where do refugees go? animation				
	Where do refugees go? class discussion sheet secondary education				
	Refugee rights animation				
	Refugee rights class discussion sheet secondary education				
	Who helps refugees? animation				
	Who helps refugees? class discussion sheet secondary education				
Ages 6-9	Main curriculum				
Ages 6-9	Activity sheet: letter matching activity				
Ages 6-9	Activity sheet: numbers matching activity				
Ages 6-9	Activity sheet: face expression activity				
Ages 6-9	Teachers' guide				
Ages 6-9	Activity sheet: refugee numbers activity				
Ages 6-9	Activity guide				
Ages 6-9	Rahf's story video				
Ages 6-9	Rahf's story lesson plan				
Ages 9-12	Main curriculum				
Ages 9-12	Teachers' guide				
Ages 9-12	Activity sheet: refugee numbers activity				
Ages 9-12	Activity guide				
Ages 9-12	Malak and Takwa's story video				
Ages 9-12	Malak and Takwa's story lesson plan				
Ages 12-15	Activity guide				
Ages 12-15	Youssef and Hassan's story video				
Ages 12-15	Youssef and Hassan's story lesson plan				
Ages 15-18	Activity guide				
Ages 15-18	Omar's story video				
Ages 15-18	Omar's story lesson plan				

	Video of Harvard Centre on the Developing Child				
	Activity guide 5-7 years				
	Activity guide 7-12 years				
	UNHCR's Guidance for teachers and schools on stress and trauma				
	Quick tips on language acquisition				
	<b>TOTAL FOR ALL MATERIALS</b>			-	
	<b>Total project cost all available materials</b>				
	<b>Cost for extra document design work (for materials other than those listed in Annex A), single quote per hour.</b>	n/a		n/a	
	<b>Cost for extra video production work, including voice over recording, mixing and editing, (for materials other than those listed in Annex A), single quote per hour.</b>	n/a		n/a	
<b><u>Other costs</u></b>					

This Proposal is valid for 90 calendar days from the deadline of the Proposal submission.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Name of the Official Representative of the Applicant)

\_\_\_\_\_  
(Applicants' telephone/ Cell Numbers)