ANNEX B - Financial Offer Form - RFP/2018/1109 FOR PROVISION OF COACHING SERVICES FOR UNHCR

Please use this form for your financial proposal for the indicated services giving the price in a fixed and all inclusive basis.
Please indicate all prices in ***only one curency*** *and indicate them* ***without VAT.***

Vendor Name:	
Address:	
Company Web Home Page address (if available):	
Name of Authorized Representative:	
Signature of Authorized Representative:	
Name of Contact Person:	
Contact E-mail:	
Contact Phone:	
Validity of Offer:	
IMPORTANT: Please declare in which currency your prices are quoted:	

Disclaimer: The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Additional costs during/after assignment such as revisions, corrections, travel, administration, communication shall neither by charged to UNHCR at later stage.

Disclaimer: For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

Disclaimer: Any travel required will be subject to UN travel rules.

Please give your proposal for either part A or B or Both.				
A: Approx. number of course participants is 715. Max no. of coaching hours: 1900				
A. Programme related coaching: participants of ongoing learning programmes				
COST ELEMENTS	Costs for 1-300 hours per year	Costs for 301-600 hours per year	Costs for 601-1000 hours per year	Costs for 1000+ hours per year
Telephone/skype coaching	per hour	per hour	per hour	per hour
I. Coaching call				
II. Other costs, if any (indicate nature and breakdown)				
III. Group coaching* (optional)				
IV. 360 debrief call* (optional)				
TOTAL (I.+II.)	0	0	0	0
B: Approx. number of coaches is 130. Max no. of coaching hours: 800				
B. Individual coaching for developmental purposes				
COST ELEMENTS	Costs for 1-300 hours per year	Costs for 301-600 hours per year	Costs for 601-1000 hours per year	Costs for 1000+ hours per year
Telephone/skype coaching	per hour	per hour	per hour	per hour
I. Coaching call				
II. Other costs, if any (indicate nature and breakdown)				
III. Group coaching* (optional)				
IV. 360 debrief call* (optional)				
TOTAL (I.+II.)	0	0	0	0

** if different from regular coaching call; if required within the given course.*

IMPORTANT: Proposed period of the Frame Agreement is three years + one year + one year extension. Please state if you accept to keep the costs fixed during the five year period:	