**RFP/BEL/2019/006**

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 A UNHCR ON-LINE TEACHER TRAINING COURSE ON REFUGEES, ASYLUM AND MIGRATION”** 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  (see Annex A for full description)** | **Expected hours** | **Cost per hour (EUR)** | **Total amount per listed item (expected hours x cost)** | **Comments** |
| **Please provide cost breakdown according to the following :** | | | | | |
|  | | | | | |
| **Project Management costs** | |  |  |  |  |
|  | *Please add lines as appropriate* |  |  |  |  |
| **Staff, service and/or production costs for production and design of each part of the on-line teacher training course** | |  |  |  |  |
|  | **Use of on-line training application (two years unlimited access, unlimited amount of users)** |  |  |  |  |
|  | **Trainers' Guide** |  |  |  |  |
|  | **Introductory video** |  |  |  |  |
|  | **Words Matter section** |  |  |  |  |
|  | **Know Your Local Refugee Situation** |  |  |  |  |
|  | **With Refugees in the Classroom** |  |  |  |  |
|  | **Critical Thinking about Refugees** |  |  |  |  |
|  | **Teaching About Refugees Resources Catalogue** |  |  |  |  |
|  | **Evaluation** |  |  |  |  |
|  | **Carrying out one test course** |  |  |  |  |
|  | ***TOTAL FOR ALL MATERIALS AND SERVICES*** |  |  | - |  |
|  | **Cost for extra training and design work (for materials other than those listed in Annex A), single quote per hour.** | n/a |  | n/a |  |
|  | **Cost for one additional year of use of on-line training application (optional).** |  |  |  |  |
| **Other costs (if applicable)** | |  |  |  |  |

Preferred contract currency, if not Euro:

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)*