

RFQ 2024 001 - Creative and Production Services

Annex B: Financial Proposal Form

Vendor Name:	
Currency:	USD

Please quote prices without VAT

Account Management and Strategy	Hourly /Unit Rate	Daily Rate	Comment
Account Director			
Account Manager (PR)			
Account Manager (social media)			
Strategist/Planner			
Creative Service Cost	Hourly /Unit Rate	Daily Rate	Comment
Animator			
Art Director			
Casting director			
Color grading			
Copywriting and creative copywriting in English and Arabic *			
Creative Director			
Director			
Drone + Operator (for aerial shots)			
Event Planner / Coordinator			
Freelance video editor			
Graphic Designer			
Hair Stylist			
Helper			
Illustrator			
Light assistant			
Location Fees			
Make up artist			
Motion and digital designer			
Music			
Photographer with professional shotlists			
Podcast Production			
Rate for 1 casting/actor			
Researcher / Case Hunter			
Senior Art Director			
Senior copywriter (English / Arabic)			
Sound assistant			
Sound Designer			
Sound Engineer + Equipment			
Stylist			
Transcription of Interviews *			
Translation of interviews *			
Video editing			
Video editor			
Video translation + subtitles *			
Videographer			
VO/audio recording			
Wardrobe			

COMMISSION FEE (for third party work)			
Please indicate the commission fee you charge			

OTHER COSTS (Please provide cost breakdown, if any, on sheet 2)			
Please specify:			

Travel Expenses (Ad-hoc for travel outside Lebanon)			
Boarding/Lodging expenses (Per/day) In case of travel outside Lebanon for adhoc			

Travel: If in the SoW and purchase order resulting from the RFP travel is requested, UNHCR shall reimburse travel expenses. Travel and terminal expenses incurred by the Contractor's personnel shall be reimbursed by UNHCR in the amount of the actual expenses incurred by the Contractor's personnel as evidenced by original supporting document, provided however that UNHCR shall not be liable to reimburse travel expenses incurred in excess of the amount indicated in the relevant purchase order. The maximum amount permitted for travel in any purchase order shall be based on the cheapest economic airfare available as determined by the UNHCR Travel Unit.

Note (1): Prices must be provided in USD and excluding VAT.
 Note (2): Financial offer must cover all the service (price "All Inclusive").

Note (3): By submitting signed and stamped offer, bidder acknowledges the acceptance of UNHCR payment terms as stipulated in the General Terms and Conditions

Note (4): Prices must be valid for 90 days from the tender closing date.

* According to rate per 250 word/ 1 page/ font size 14

Name and Signature of Responsible person on behalf of the company:

Company Stamp/Seal:

Date: