**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | **RFQ Nº: UNFPA/BKK/RFQ/24/003**  **‘The provision of Strategic communication support to** **address Gender-Based Violence in Asia Pacific’** |
| **Currency of quotation:** | • Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand • US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand |
| **Validity of quotation:***(The quotation must be valid for a period of at least 3 months after the submission deadline* |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

**The contract value will be the sum of the Total Profession Fee and Travel cost**

**Professional Fee - Item 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Deliverable** | **Location** | **Timeline** |
| 1 | Support the organization/communication around and facilitation of 3 days workshop to develop a campaign online GBV* 3 days event facilitated
* Campaign concept developed
* Graphic recorder report on the dialogue produced
* Report of the event finalized with feedback from participants
 | Bangkok | September |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Staff by Level** | **No of staff** | **Daily Rate Fee****(Please specify Currency)** | **No of day** | **Total Fee****(Please specify Currency)** |
| [example Project Manager] |  |  |  |  |
| … |  |  |  |  |
| … |  |  |  |  |
| **Subtotal 1** |  |

**Professional Fee - Item 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Deliverable** | **Location** | **Timeline** |
| 2 | Support for the organisation/communication around aregional symposium on technology facilitated gender-based violence* event organized
* communication materials developed
* graphic recorder report on the meeting
* report of the event finalised with feedback from the organising team
 | Bangkok | October |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Staff by Level** | **No of staff** | **Daily Rate Fee****(Please specify Currency)** | **No of day** | **Total Fee****(Please specify Currency)** |
| [example Project Manager] |  |  |  |  |
| … |  |  |  |  |
| … |  |  |  |  |
| **Subtotal 2** |  |

**Professional Fee - Item 3:**

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| --- | --- | --- | --- |
| **No** | **Deliverable** | **Location** | **Timeline** |
| 3 | Support the organization/communication around launch of a virtual campaign to raise awareness on Ending Child Marriagefor International Day of the Girl Child* Campaign strategy developed
* Communication materials and dissemination plan developed
* Joint communication activities coordinated by working with potential partners and stakeholders.
* Report on the campaign results prepared with relevant data and analysis
 | Remote | November |

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| --- | --- | --- | --- | --- |
| **Description of Staff by Level** | **No of staff** | **Daily Rate Fee****(Please specify Currency)** | **No of day** | **Total Fee****(Please specify Currency)** |
| [example Project Manager] |  |  |  |  |
| … |  |  |  |  |
| … |  |  |  |  |
| Subtotal 3 |  |

**Professional Fee - Item 4:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Deliverable** | **Location** | **Timeline** |
| 4 | Support the organization/communication around a 3 days meeting on female genital mutilations* Communication materials developed
* Graphic recorder report on the meeting produced
* Report of the event finalized with feedback from participants
 | Bali | November |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Staff by Level** | **No of staff** | **Daily Rate Fee****(Please specify Currency)** | **No of day** | **Total Fee****(Please specify Currency)** |
| [example Project Manager] |  |  |  |  |
| … |  |  |  |  |
| … |  |  |  |  |
| **Subtotal 4** |  |

**Professional Fee - Item 5:**

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| --- | --- | --- | --- |
| **No** | **Deliverable** | **Location** | **Timeline** |
| 5 | Organize an online launch of the virtual campaign* Communication assets developed
* Report on the Launch of the campaign finalized
* Report on the campaign implementation finalized
 | Remote | December |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Staff by Level** | **No of staff** | **Daily Rate Fee****(Please specify Currency)** | **No of day** | **Total Fee****(Please specify Currency)** |
| [example Project Manager] |  |  |  |  |
| **…** |  |  |  |  |
| **…** |  |  |  |  |
| **Subtotal 5** |  |

|  |  |  |
| --- | --- | --- |
| **Description** | **Currency** | **Total Amount** |
| **Sum of Professional Fee for item 1 to 5: Currency to be submitted*** Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand
* US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand
 |  |  |

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| --- |
| **2. SUMMARY OF TRAVEL COST** **Note: *\*all inclusive, include but not limited to ticket cost, out of pocket cost, other cost***Currency for the submission:* Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand
* US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand
 |
| **Country** | **Unit** | **Qty** | **Total Cost\*** | **Number of days for travel** |
| Bangkok, Thailand | Travel Lumsum | 1 |  |  |
| Bali, Indonesia | Travel Lumsum | 1 |  |  |

**Detail cost for travel by country**

|  |
| --- |
| 2.1 Travel Lumpsum Costs for Bangkok, Thailand  |
| **Item** | **Description** | **Unit Price** | **Quantity** | **Total Cost** | **Remark** |
| 2.1.1 | Air ticket |   |   |   |   |
| 2.1.2 | Out of pocket |   |   |   |   |
| 2.1.3 | Other cost, if any |   |   |   |   |
| TOTAL  |  |  |  |   |   |

|  |
| --- |
| 2.2 Travel Lumpsum Costs for Bali, Indonesia  |
| **Item** | **Description** | **Unit Price** | **Quantity** | **Total Cost** | **Remark** |
| 2.1.1 | Air ticket |   |   |   |   |
| 2.1.2 | Out of pocket |   |   |   |   |
| 2.1.3 | Other cost, if any |   |   |   |   |
| TOTAL |  |  |  |   |   |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed *RFQ Nº: UNFPA/BKK/RFQ/24/003 for ‘The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific’* 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.

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| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place |