

SECTION VI – ANNEX E: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 20 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
	<p><i>Phase 1. Scoping of capacity building needs in the region</i></p> <ul style="list-style-type: none"> • <i>An initial scoping report detailing the session plans of the course, including a) relevant background materials and research, literature review, annotated bibliography and other materials relevant to the planning of the course; b) a conceptual framework for the course including a draft curriculum.</i> 				
	<p><i>Phase 2. Development of the tailored training package</i></p> <ul style="list-style-type: none"> • <i>A report containing the training content and final curriculum: a detailed training curriculum, plans, proposals of guest speakers, course exercises and assignments and other relevant material as appropriate, to deliver the full-fledged course curriculum.</i> 				
	<ul style="list-style-type: none"> • <i>Final training content and material submitted: including materials to be used to deliver the course lessons i.e., PowerPoints presentations, videos and any other relevant material.</i> 				
	<p><i>Phase 3. Administration of the course</i></p> <ul style="list-style-type: none"> • <i>Uploading all relevant content on the selected LMS platform and start delivering the course.</i> 				
	<p><i>Phase 3. Administration of the course</i></p> <ul style="list-style-type: none"> • <i>Start the general e-learning module for all participants.</i> 				
	<p><i>Phase 3. Administration of the course</i></p> <ul style="list-style-type: none"> • <i>Start the tailored and focused component for the thematic/regional groups.</i> 				
	<p><i>Phase 3. Administration of the course</i></p> <ul style="list-style-type: none"> • <i>A final report at the end of the course, detailing key statistics, challenges and lessons learnt during the administration of the training programme.</i> 				
<i>Total Professional Fees</i>					\$
Total Contract Price					\$

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	