

Financial Offer Form

UNHCR BiH RFP/BH/22/002 – Public Relations and Digital Media Communications services

No	Description of services	Qty	Unit Basic Price	Total Price (without VAT)	Total VAT	TOTAL PRICE (including VAT)
1	Develop communication plans, adjust them according to the circumstances and report on their implementation to UNHCR every quarter	9		0.00		0.00
2	Develop sets of key message(s)/propositions that will appeal to the target audiences and reflect UNHCR's IPs areas of work;	3		0.00		0.00
3	Support in the organization of public events, including but not limited to coordinating PR aspects of events (writing and distributing media advisories & press releases, coordinating media statements, developing proposals for social media posts, including hi-quality photos or other visuals with accompanying text);	5		0.00		0.00
4	Produce human-interest stories, including hi-quality photos or other visuals to accompany each story;	6		0.00		0.00
5	Write and distribute press releases (excluding press releases for the events) targeting local and/or international media;	5		0.00		0.00
6	Develop proposals for social media posts, including high-quality photos or other visuals with accompanying text. (excluding social media posts for the events and human-interest stories)	24		0.00		0.00
7	Visit Tuzla Canton to gather materials for visibility and communications products or provide PR support to events or media related and other activities. (The travel and accommodation costs should be included.)	2		0.00		0.00
8	Visit Una Sana Canton to gather materials for visibility and communications products or provide PR support to events or media related and other activities (The travel and accommodation costs should be included.)	2		0.00		0.00
9	Analyze and optimize BHWI and VP BiH social media channels (only Facebook pages) to achieve digital engagement objectives and audience expansion targets set up as per contractor's proposal.	1		0.00		0.00
10	Other expenses			0.00		0.00

TOTAL AMOUNT:

--	--	--

Signed by / stamp: _____

Date: _____