## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2: Quotation Submission Form. The bidder shall fill in this form per the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |
| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference*
* *a brief methodology, approach and implementation plan*
* *team composition and CVs of key personnel*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference. The lump-sum should include all costs of preparing and delivering the services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:**

☒ USD or ☒ IDR - Indonesian rupiah (Mandatory for local bidders)1 *The final payment will be made once the digital agency completes all the obligations.*

**Breakdown of Fees**

**Currency in the Quotation: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DELIVERABLE** | **Qty** | **Unit** | **Freq** | **Unit** | **Unit Price** | **Total** |
| **Personnel** |  |  |  |  |  |  |
| Project Coordinator | 1 | person | 35 | man-days |  |  |
| Admin/Finance Officer | 1 | person | 10 | man-days |  |  |
| Copywriter/Translator | 1 | person | 35 | man-days |  |  |
| Animation Developer | 1 | person | 15 | man-days |  |  |
| Graphic Designer | 1 | person | 15 | man-days |  |  |
| Photographer/Videographer | 1 | person | 5 | man-days |  |  |
| Social Media Specialist | 1 | person | 35 | man-days |  |  |
| Data and Reporting Officer | 1 | person | 15 | man-days |  |  |
| **Social Media Ads for Youth Pledge Day in Indonesia** |
| Ad space on Facebook | 2 | ads | 5 | days |  |  |
| Ad space on Instagram | 2 | ads | 5 | days |  |  |
| Ad space on Twitter | 2 | ads | 5 | days |  |  |
| **Social Media Ads for the International Day for the Elimination of Violence Against Women** |
| Ad space on Facebook | 2 | ads | 5 | days |  |  |
| Ad space on Instagram | 2 | ads | 5 | days |  |  |
| Ad space on Twitter | 2 | ads | 5 | days |  |  |
| **Social Media Ads for the International Day of Persons with Disabilities** |
| Ad space on Facebook | 2 | ads | 5 | Days |  |  |
| Ad space on Instagram | 2 | ads | 5 | Days |  |  |
| Ad space on Twitter | 2 | ads | 5 | Days |  |  |
| **Other Expenses (if any, please provide in detail)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |

**Compliance with requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, please indicate counteroffer |
| Delivery lead time |[ ] [ ]  Click or tap here to enter text. |
| Validity of quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Compliance with the Annex 1: Schedule of Requirements |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| The undersigned certifies that I am duly authorized to sign this quotation and bind the company below if the quotation is accepted. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text. Click or tap here to enter text.Phone No.: Click or tap here to enter text.Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text.Name: Click or tap here to enter text.Functional Title of Authorized Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |