**Annex II**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

[insert: Location].

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated Wednesday, August 17, 2022 and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

***Item A-a: Profile –*** *Please describe the nature of business, field of expertise, licenses, certifications, accreditations and procedure of decision making;*

***Item A-b: Business Licenses*** *– Please submit the Registration Papers, etc. and complete Item A-b;*

***Item A-c: Latest Financial Statement*** *– Please attach the income statement and balance sheet to indicate your financial stability, liquidity, credit standing, and market reputation, etc. and list the attached documents in the following Item A-c;*

***Item A-d: Track Record*** *– List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. Please use Item A-d as a guide to provide the requested information;*

***Item A-e: Written Self-Declaration*** *– Please note that by completing the following item A-e you declare that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**Item A-a**

|  |
| --- |
| **Profile of the Firm/Organization** |
| * Full name of organization (in Farsi): * Full name of organization (in English): * Central office address: * Tel No: * Fax No: * E-mail: * Website: * Name of General Manager: * Name of Chair of Board of Directors/Trustees: * Summary of Goals and Mission of Organization: * Structure of the organization, number of staff including all administrative bodies, core areas of expertise and experience: |

**Item A-b**

|  |
| --- |
| **Legal and Registration Information:**  *Please attach the registration certificates of firm/organization.* |
| * Organization’s year of establishment (سال شروع فعالیت) : * Organization’s official registration date (سال ثبت رسمی) : * Please specify under which of the following modalities/organizations the entity is registered:   O Ministry of Interior Office as a Non- governmental/non- profit organization (ثبت در وزارت کشور):  O Youth national organization (ثبت در سازمان ملی جوانان ) :  O Office of registration of companies and industrial ownership (اداره کل ثبت شرکتها و مالکیت صنعتی)  Others: …………………………………………..   * Registered under name of: ………………………………………………… * Number and date of registration on permission of activity ( شماره و تاریخ ثبت مجور فعالیت) : * Please explain if your firm/organization has any history or experience of disagreement leading to taking any contractual case to law court. If yes, please describe the case. |

**Item A-c**

|  |
| --- |
| * Please share your registration certificates of the company/organization/firm/NGO/institute * Please explain your organization’s previous professional experience in the field of holding educational workshops * Please explain your entity’s experience in holding successful conference or workshop for governmental organization for officials or key persons (Submitting at least one recommendation/confirmation letter is a plus) * Please explain your organization’s previous experience in working with UN agencies in the country |

**Item A-d**

|  |
| --- |
| **Track Record and Experiences:** Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this contract**.** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Start Date** | **End Date** | **Contract’s scope** | **References Contact Details (Name, Phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

**Item A-e**

|  |
| --- |
| **Written Self-Declaration** |
| Hereby I declare that my company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.  *(Please note that by completing and signing this proposal you declare and confirm that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.)* |

1. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*  ***(please fill Item B)*** |

**Item B**

|  |
| --- |
| **Proposed Methodology for the Completion of Services** |
| Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them:  Please develop an action plan with steps and timeframe for activities to be conducted by your organization including coordination with other organizations required for implementation of the work.  Example:   |  |  |  |  | | --- | --- | --- | --- | | Steps | Involved entities  (if applicable) | Timeframe | Responsible entity/individual  (if applicable) | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

1. **Qualifications of Key Personnel**

*Please provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs of the key personnel that will perform the services which demonstrates qualifications; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract. Please include the following sentence at the end of each individual’s CV to be signed by the nominated member.*

*“I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement”*

**Item C-a**

|  |
| --- |
| **CV of individual(s) to be assigned as Team members and team leader (for minimum requirements please see TOR) - please use similar templates for all introduced staff, if applicable. ( please also complete Attachment A)** |
| **1. Name of Firm/Organization**:  **2. Full Name of individual**:  **3. Date of Birth**: **4. Nationality**:  **5. Education**:    **6. Explain about your experiences in organising workshops**  **7. Countries of Work Experience**:  **8. English Proficiency [***Please indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:  **9. Employment Record** [*Starting with present position, list in reverse order every employment held by individual since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | From year | To year | Employer | Position | Activities performed in conducting training sessions | Activities performed in HIV/AIDS, infectious diseases, HSTAF | |  |  |  |  |  |  | |  |  |  |  |  |  |   **10. Other relevant information:**  **11. Ability to work with office machineries such as computer (MS office, Internet and email) fax, printer and scanner** [*Please indicate proficiency: good, fair, or poor*] |

**Financial proposal – Tehran workshop (IDUs)**

**Undertake three 3-day capacity building workshop, each for 30 staff of Drop In Centers (DICs) in Welfare Organization.**

**Table 1: Summary of Overall Prices – Tehran**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** **Suburbs of** **Tehran** |  |
| **VAT** |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees – Tehran**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate/day**  **IRR** | **No. of Days** | **Total Amount**  **IRR** |
| *A* | *B* | *C=AXB* |
| Technical Team  (Please indicate the position of other team members if you have considered any) | Coordinator |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table A: All-inclusive cost in Tehran**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description of Activity** | **Unit cost (A) - IRR** | **Quantity/**  **working days (B)** | **Total Rate**  **(A x B) IRR** |
| 1 | Required printings  [to be read from Total Amount of Table D] |  | 1 workshop |  |
| 2 | Required transportation and cost of facilitator/lecturer  [to be read from Total Amount of Table F and E] |  | 1 workshop |  |
| 3 | Venue in a four-star hotel or equivalent in Tehran and should be provided in the same place where the workshop is being held  *Appropriate and quiet venue for 30 participants with A/C system and proper lighting and suitable canteen/dining hall for serving refreshment as well as conference salon with the U shape table with 42 comfortable chairs and comfortable chairs and tables for 5 working groups*  [please refer to Annex IV for more details on workshop facilities requirements] |  | 3 days |  |
| 4 | Audio and visual equipment  [please refer to Annex IV for more details on workshop facilities requirements] |  | 3 days |  |
| 5 | Accommodation  10 rooms with three beds for 30 participants and 4 single rooms for 4 lecturers/facilitators  [please refer to Annex IV for more details on the accommodation’s requirements] |  | 3 nights |  |
| 6 | Suitable restaurant with the capacity of serving food (breakfast, lunch and dinner)\*\*  *- Dinner shall contain two different main courses and side dishes (soup, salad & drink) for 40 people*  *- Lunch shall contain two different main courses and side dishes (soup, salad & drink) for 40 people*  ***(please provide the detail of dinner and lunch in below lines)*** |  | 3 full courses for 34 participants |  |
| Dinner  *contain two different main courses and side dishes (soup, salad & drink)* |  | 34 participants |  |
| Lunch  *contain two different main courses and side dishes (soup, salad & drink)* |  | 34 participants |  |
| 7 | Serving two refreshments per day for 40 participants  tea, coffee, Fruit (two types) and Cake |  | 6 refreshments  (2 times a day for 3 days) |  |
| 8 | Mineral/drinking water for participants during the day |  |  |  |
| 9 | Logistic and overhead costs (planning, administration, human resources, communications, rent etc.)  Please separate the lines for each cost component. |  |  |  |
| 10 | High-speed internet and required instruments for safe connection |  |  |  |
| 11 | Miscellaneous costs (In case of considering any miscellaneous cost please specify the detailed breakdown). |  |  |  |
| **Total Offered Amount for Conducting one 3-day Workshop – IRR** | | | |  |

*\*\* The food for lunch or dinner of each day/night shouldn’t be same as other day*

**Table D: Required Printings and stationary -Tehran**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Row** | **Description of Activity** | **Unit cost (A)** | **Quantity**  **(B)** | **Total Rate (A x B) IRR** |
| 1 | Final agenda  *approximately 3 black and white pages - A4 size): 105 pages. (35\*3)* |  | 105 pages |  |
| 2 | Pre-test and Post-test  *approximately 8 black and white pages- A4 size): 720 pages (30\*8\*3)* |  | 720 pages |  |
| 3 | Quality assessment questionnaires  *approximately 2 black and white pages- A4 size): 180 pages (30\*2\*3)* |  | 180 pages |  |
| 4 | Workshop certificate for participants and lecturers  *Approximately 1 color page -A4 size): 100 copies* |  | 100 copies |  |
| 5 | Hand-outs for participants for working groups  *approximately 12 black and white pages for each workshop - A4 size* |  | 36 copies |  |
| 6 | Preparing and printing form for list of participants  *attendance sheets* |  | 10 copies |  |
| 7 | Document holders |  | 35 |  |
| 8 | Pen |  | 35 |  |
| 9 | 30-pages notebook (15\*20 cm) |  | 35 |  |
| 10 | Whiteboard (minimum size 150 \*200 cm) |  | 1 |  |
| 11 | Different colors whiteboard and permanent markers |  | 3 |  |
| 12 | flipcharts papers for group-work (Large size- 100\*150 cm) |  | 20 |  |
| 13 | Flash memory 128 GB |  | 30\*3 Psc |  |
| 14 | Flash memory 256 GB |  | 10\*3 Pcs |  |
| 15 | Any other costs (please specify) |  |  |  |
| **Total cost of Printing materials and supplies- IRR** | | | |  |

**Table E: Fixed price for facilitator**

|  |  |  |
| --- | --- | --- |
| **Description** | **Quantity** | **Total Amount (IRR)** |
| Lecturers  *Will be introduced by the Welfare Organization* | 4 | 120,000,000 |

**Table F: Required Transportation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| **Transportation of personnel** | | | |
| Cost of transportation  round air/land tickets (For 30 participants and 4 lecturers/ facilitators) |  |  |  |
| Terminal fee  *round transportation from home to the airport and airport to the venue* | 30 | 2,000,000 | 60,000,000 |
| **Total of Transportation costs- IRR** | | |  |

**Table 4: Breakdown of Price per Deliverable/Activity – Tehran**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Professional Fees**  **IRR** | **Other Costs**  **IRR** | **Total**  **IRR** |
| Deliverable 1 |  |  |  |
| Deliverable 2 |  |  |  |
| Deliverable 3 |  |  |  |
| Deliverable 4 |  |  |  |
| Total | | |  |

**Note: the total cost of Table 4 and Table 1 shall be the same.**

*[Date]*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

**Financial proposal – Bandar Abass workshop (FSWs)**

**Undertake three 3-day capacity building workshop, each for 30 staff of Drop In Centers (DICs) in Welfare Organization.**

**Table 1: Summary of Overall Prices – Bandar Abass**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** **Suburbs of** **Tehran** |  |
| **VAT** |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees – Bandar Abass**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate/day**  **IRR** | **No. of Days** | **Total Amount**  **IRR** |
| *A* | *B* | *C=AXB* |
| Technical Team (Please indicate the position of other team members if you have considered any) | Coordinator |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table A: All-inclusive cost in Bandar Abass**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description of Activity** | **Unit cost (A) - IRR** | **Quantity/**  **working days (B)** | **Total Rate**  **(A x B) IRR** |
| 1 | Required printings  [to be read from Total Amount of Table D] |  | 1 workshop |  |
| 2 | Required transportation and cost of facilitator/lecturer  [to be read from Total Amount of Table F and E] |  | 1 workshop |  |
| 3 | Venue in a four-star hotel or equivalent in Tehran and should be provided in the same place where the workshop is being held  *Appropriate and quiet venue for 30 participants with A/C system and proper lighting and suitable canteen/dining hall for serving refreshment as well as conference salon with the U shape table with 42 comfortable chairs and comfortable chairs and tables for 5 working groups*  [please refer to Annex IV for more details on workshop facilities requirements] |  | 3 days |  |
| 4 | Audio and visual equipment  [please refer to Annex IV for more details on workshop facilities requirements] |  | 3 days |  |
| 5 | Accommodation  10 rooms with three beds for 30 participants and 4 single rooms for 4 lecturers/facilitators  [please refer to Annex IV for more details on the accommodation’s requirements] |  | 3 nights |  |
| 6 | Suitable restaurant with the capacity of serving food (breakfast, lunch and dinner)\*\*  *- Dinner shall contain two different main courses and side dishes (soup, salad & drink) for 40 people*  *- Lunch shall contain two different main courses and side dishes (soup, salad & drink) for 40 people*  ***(please provide the detail of dinner and lunch in below lines)*** |  | 3 full courses for 34 participants |  |
| Dinner  *contain two different main courses and side dishes (soup, salad & drink)* |  | 34 participants |  |
| Lunch  *contain two different main courses and side dishes (soup, salad & drink)* |  | 34 participants |  |
| 7 | Serving two refreshments per day for 40 participants  tea, coffee, Fruit (two types) and Cake |  | 6 refreshments  (2 times a day for 3 days) |  |
| 8 | Mineral/drinking water for participants during the day |  |  |  |
| 9 | Logistic and overhead costs (planning, administration, human resources, communications, rent etc.)  Please separate the lines for each cost component. |  |  |  |
| 10 | High-speed internet and required instruments for safe connection |  |  |  |
| 11 | Miscellaneous costs (In case of considering any miscellaneous cost please specify the detailed breakdown). |  |  |  |
| **for Conducting one 3-day Workshop– IRR** | | | |  |

*\*\* The food for lunch or dinner of each day/night shouldn’t be same as other day*

**Table D: Required Printings and stationary -** **Bandar Abass**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Row** | **Description of Activity** | **Unit cost (A)** | **Quantity**  **(B)** | **Total Rate (A x B) IRR** |
| 1 | Final agenda  *approximately 3 black and white pages - A4 size): 105 pages. (35\*3)* |  | 105 pages |  |
| 2 | Pre-test and Post-test  *approximately 8 black and white pages- A4 size): 720 pages (30\*8\*3)* |  | 720 pages |  |
| 3 | Quality assessment questionnaires  *approximately 2 black and white pages- A4 size): 180 pages (30\*2\*3)* |  | 180 pages |  |
| 4 | Workshop certificate for participants and lecturers  *Approximately 1 color page -A4 size): 100 copies* |  | 100 copies |  |
| 5 | Hand-outs for participants for working groups  *approximately 12 black and white pages for each workshop - A4 size* |  | 36 copies |  |
| 6 | Preparing and printing form for list of participants  *attendance sheets* |  | 10 copies |  |
| 7 | Document holders |  | 35 |  |
| 8 | Pen |  | 35 |  |
| 9 | 30-pages notebook (15\*20 cm) |  | 35 |  |
| 10 | Whiteboard (minimum size 150 \*200 cm) |  | 1 |  |
| 11 | Different colors whiteboard and permanent markers |  | 3 |  |
| 12 | flipcharts papers for group-work (Large size- 100\*150 cm) |  | 20 |  |
| 13 | Flash memory 128 GB |  | 30\*3 Psc |  |
| 14 | Flash memory 256 GB |  | 10\*3 Pcs |  |
| 15 | Any other costs (please specify) |  |  |  |
| **Total cost of Printing materials and stationary- IRR** | | | |  |

**Table E: Fixed price for facilitator- Bandar Abass**

|  |  |  |
| --- | --- | --- |
| **Description** | **Quantity** | **Total Amount (IRR)** |
| Lecturers  *Will be introduced by the Welfare Organization* | 4 | 120,000,000 |

**Table F: Required Transportation - Bandar Abass**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| **Transportation of personnel** | | | |
| Cost of transportation  round air/land tickets (For 30 participants and 4 lecturers/ facilitators) |  |  |  |
| Terminal fee  *round transportation from home to the airport and airport to the venue* | 30 | 2,000,000 | 60,000,000 |
| **Total of Transportation costs- IRR** | | |  |

**Table 4: Breakdown of Price per Deliverable/Activity – Bandar Abass**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Professional Fees**  **IRR** | **Other Costs**  **IRR** | **Total**  **IRR** |
| Deliverable 1 |  |  |  |
| Deliverable 2 |  |  |  |
| Deliverable 3 |  |  |  |
| Deliverable 4 |  |  |  |
| Total | | |  |

**Note: the total cost of Table 4 and Table 1 shall be the same.**

*[Date]*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

**Financial proposal – Sari workshop (TGs)**

**Undertake three 3-day capacity building workshop, each for 30 staff of Drop In Centers (DICs) in Welfare Organization.**

**Table 1: Summary of Overall Prices – Sari**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** **Suburbs of** **Tehran** |  |
| **VAT** |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees – Sari**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate/day**  **IRR** | **No. of Days** | **Total Amount**  **IRR** |
| *A* | *B* | *C=AXB* |
| Technical Team  (Please indicate the position of other team members if you have considered any) | Coordinator |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table A: All-inclusive cost in Sari**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description of Activity** | **Unit cost (A) - IRR** | **Quantity/**  **working days (B)** | **Total Rate**  **(A x B) IRR** |
| 1 | Required printings  [to be read from Total Amount of Table D] |  | 1 workshop |  |
| 2 | Required transportation and cost of facilitator/lecturer  [to be read from Total Amount of Table F and E] |  | 1 workshop |  |
| 3 | Venue in a four-star hotel or equivalent in Tehran and should be provided in the same place where the workshop is being held  *Appropriate and quiet venue for 30 participants with A/C system and proper lighting and suitable canteen/dining hall for serving refreshment as well as conference salon with the U shape table with 42 comfortable chairs and comfortable chairs and tables for 5 working groups*  [please refer to Annex IV for more details on workshop facilities requirements] |  | 3 days |  |
| 4 | Audio and visual equipment  [please refer to Annex IV for more details on workshop facilities requirements] |  | 3 days |  |
| 5 | Accommodation  10 rooms with three beds for 30 participants and 4 single rooms for 4 lecturers/facilitators  [please refer to Annex IV for more details on the accommodation’s requirements] |  | 3 nights |  |
| 6 | Suitable restaurant with the capacity of serving food (breakfast, lunch and dinner)\*\*  *- Dinner shall contain two different main courses and side dishes (soup, salad & drink) for 40 people*  *- Lunch shall contain two different main courses and side dishes (soup, salad & drink) for 40 people*  ***(please provide the detail of dinner and lunch in below lines)*** |  | 3 full courses for 34 participants |  |
| Dinner  *contain two different main courses and side dishes (soup, salad & drink)* |  | 34 participants |  |
| Lunch  *contain two different main courses and side dishes (soup, salad & drink)* |  | 34 participants |  |
| 7 | Serving two refreshments per day for 40 participants  tea, coffee, Fruit (two types) and Cake |  | 6 refreshments  (2 times a day for 3 days) |  |
| 8 | Mineral/drinking water for participants during the day |  |  |  |
| 9 | Logistic and overhead costs (planning, administration, human resources, communications, rent etc.)  Please separate the lines for each cost component. |  |  |  |
| 10 | High-speed internet and required instruments for safe connection |  |  |  |
| 11 | Miscellaneous costs (In case of considering any miscellaneous cost please specify the detailed breakdown). |  |  |  |
| **for Conducting one 3-day workshop – IRR** | | | |  |

*\*\* The food for lunch or dinner of each day/night shouldn’t be same as other day*

**Table D: Required Printings and stationary -** **Sari**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Row** | **Description of Activity** | **Unit cost (A)** | **Quantity**  **(B)** | **Total Rate (A x B) IRR** |
| 1 | Final agenda  *approximately 3 black and white pages - A4 size): 105 pages. (35\*3)* |  | 105 pages |  |
| 2 | Pre-test and Post-test  *approximately 8 black and white pages- A4 size): 720 pages (30\*8\*3)* |  | 720 pages |  |
| 3 | Quality assessment questionnaires  *approximately 2 black and white pages- A4 size): 180 pages (30\*2\*3)* |  | 180 pages |  |
| 4 | Workshop certificate for participants and lecturers  *Approximately 1 color page -A4 size): 100 copies* |  | 100 copies |  |
| 5 | Hand-outs for participants for working groups  *approximately 12 black and white pages for each workshop - A4 size* |  | 36 copies |  |
| 6 | Preparing and printing form for list of participants  *attendance sheets* |  | 10 copies |  |
| 7 | Document holders |  | 35 |  |
| 8 | Pen |  | 35 |  |
| 9 | 30-pages notebook (15\*20 cm) |  | 35 |  |
| 10 | Whiteboard (minimum size 150 \*200 cm) |  | 1 |  |
| 11 | Different colors whiteboard and permanent markers |  | 3 |  |
| 12 | flipcharts papers for group-work (Large size- 100\*150 cm) |  | 20 |  |
| 13 | Flash memory 128 GB |  | 30\*3 Psc |  |
| 14 | Flash memory 256 GB |  | 10\*3 Pcs |  |
| 15 | Any other costs (please specify) |  |  |  |
| **Total cost of Printing materials and stationery - IRR** | | | |  |

**Table E: Fixed price for facilitator- Sari**

|  |  |  |
| --- | --- | --- |
| **Description** | **Quantity** | **Total Amount (IRR)** |
| Lecturers  *Will be introduced by the Welfare Organization* | 4 | 120,000,000 |

**Table F: Required Transportation - Sari**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| **Transportation of personnel** | | | |
| Cost of transportation  round air/land tickets (For 30 participants and 4 lecturers/ facilitators) |  |  |  |
| Terminal fee  *round transportation from home to the airport and airport to the venue* | 30 | 2,000,000 | 60,000,000 |
| **Total of Transportation costs- IRR** | | |  |

**Table 4: Breakdown of Price per Deliverable/Activity – Sari**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Professional Fees**  **IRR** | **Other Costs**  **IRR** | **Total**  **IRR** |
| Deliverable 1 |  |  |  |
| Deliverable 2 |  |  |  |
| Deliverable 3 |  |  |  |
| Deliverable 4 |  |  |  |
| Total | | |  |

**Note: the total cost of Table 4 and Table 1 shall be the same.**

*[Date]*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.*  [↑](#footnote-ref-2)