undp_logo **ANNEX III**

**Price Submission Form**

**Form 1.**

**Resident Representative**

**United Nations Development Programme, Trinidad and Tobago**

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide (the requested services) for the total sum of (indicate amount in number and letters) including applicable taxes, plus the per diem expenses as may be ascertained in accordance with the Price Schedule described below and made part of this Offer.

1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost per day TT$** | **Quantity** | **Total Rate for the Contract Duration TT$** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |

1. **Breakdown of Cost by Deliverables\***

\*Basis for payment tranches

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Amount**  **TT$** |
|  | Inception proposal, following review of the baseline data, utilizing an evidence-based approach to determine the campaigns impact through metrics-based reporting at the end of the contract, inclusive of: a detailed budget ; communications strategy ; workplan timeline ; and M&E plan. | 10% |  |
|  | Submit the draft campaign design, inclusive of: Messaging; Social media platforms & conventional and non-conventional media to be utilized; the development of an appropriate and targeted multi-media strategy; and a campaign schedule. | 15% |  |
|  | Test draft messages on sample audience and provide feedback on audience responses. | 5% |  |
|  | Submit the final campaign design. | 20% |  |
|  | Implement/roll out communication campaign on legal redress available on matters related to GBV/FV | 20% |  |
|  | Provide progress updates at two-week intervals to technical committee on progress. | No payment attached to this. |  |
|  | Provide expert advice/capacity building (media), on at least 6 occasions, to UNDP and Ministry personnel who might be tasked to present information related to the messaging developed, including but not limited to pre and post programme briefing and debriefing. | 5% |  |
|  | Final Report inclusive of results on target audiences reached, challenges, constraints, and lessons learnt from the campaign execution and the way forward towards sustainability beyond the campaign. | 25% |  |
|  | **Total** | **100%** | **TT$** |

I undertake, if my Offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this Offer for a period of 90 days from the date fixed for receiving of Offers in the Request for Quotation, and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Offer you may receive.

Date:

Name and signature: