## **ANNEX 4: FINANCIAL OFFER**

The Financial Proposal shall be submitted directly in the system only in the “**Commercial section**” of the requirements and/or line items/deliverables. Non-compliance with this instruction may result in rejection of the proposal received.

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. 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 Proposal:** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. | Methodology, including the name of the media/information agency, cellular company for SMS, messages, public figures, and any other partners. The work plan with a clear timeline (Gantt chart);Presentation of the workplan to UNDP, MoJ and the Main Department of CR;2 million people received an SMS in targeted areas on behalf of the Ministry of Justice;Selection of the experts for the workshop;Draft an agenda for the workshop;Organize the workshop in four regions: GBAO, DRS, Khatlon and Sugd 10,000 brochures are developed and distributed; 2 podcasts developed and shared through media agencies, boosted; 5 videos were broadcasted 30 times each during the contract; Interim report is submitted in Russian, English. |  |
| 2. | 5 programs aired on the radio at least 20 times during the contract; Collaboration with 6 public figures: 6 posts/reels and 10 stories on their pages 2 million people received an SMS in targeted areas on behalf of the Ministry of Justice;Feedback from the population in the target districts on the SMS campaign One 2-minute video developed and circulated on the Mobile CR office, boosted;Workshop on social media management organized in regions with specified facilities and agenda;10 articles are developed, posted, and boosted by the media agency;20 Facebook posts and 20 tweets on the organization’s social pages;Final report is submitted in Russian, English. |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| Project Manager/Team Leader | day |  |  |  |
| Communication specialist | day |  |  |  |
| Project Assistant | day |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Proposal |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements [pls. specify] |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| I, the undersigned, certify that I am duly authorized to sign this Proposal and bind the company below in event that the Proposal 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 Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |