

Annex IV: Price Component – Response document

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION.....	3
1. COST FOR SERVICES	4
1.1 Costs for Stage I – methodology preparation.....	4
1.2 Cost for Stage II - Development of Service catalogue, SLAs, internal processes and OLAs	4
2. OVERALL COST SUMMARY FOR ALL STAGES.....	6
3. EXTRA COSTS.....	5
4. WORK AT HOURLY RATES.....	5
4.1.1 Applicable Rates.....	5
4.1.2 Overtime Charges	5
4.1.3 Travel Costs.....	6

INTRODUCTION

The bidder must provide a Price Component (also named Financial Offer) for the complete solution. In the Financial Offer, the bidder is asked to comply with the following requirements:

- Costs are to be detailed for each Stage.
- The Financial Offer must be annexed to the same dossier or binder as the main response to the RFP.
- In order to facilitate the response analysis and evaluation tasks, the Financial Offer must follow the section numbering and framework as described herein.
- Bidders are required to fill in the tables, provided in the following pages. Bidders may create their own spreadsheet in MS Excel 97 format or later; however the layout of the financial quotation must follow the tables' structure as defined in this annex.
- UNAIDS attaches importance to cost transparency. In order to be able to evaluate financial impact in case of modifications to the requirement, the Financial Offer must be detailed and itemized.
- All service related costs must be given in a single currency: currency of the home country or US Dollars (USD) excluding VAT. Bidders must confirm that they will not charge VAT on service related costs.
- Alternate solutions (variants) are welcome. Variants must clearly be indicated as such, and the corresponding price quotes must be filled out in separate tables.
- All elements that are necessary for the proper fulfilment of the requested services must be included in the offer.
- The quoted costs must cover all aspects of the work, such as travel costs, utilization of tools, auxiliary materials, etc.
- The quotes must be entered according to the gross price list. Any special conditions such as discounts or bundle prices must be explicitly mentioned.

1. COST FOR SERVICES

Please fill out the following tables according to services to be supplied.

Based on the bidders expertise and competence, UNAIDS is expecting a lump sum price quote for each Stage and deliverables. The expected requirements and deliverables of stages are described in main document of this RFP.

Please provide, where possible, the estimated duration (number of days) of each of the tasks indicated in the table below and the total cost of each task. The bidder must justify the estimates and what the minimum duration of the contract for the price indicated.

1.1 Cost for Stage I (*methodology preparation*)

The following table summarizes the expected tasks/deliverables for Stage I and related costs:

	Description of task or deliverable	Number of days (or N/A)	Daily rate (or N/A)	Total cost for the task	Currency
1.					
2.					
3.					
4.					
Total Net Price (without VAT)					

1.2 Cost for Stage II (*Development of Service catalogue, SLAs, internal processes and OLAs*)

The following table summarizes the expected task/deliverables for Stage II and related costs:

	Description of task or deliverable	Number of days (or N/A)	Daily rate (or N/A)	Total cost for the task	Currency
1.					
2.					
3.					
4.					
Total Net Price (without VAT)					

2. EXTRA COSTS

If applicable, please indicate any extra cost that may be charged. Please elaborate on costs related to, for example, administrative costs.

Extra costs do not include project management (as it should be included in sections *costs for services*)

	Description of Extra Cost	Number of days (or N/A)	Daily rate (or N/A)	Total cost for the task	Currency
1.					
2.					
3.					
4.					
Total Net Price (without VAT)					

The Financial Offer must cover all cost aspects. Subsequent extra charges or after claims will not be recognized.

3. WORK AT HOURLY RATES

3.1.1 Applicable Rates

UNAIDS would like to obtain the bidder's general hourly rates for unforeseen or additional work **beyond the scope of this RFP**. Additional work may be requested by UNAIDS for unforeseen tasks.

Description / profile	Cost / day	Currency
Project Manager		
Consultant		
Engineer		
Solution Architect		
Analyst		

3.1.2 Overtime Charges

The following table is given as a template. Please, indicate if different periods of time are applicable for unforeseen or additional work **beyond the scope of this RFP**. Additional work may be requested by UNAIDS for unforeseen tasks.

Day of the Week	Period	% additionally
Monday to Friday	18:00 – 20:00	
Monday to Friday	20:00 – 24:00	
Monday to Friday	00:00 – 07:00	

Saturday	07:00 - 16:00	
Saturday	16:00 - 22:00	
Weekend	Saturday 22:00 till Monday 07:00	

3.1.3 Travel Costs

Please indicate what travel cost would be charged (if any) for intervening at the UNAIDS site in Geneva. The cost must include the expected round-trip travel time and distance.

Description	Travel Cost	Currency
Travel Cost to Geneva (round trip):		
Average Estimated Time:		
Average Estimated Distance (Km):		

4. OVERALL COST SUMMARY FOR ALL STAGES

Please complete the following pricing table that summarizes the one-time costs related for the complete service of this project. The cost summary only applies to the main solution proposed and excludes options as indicated earlier.

	One-Time Cost Summary	Total cost	Currency
	Stage I (without VAT)		
	Stage II (without VAT)		
	Extra costs (without VAT)		
	TOTAL cost for the Project (without VAT)		

5. SCHEDULE OF PAYMENT

Please propose a schedule of payment. You can refer to milestones of the different stages as they are described in the Annex I.