

INSTRUCTIONS FOR PREPARATION OF BREAKDOWN OF FINANCIAL PROPOSAL

- A.** This form is a UNIDO standardized document, which Suppliers must complete and submit to UNIDO in connection with all Offers submitted for proposed Contracts for Services.
- B.** Where a particular cost element is not appropriate for the proposed contract, please indicate “Not applicable” or “NA” on the form.
- C.** In addition to the cost breakdown on this form, the Supplier, in good faith, should submit with this form any additional data, supporting schedules and substantiation, which are reasonably necessary for the conduct of an appropriate review of the proposed contract costs. Failure to furnish the information requested on this form may render an Offer non-responsive.
- D.** If a cost is included in a particular item, do not duplicate the cost or any portion thereof in another item on the form.
- E.** Unless otherwise advised, all costs on the form should be stated in the currency as stated in the Request for Proposal.
- F.** Explanation and Supplementary Instructions for use of the Cost Analysis Form by item.

1. **Professional Services**

State the names and position titles of the staff who will be utilized on the contract, the number of months each will perform and the total cost being charged for each per work-month, *separately* for the Project Area (work to be performed in the area covered by the project and/or outside the contractor’s office) and Home Office (work performed in the contractor’s office). Costs such as contractor’s overheads, fringe benefits, and fee or profit, should be included in the total cost per work-month. Also reflect the basis upon which a work-month is calculated e.g. on the basis of a “calendar” month or on the basis of a “work” month consisting of work days, Monday-Friday or Monday-Saturday; state clearly the time/work/cost relationship.

2. **Travel**

Show the following with respect to each trip in connection with the execution of the work, including trips of the technical specialists between the field stations and the demonstration sites:

- a) Round or one way trip;
- b) Origin and destinations;
- c) Mode of transportation (air, train, car, etc.);

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d) Cost per trip including airfare amounts. Air travel shall be shown at the economy class rates.

3. **Transportation**

Show the costs of local transportation of the international experts to the test sites, of transportation of equipment and supplies, etc.

4. **Reports**

Show the costs of preparing and publishing the reports required in the contract.

5. **Other Direct Costs**

Enumerate separately per each cost item all other direct costs, such as office space, laboratory analyses, communication, visas, etc., unless you have included them in your work-month costs.

6. **Equipment, Materials and Supplies**

If equipment is part of the requirements, provide detailed specification of equipment, materials and supplies (in each category), which will be purchased for use under the contract and the unit and total prices.

7. **Subcontracts**

Indicate the type of work which will be subcontracted, if any, and whom you intend to subcontract with. Indicate the name of subcontractors and provide a detailed cost breakdown per each sub-contract.

8. **Grand Total and Sub-totals**

State the Sub-totals for each cost group and the total of all costs you propose in order to accomplish the contract. Indicate separately discounts, if any, which you may grant to UNIDO and the terms of such discounts.

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BREAKDOWN OF THE OFFERED PRICE				
				Total <currency as per RFP>
1. Professional Services				
<i>A. Project Area (work performed in the area of the project)</i>				
Name	Function	Man-months	Cost per	
			Work-month	
Sub-total 1A:				
<i>B. Home Office (work performed in the contractor's offices)</i>				
Name	Function	Work-months	Cost per	
			Work-month	
Sub-total 1B:				
Sub-total 1:				
2. Subsistence				
<i>A. Project Area</i>				
		Work-days	Cost per	
			Work-day	
<i>B. Briefing & debriefing</i>				
		Work-days	Cost per	
			Work-day	
<i>C. Other (specify)</i>				
		Work-days	Cost per	
			Work-day	
Sub-total 2:				
3. Travel & Transportation				
Specify number of trips, their routing and cost per trip				
in the Attachment				
Sub-total 3:				

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4. Reports				
Sub-total 4:				
5. Other Direct Costs				
Specify cost per each item				
Sub-total 5:				
6. Equipment, Materials & Supplies				
Specify unit price for each Equipment item in the Attachment				
Specify unit price per each Materials & Supplies item in the Attachment				
Sub-total 6:				
7. Subcontracts				
Provide breakdown of price of each sub-contract in the Attachment				
Sub-total 7:				
8. Grand Total Items 1-7 Contract Price				
9. Discount (if granted)				