

REQUEST FOR PROPOSALS N° PTD/10/075

ANNEX III - PRICE SCHEDULE

1. Your financial offer must be quoted in **Swiss francs** (excluding VAT) and should not contain any clause linking those prices to any future fluctuation of the exchange rate between the Swiss francs and another currency for the services indicated under the Terms of Reference (see Annex III). WIPO requests a clear breakdown of all cost-elements.

2. Please note that WIPO will not accept any form of advance and/or progress payment unless it is guaranteed by a first demand performance bond or an equivalent guarantee issued by a financial institution that is considered acceptable by WIPO.

Please have your firm/institution's authorized representative confirm and sign your financial offer and the period of its validity.

Date	
Company name	
Address	
Telephone and Fax number	
Company Web Home Page address (if available)	
Name of authorized representative	
Signature of authorized representative:	
Contact name	
Contact phone and fax numbers	
Contact e-mail address	

3. Please fill in the table below. Bidders are free to adapt the price schedule to their own commercial price structure, however, your financial proposal must include the following:

(1) an **overall fixed price component** not exceeding 50,000 Swiss francs for completing the assignment described in article 2.1 Deliverables of Annex I – Terms of Reference, stated in Swiss francs and excluding VAT, with a detailed cost breakdown by filling Table 1 below; and

(2) and applicable fixed daily **all-inclusive** rate(s) for additional consultancy services for possible future assignments, by filling the Table 2 below. Per diem and travel time to and from WIPO Headquarters shall be covered by the quoted fixed daily all-inclusive rate for on-site work. A working day corresponds to 8 hours worked.

4. Please be sure to mention any applicable discounts, special conditions your company may apply or assumptions applicable to the rates below.

Table 1 – Overall fixed price component

FIXED PRICE QUOTATION RELATED TO RFP No. PTD/10/075 for the Provision of professional marketing/pricing consultancy services			
Description	Unit Price (in Swiss francs)	Quantity	Total (in Swiss francs)
<u>All-inclusive fixed price</u>	NA	NA
<p><u>Cost breakdown</u></p> <p>Please provide a clear breakdown of the above overall fixed price listing the number of estimate resources, their overall daily rate and any number of estimated days and any other related costs</p> <p>Please elaborate and add as many lines are needed.</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>Total other costs:</p>			

Table 2 – Additional consulting services

FIXED PRICE QUOTATION RELATED TO RFP N° PTD/10/075 for the provision of additional consulting services In Swiss francs (CHF)			
Description	FIXED ALL- INCLUSIVE DAILY RATE ON-SITE (GENEVA) - Per diem and travel time included.	FIXED ALL- INCLUSIVE DAILY RATE OFF-SITE	Hourly rate in excess of 8 hours per day (or overtime)
Please indicate the level of experience and areas of expertise for proposed consultants			
....			
....			
Travel cost per trip per person (if applicable)		NA	