
ANNEX IV - PRICE SCHEDULE
TO REQUEST FOR PROPOSALS N° PTD/11/002

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. You are required to submit quotations for fixed daily **all-inclusive** rate(s), by filling the table below. Per diem, accommodations 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. The roles and descriptions provided in the table below are examples. Invited companies are free to adapt the roles, descriptions and price schedule to their own commercial price structure. However, WIPO requests a clear breakdown of all cost-elements for each stage of work (preferably one table per stage of work), and a clear indication of other technical or pricing information deemed relevant by the invited companies.

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

FIXED ALL-INCLUSIVE RATES RELATED TO RFP N° PTD/11/002			
In Swiss francs (CHF)			
Description	FIXED ALL-INCLUSIVE DAILY RATE ON-SITE (GENEVA) - Per diem, accommodations and travel time included.	FIXED ALL-INCLUSIVE DAILY RATE OFF-SITE	Hourly rate in excess of 8 hours per day (or overtime)
1. Junior consultant (less than 5 years of specialized experience)			
2. Standard consultant (from 5 to 10 years of specialized experience)			
3. Senior consultant (over 10 years of specialized experience)			
Travel cost per trip per person		NA	