

**ANNEX IV
TO REQUEST FOR PROPOSALS N° PTD/09/032**

PRICE SCHEDULE

Date	
Company name	
Address	
Telephone and Fax number	
E-mail address and/or Home Page address (if available)	
Name of authorized representative	
Contact name	
Contact name, phone and fax number, e-mail	

1 PRICES AND QUANTITIES

1. Prices shall be **all inclusive**. That is, all costs such as preparation of supporting material, travel, transport, facilities, workshop evaluation, etc. should be included. In case your proposal must include “Other Costs” please specify these separately and provide explanations. Unless listed in the proposal clearly no other costs will be accepted.
2. Workshop (WS) and individual coaching session quantities are the best available estimates. WIPO does not commit to order the exact quantity of each workshop or individual coaching sessions as detailed below.
3. The course preparation is a one time cost for each customized WS category. The deliverables of the course preparation namely, the workshop approach and content as well as the supporting training material shall become the property of the WIPO thereafter. WIPO may use the course materials for future trainings using its internal resources.
4. Training rooms will be provided at no cost to the External Firm by WIPO. Four training rooms are available on-site at WIPO in its CAM building, consisting of one large meeting rooms, two smaller rooms and one “round table” room. There are additional rooms available in the main building of WIPO, depending on other conference activities. Should an off-site location be proposed (in Geneva only), please specify the size, location, facilities, equipment, etc. and specify the costs separately. WIPO may choose to contract your firm for this requirement with or without the proposed venue, select another venue or contract the proposed venue directly without any obligation to the External Firm at its sole discretion.

2 PRICE TABLE

5. All pricing information should be provided under deliverable four and five in order to have a clear picture of the total cost of each workshop category and the individual coaching sessions.

FIXED PRICE QUOTATION RELATED TO RFP N° PTD/09/032			
Description of Tasks	Estimated Quantity	Unit Price	Total (in CHF, VAT excluded)
1. DELIVERABLE ONE			
Design of workshops and supporting training material	NA	NA	At no cost, to be charged under deliverable 4 and 5
2. DELIVERABLE TWO			
Pilot workshops	NA	NA	At no cost, to be charged under deliverable 4
3. DELIVERABLE THREE			
Detailed training plan	NA	NA	At no cost, to be charged under deliverable 4 and 5
4. DELIVERABLE FOUR (15 participants/workshop)			
4.1 Workshop Category (A.1) standard course (not customized for WIPO), 4 days	1 WS		
4.2 Workshop Category (A.3) standard course (not customized for WIPO), 2 days	1 WS		
4.3 Workshop Category (B.1) customized course, half a day			
- Course preparation	1	NA	
- Price per workshop execution	10 WS		
4.4 Workshop Category (C.1) customized course, 2 days, 15 participants			
- Course preparation	1	NA	
- Price per workshop execution	15 WS		
4.5 Workshop Category (C.2) customized course, half a day			
- Course preparation	1	NA	
- Price per workshop execution	10 WS		
4.6 Workshop Category (C.3) customized course, 1 day,			
- Course preparation	1	NA	
- Price per workshop execution	10 WS		
4.7 Workshop Category (D.1) customized course, 2 days			
- Course preparation	1	NA	
- Price per workshop execution	15 WS		

FIXED PRICE QUOTATION RELATED TO RFP N° PTD/09/032			
Description of Tasks	Estimated Quantity	Unit Price	Total (in CHF, VAT excluded)
5. DELIVERABLE FIVE			
Individual coaching sessions Price per hour (8 people each one 8 hours)	64 hours		
6. DELIVERABLE SIX			
Final Report	NA	NA	At no cost, to be charged under deliverable 4 and 5
TOTAL of the RFP (all inclusive) in CHF, VAT excluded			

7. DELIVERABLE SEVEN – OPTIONAL DELIVERABLE			
Description of Tasks	Estimated Quantity	Unit Price	Total (in CHF, VAT excluded)
Workshop Category (C.4) customized course, 1 day, 15 participants/workshop			
- Course preparation	1	NA	
- Price per workshop execution	15 WS		

Authorized Signature: _____

Place: _____ Date: _____