

### ANNEX III – Price Schedule Form

**GENERAL INSTRUCTIONS**

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 16 (b) of the Instructions to Offerors.
2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.
3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the Contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.
4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential Contractor, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

<b>Financial Proposal / Price Schedule</b>					
<b>Request for Proposal Ref:</b>					
<b>Total Financial Proposal [currency/amount]:</b>					
<b>Date of Submission:</b>					
<b>Authorized Signature:</b>					
Description of Activity/Item	No of Consultants	Rate per Day [currency/amount]	No of man-days	Total [currency/amount]	
1. <b>Remuneration</b>					
1.1 Services at Home Office (if applicable)					
1.2 Services on site (if applicable)					
Description of Activity/Item	No of Consultants	Rate per Day [currency/amount]	No of man-days	Total [currency/amount]	
2. <b>Other Expenses</b>					
2.1 Travel					
2.2 Per Diem Allowances					

2. 3	Communications				
2. 4	Reproduction and Reports				
2. 5	Equipment and other items				
2. 6	Others (please specify)				