



*Empowered lives.  
Resilient nations.*

## **Price Proposal Guideline and Template**

The prospective ICs should take the following explanations into account during submission of his/her price proposal.

- The price proposal should be indicated in US\$.
- The price proposal should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- The expert shall be paid in US\$ if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TRY through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer.
- UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.
- Assignment-related travel and accommodation costs will be arranged as per described in TOR.
- As per UNDP corporate procurement rules and regulations, in case a candidate over 62 years of age and required to travel for the completion of tasks described in the TOR is identified for contract award, the candidate shall at his/her own expense undergo a full medical examination, including x-rays, as well as obtaining medical clearance from an UN-approved doctor prior to taking up his/her assignment." The cost of the medical clearance shall be taken into consideration while calculating and submitting the price proposal. UN approved doctor list including contact information will be provided to the successful candidate.
- Please (a) copy the below text into a word processor, (b) indicate your price proposal as explained above, (c) do not change any part of the standard text (changing the standard text may lead to disqualification), (d) sign the document, (e) scan the signed version of the price proposal, and (f) send it as an attachment back to UNDP by replying to this email.



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## PRICE PROPOSAL FOR CONSULTANCY SERVICES

**Position Name:** Individual Consultancy for Design and Development of Business Operations Strategy (BOS) Document

**Position Reference:** IC/2018/BOS

Dear Sir / Madam,

I, the undersigned, offer to provide Professional Consulting Services as an Individual Contractor, to carry out the duties spelled out in the attached Terms of Reference for the **daily fee rate of** .....USD.

I confirm that the total price I quote is **gross** and it includes all kinds of expenses that will incur in relation to the Individual Contract, including but not limited to all legal expenses (social security, income tax etc.), which will be required by local law.

I undertake, if my price proposal is accepted, to commence and complete delivery of all services specified, within the time frames stipulated in the Individual Contract.

I agree to abide by this Proposal for a period of 60 days from the date on it and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

I accept that if I am selected to provide consultancy services, the payments shall be made in accordance with the payment conditions stipulated in the attached Terms of Reference.

I understand that you are not bound to accept any Proposal you may receive.

Date:

Name of the Applicant:

Address:

Telephone/Fax:

Email:

Signature: