

ANNEX B: FINANCIAL OFFER FORM
RPP/COV/EM/AD/AR
ESTABLISHMENT OF FRAME AGREEMENT
FOR THE PROVISION OF SECURITY GUARD SERVICES IN SO ADEN

The table below will be the basis of Financial Evaluation of your offer to UNHCR to be completed by the bidder. Please use this form for your financial proposal for the indicated services giving the price in a fixed and all inclusive basis.

Please indicate all prices in only USD and indicate them without VAT

Company name:
Address:
Company Web Home Page address (if available):
Name of Authorized Representative:
Signature of Authorized Representative:
Name of Contact Person:
Contact E-mail:
Contact Phone:
Validity of Offer:

Disclaimer: The cost of preparing a proposal, including any related cost, is not reimbursable nor can it be included as a direct cost of the assignment. Additional costs during/after assignment such as revisions, corrections, travel, administration, communication shall neither be charged to UNHCR at later stage.

Disclaimer: Any figures provided have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

No	Personal Job title	Location	Post type hrs/Day	Number of required security staff	Monthly Net take home Salary+personal (USD)	Monthly Net take home Salary of all staff (USD)	Income Tax per month in USD as per local government labor law	End of Service benefits in USD per month	Social Security Insurance in USD per month	Medical Insurance (Employee + Dependents) in USD per month	Total Gross Salary per month (USD) [C+D+E+F]	Total Gross Salary per position per year (USD) [G*12]	Administration costs in USD							Total Administration costs in person per year in USD [N*P]	Ramadhan Bonus implied to one month salary per person in USD	Ramadhan Bonus implied to one month salary for all staff per year in USD [R*A]	Total Cost Charged to UNHCR all inclusive in USD per year											
													Management Fee per Person per month in USD	Total Management Fee per month in USD [A*]	Transportation Charges per person per month in USD	Total Transportation cost per month in USD [K*A]	Total Monthly cost of Management fee + Transportation Charges in USD [L+I]	Total Yearly cost of Management fee + Transportation Charges in USD [M*12]	Uniforms/Jacket related charges per person per year in USD					Total Uniforms/Jacket related charges per person per year in USD [O*A]										
UNHCR Sub-Office Aden																																		
1	Male Security Guard	Walk through metal detector	24/7	1	400.00	400.00					400.00	5,400.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,800.00							
2	Male Security Guard	Trap Zone	24/7	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
3	Male Security Guard	CCTV	24/7	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
4	Female Security Guard	X-ray Machine	8 hrs/5 days	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
5	Male Security Guard	Reception Area & Escort	8 hrs/5 days	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
6	Head Guard	Patrolling	8 hrs/ 5 days	1	500.00	500.00					500.00	6,000.00	0.00		0.00	0.00	0.00		0.00	0.00	500.00	500.00					6,500.00							
7	Male Security Guard	Patrolling	24/7	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
8	Female Security Guard	Reception	8 hrs/5 days	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
UNHCR Registration Centre - Aden																																		
9	Male Security Guard	CCTV	24/7	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
10	Male Security Guard	Gate 6	24/7	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
11	Male Security Guard	Waiting area	8 hrs/5 days	2	400.00	800.00					800.00	9,600.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	800.00					10,400.00							
12	Female Security Guard	Waiting area	8 hrs/5 days	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
13	Male Security Guard	CCTV	8 hrs/5 days	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
14	Male Security Guard	Checkpoint one	8 hrs/5 days	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
UNHCR Guesthouse - Aden																																		
15	Male Security Guard	Walk through metal detector	24/7	3	400.00	1,200.00					1,200.00	14,400.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	1,200.00					15,600.00							
16	Male Security Guard	Trap Zone	24/7	3	400.00	1,200.00					1,200.00	14,400.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	1,200.00					15,600.00							
17	Male Security Guard	CCTV	24/7	3	400.00	1,200.00					1,200.00	14,400.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	1,200.00					15,600.00							
18	Female Security Guard	X-ray Machine	8 hrs/5days	1	400.00	400.00					400.00	4,800.00	0.00		0.00	0.00	0.00		0.00	0.00	400.00	400.00					5,200.00							
Sub-Total				25	7,300.00	10,100.00	-	-	-	-	10,100.00	121,800.00	-	-	-	-	-	-	-	-	-	7,300.00	10,100.00					131,900.00						
Total																							Total for 1 year		131,900.00									
																							Total for 2year		263,900.00									
																							Total for 3 years		395,800.00									

Note:
1) Your bids shall be in USD.
2) Prices shall be offered without VAT or any other tax.
3) Please note that UNHCR shall not be liable for any additional cost which may occur during the provision of this service. Therefore, total cost shall be inclusive of all costs including but not limited to: tools, equipment, advertising vacancies, recruitment of personnel, legal fees, health and social security payments and/or severance pay after termination or expiration of the staff's contract.
4) We hereby confirm that we can maintain the price quoted herein for a three (3) year period. It is also to confirm that we accept to abide by UNHCR terms and condition for provision of services as well as payment terms.
5) We confirm that the monthly take home wages which our company will pay to the security staff must be more than the minimum wages approved by the Government of Yemen for each category of personnel.

The proposed period of the Frame Agreement is two years + one year (2+1) extension. Please state if you agree to keep the costs fixed during the contract period.

All bidders are requested to note that the above-given figures shall be treated as minimum Monthly Net Take-Home Salary, and are thus accepted by the bidders. Any proposals offering anything below these figures may be rejected.
Please indicate that you accept these figures by circling as appropriate: **ACCEPTED** / **NOT ACCEPTED**
Monitoring Process: If a bidder is selected, after award of a Contract, the UNHCR shall reserve the right to verify that the individual employees are earning the stipulated monthly salary caps either by checking the transfers or by other means.

REPRESENTATIVE NAME / TITLE:

SIGNATURE:

DATE:

OFFICIAL STAMP: