**FINANCIAL OFFER FORM (Annex B)**

**Relates to *Request for Proposals for Travel Agency Services RFP/24/RUS/009***

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Currency of offer:

Fixing of Agency’s fee\*

Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_

*\*You are requested to specify the duration for which you can commit fixing of prices for Agency’s fee from the contract signing date. If unable to fix prices for the entire three-year contract term (2 years contract plus one year of extension), you should clearly state the reasons and grounds for potential changes in prices over the contract period.*

Note:

* All prices indicated in the currency mentioned above
* All fees, commissions, overrides to be included.
* UNHCR is exempt from paying VAT in accordance with article 7 and para 12 of the article 165 of the Tax Code of the Russian Federation and para 2 of the Resolution of the Government of the Russian Federation no.455 dated 22 July 2006, on use of zero VAT and Resolution dated 24 March 2014, listing the international organizations exempt from paying VAT. In view of the above your organization is requested to submit your firm commercial offer without VAT.
1. **Agency’s Transaction fees for Services Per Booking**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **№** | **Description of services** | **Ticket price** | **Validity of the ticket price (specify date and time)** | **Agency's fee per booking** | **VAT** | **TOTAL PRICE** |
| **1.** | **Tickets** |  |  |  |  |  |
| 1.01 | Moscow-Krasnoyarsk-Moscow (economy class), Aeroflot June 2, 2024 (flight SU1490)-June 6, 2024 (flight SU1483) |  |  |  |  |  |
| 1.02 | Moscow-St. Petersburg-Moscow (train No. 760, business class car) June 18, 2024-June 20, 2024 train No. 779 |  |  |  |  |  |
| 1.03 | Yaroslavl-Arkhangelsk - Yaroslavl (train 016, SV car) May 26, 2024 - May 30 (train 015, SV car) |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Description of Service** | **Agency’s Transaction fee per booking** | **VAT** | **TOTAL PRICE** |
| **1.** | **Tickets** |  |  |  |
| **1.1** | **Domestic Travel** |  |  |  |
| 1.1.1. | Agency Fee for air ticket issuance |  |  |  |
| 1.1.2 | Agency fee for train ticket issuance |  |  |  |
| 1.1.3 | Agency fee for other ticket issuance (please specify) |  |  |  |
| 1.1.4 | Agency fee for ticket change/cancellation |  |  |  |
| **1.2.** | **International Travel** |  |  |  |
| 1.2.1. | Agency Fee for air ticket issuance |  |  |  |
| 1.2.2 | Agency Fee for train  |  |  |  |
| 1.2.3 | Agency Fee for other transport |  |  |  |
| 1.2.4 | Agency fee for ticket change/cancellation |  |  |  |
| **2.**  | **Accommodation**  |  |  |  |
| 2.1 | Fee Per booking of room |  |  |  |
| 2.2 | Agency fee for accommodation request change/cancellation |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Description of Service** | **Service price** | **Agency's transaction fee per booking** | **VAT** | **TOTAL PRICE** |
| 3 | Renting a car with a driver for intercity trips  |  |  |  |  |
| 3.1 | Mineralnye Vody - Pyatigorsk (minivan for 5 persons) for 10 hours including travel (July 2024) |  |  |  |  |
| 3.2 | Tver (business class car) rental for 10 hours (October 2024) |  |  |  |  |

**\*Please note that UNHCR is exempt of import taxes and custom duties.**

Validity of offer (min 90 days):

Name and contacts of company representative:

Date:

Signature:

Official stamp:

*\** ***Disclaimer:*** *The cost of preparing a proposal and of negotiating a contract, including any related travel, 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 a later stage.*