

ANNEX II: FINANCIAL OFFER FORM

RFP/HCR/2024/1 PROVISION OF UN SECURITY GUARD SERVICES IN ALBANIA

| | |
|------------------------|--------------------|
| Supplier Name: | |
| Contact name: | |
| Contact phone number: | |
| Contact email address: | |
| Currency of offer: | ALL (Albanian Lek) |
| Validity of offer: | |

| Item | LOCATION | Description of service | Number of staff required | Base Salary per person per month (This is the minimum amount to be paid by the supplier to the staff member) | Additional costs per person per month (all other direct and indirect costs) | Planned Profit before taxes % | Average cost per person/month | Total per line item per month |
|------|--------------------------------------|---|--------------------------|---|---|-------------------------------|-------------------------------|-------------------------------|
| 1 | UN HOUSE | Service personnel | | | | | | N/A |
| | | 1 st shift | 0 | | | | | |
| | | 2 nd shift | 0 | | | | | |
| | | 3 rd shift | 0 | | | | | |
| | IOM | Service personnel | | | | | | |
| | | 1 st shift | 0 | | | | | |
| | | 2 nd shift | 0 | | | | | |
| | | 3 rd shift | 0 | | | | | |
| | Other locations in and out of Tirana | Service personnel | | | | | | |
| | | 1 st shift | 0 | | | | | |
| | | 2 nd shift | 0 | | | | | |
| | | 3 rd shift | 0 | | | | | |
| 2 | UN HOUSE | Monthly cost for monitoring of Integral alarm system and rapid reaction when required | N/A | N/A | N/A | N/A | N/A | |
| | IOM | | | | | | | |
| | Other locations in and out of Tirana | | | | | | | |

NOTE 1: These fees must be inclusive of all management, administrative, indirect, and any other costs related to these services.

NOTE 2: Bidders are requested to specify if they are quoting a different number of staff members per location, depending on their assessments (if any).

NOTE 3: The specific locations and the total number of staff per location will be determined at discretion of UNHCR, depending on operational needs.

* Please fill out only the yellow cells

* If more details needed on the financial offer, please use the other tab