

RFPS-NYH-2026-503973
Consultancy Services - Data Governance Framework Design and Data Catalog System Implementation, UNICEF Supply Division
Annex C: INSTRUCTIONS

1. GENERAL OBSERVATIONS

These instructions set out the pricing requirements and format for the submission of Commercial Proposals. Proposers shall complete the applicable pricing schedules in Annex C in accordance with the requirements outlined below.

Annexes C1–C4 are provided to assist Proposers in preparing their Commercial Proposals. Proposers shall complete all applicable pricing schedules and may expand the templates to provide additional details where necessary. All costs must be clearly identified, and any pricing assumptions must be explained.

Compliance with the instructions and prescribed pricing templates is mandatory. Failure to comply may result in disqualification of the proposal.

Prices/Rates

All prices and rates must be quoted in United States Dollars (USD) and must be exclusive of taxes, as UNICEF is exempt from taxes. All quoted prices and rates must be all-inclusive, covering professional fees, overheads, administrative expenses and any other costs associated with the provision of the services.

For USA-based companies, UNICEF is eligible to receive the full benefits available under applicable GSA contracts. Proposers must indicate whether GSA pricing applies and provide the relevant GSA contract number, where applicable.

2. FIXED PRICES AND RATES

To ensure comparability of Commercial Proposals, Proposers shall provide a firm, all-inclusive fixed price for the Immediate Requirements (Annex C1).

Proposers shall also provide a fixed annual price for up to five (5) years of optional maintenance and support services (Annex C2), and a rate card for additional professional services (Annex C3).

The financial evaluation for the award of the Contract covering the Immediate Requirements will be based only on the all-inclusive, deliverable-based fixed price for the Immediate Requirements (Deliverables 1–4), i.e. the Total Amount of Price Proposal in Annex C1, in accordance with Section 11 of the TOR. The pricing for Optional Maintenance and Support (Annex C2) and the rate card for Additional Professional Services (Annex C3) will not be considered in the financial evaluation for the award of the Contract covering the Immediate Requirements.

In accordance with Section 3 of the TOR, the Immediate Requirements and the Longer-Term Requirements are independent of each other. Proposers shall price each workstream on a standalone basis. Proposed pricing shall not be contingent upon, or conditioned on, the award, completion or performance of any other requirement, and shall remain valid regardless of whether the Proposer is engaged for any related workstream.

The maintenance and support pricing is requested to inform UNICEF's assessment of potential future maintenance and support arrangements. It does not constitute a commitment by UNICEF to procure these services. Any such services may be contracted separately, at UNICEF's sole discretion, with the vendor awarded the Immediate Requirements, with another vendor, or not at all, subject to actual requirements, satisfactory performance and availability of funding.

3. INSTRUCTIONS / COMMERCIAL PROPOSAL STRUCTURE

3.1. Immediate Requirements – Annex C1

The Proposer shall submit an all-inclusive, fixed-price Commercial Proposal for the Immediate Requirements described in the TOR, using the pricing schedule provided in Annex C1.

Pricing shall be broken down by the four deliverables specified in Section 7 of the TOR and shall include all professional fees, anticipated expenses and other costs necessary to complete the assignment.

The proposed prices shall constitute the maximum amounts payable for each deliverable, with invoicing based on actual days worked, subject to the agreed maximum amount per deliverable and UNICEF's acceptance of the corresponding deliverable.

The Total Amount of Price Proposal in Annex C1 (net of any discounts the Proposer applies to the Immediate Requirements) is the amount used for the financial evaluation and commercial scoring.

3.2. Maintenance and Support – Annex C2

Proposers shall provide, using Annex C2, a fixed, all-inclusive annual price for optional maintenance and support services following completion of the implementation and handover period, applicable to each 12-month period for up to five (5) years. The annual price shall remain fixed for the full five (5)-year period.

The proposed annual price shall cover, at a minimum, all maintenance and support services described under the Longer-Term Requirements in Section 4 of the TOR.

The maintenance and support pricing will not be included in the financial evaluation for the award of the Contract covering the Immediate Requirements.

UNICEF reserves the right to procure maintenance and support services annually, at its sole discretion. The inclusion of these prices in the Commercial Proposal does not create any obligation for UNICEF to purchase such services.

Maintenance and support services may be contracted with a vendor other than the provider of the Immediate Requirements. Proposers shall therefore prepare their maintenance and support pricing on the basis that the solution may have been implemented by another provider. The operational documentation and handover materials produced under Deliverable 4 will be made available to the selected maintenance and support provider.

3.3. Professional Services – Annex C3

As part of the Commercial Proposal, Proposers shall submit a rate card covering the professional profiles and skill sets that may be required for additional services under any resulting LTAS, using Annex C3.

The rate card shall specify the applicable daily rates for each proposed professional profile, together with the corresponding level of seniority and a description of the relevant qualifications and experience.

The proposed rates shall be all-inclusive and shall serve as maximum ceiling rates for future assignments under the resulting LTAS. Vendors may offer lower rates for individual assignments.

The rate card shall remain fixed for the initial five-year LTAS period. Any pricing applicable to the optional two-year extension shall be subject to the provisions of the resulting LTAS.

The rate card will be used for pricing potential future professional services, the scope and duration of which will be defined by UNICEF as needs arise.

3.4. Cumulative Discounts – Annex C4

Proposers shall indicate in Annex C4 any cumulative discounts offered based on the total value of services procured under any resulting LTAS.

The proposed discount structure shall clearly specify the applicable expenditure thresholds and corresponding discount percentages.

Cumulative discounts shall apply to the relevant rates under Annex C3 once the corresponding thresholds are reached, in accordance with the terms agreed under the LTAS.

Any discount that the Proposer applies directly to the Immediate Requirements in Annex C1 will be reflected in the Total Amount of Price Proposal used for the financial evaluation. Otherwise, the discounts offered under Annex C4 will not be included in the financial evaluation, but may be considered when assessing the overall commercial conditions of potential LTAS arrangements.

4. NOTES APPLICABLE TO PROFESSIONAL SERVICES

1. Ceiling Rates. The daily rates quoted in Annex C3 shall constitute maximum ceiling rates for the duration of any resulting LTAS. Vendors may propose lower rates in response to individual requests for services.

2. All-Inclusive Rates. All rates shall include salaries, insurance, allowances, overheads, administrative expenses and other costs associated with the provision of professional services. No additional charges shall be accepted unless expressly authorized by UNICEF.

3. Labour Categorization. Proposers shall use their internal professional classifications when completing Annex C3 and provide a description of the qualifications, experience and responsibilities associated with each profile.

4. Pricing of Future Assignments. Any future professional services engagement under the LTAS shall be priced using the agreed ceiling rates in Annex C3, taking into account the required level of effort, scope of work and any applicable discounts under Annex C4.

5. Travel Policy. Services are expected to be delivered remotely from the vendor's premises. No travel is required or expected for the Immediate Requirements. Any attendance at selected meetings at the UNICEF Supply Division office in Copenhagen offered by the Proposer shall be on an all-inclusive basis and included in the fixed price quoted in Annex C1; no separate travel costs or travel time will be reimbursed.

For future assignments, any travel must be expressly authorized by UNICEF in writing in advance and shall be subject to UNICEF's applicable travel policies and procedures, as specified in Section 8 of the TOR. Unauthorized travel expenses will not be reimbursed.

5. UNICEF STANDARDS OF TRAVEL

Travel is not expected for immediate requirements. Any later "in-scope" travel will be subject to prior written approval of UNICEF's Designated Officer for the relevant project/engagement. In-scope travel costs shall be reimbursed pursuant to receipt of respective invoice from the vendor. The copies of tickets/receipts shall be maintained by the traveller and submitted to UNICEF to support the travel claim.

5.1. Reimbursement

The contractor will be reimbursed by UNICEF for the following incurred in-scope travel cost components:

a). Daily Subsistence Allowance (DSA) at the applicable rate;

b). Actual cost of transportation (i.e. air, train, car) as per the authorized mode and standard of accommodation.

Note: Additional cost of transportation incurred due to use of alternative mode, longer route or higher class of travel shall not be reimbursed by UNICEF and shall be covered by the traveler/Contractor.

All travel cost reimbursements shall be made only if the travel has been undertaken in accordance with UNICEF standards of travel outlined here (or prevailing UNICEF's standards at the time of the contract engagement/project award, if different):

5.2. Daily Subsistence Allowance (DSA)

DSA is being paid based on pre-established DSA rates for specific geographic location (country, city), that the travel takes place to. The latest worldwide DSA rates are provided upon request.

DSA shall comprise the total contribution of UNICEF towards such charges as meals, overnight accommodations, gratuities, intra-urban transportation and other payments made for personal services rendered to the traveler. In principle, the full rate of the DSA is payable when a traveler has to spend a night away from his/her residence. In such a case, a full day's DSA is paid at the rate applicable to the place where the traveler spent the night.

For journeys of less than 24 hours, DSA is computed as follows:

- if the journey involves a night away from his/her residence, a full day's DSA is paid; and

- if the journey does not involve a night away from his/her residence:

i) no DSA is paid for a journey of less than ten hours; and

ii) 40% of the DSA for his/her destination is paid for a journey of ten hours or more;

For journeys of 24 hours or longer, DSA is computed as follows:

- a full day's DSA is paid for the day on which the travel begins, at the rate applicable to the place of arrival; and

- a full day's DSA is paid for each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences).

The rate applicable for each 24-hour period is that for the place at which the traveller spends the night.

5.3. Mode of transportation

Travel by Air

Air transportation by the most direct and economical route is the normal mode for official travel within the standard of accommodation. The standard of accommodation for official travel is economy class, irrespective of the duration of the flight.

Travel by Train

When authorized to travel by train, travelers are entitled to first class accommodation, including sleeper, where appropriate.

Travel by Car

When authorized to travel by car, travelers are entitled to a mileage reimbursement of \$0.23 per mile (mileage based on the pre-determined mapped distances between the destinations) and any related miscellaneous expense (i.e. tolls) upon presentation of the receipts. When travelling by car the travelers are fully responsible for maintaining adequate personal insurance and any third-party liability coverage required by state where the vehicle is registered.

Note: No official UNICEF vehicle shall be made available to the Contractors' consultants.

RFPS-NYH-2026-503973

Consultancy Services - Data Governance Framework Design and Data Catalog System Implementation, UNICEF Supply Division
Annex C1: Immediate Requirements - Cost Breakdown

Refer to Annex B: Terms of Reference – Section 7 'Key Deliverables and Acceptance Criteria for Immediate Requirements' for the detailed description of the scope of work

Deliverable 1: Data Governance Design								
Activity/milestone	Skill Sets assigned per activity/milestone	Name of resource	Time (days)	Daily rate US\$	Cost frequency	Rate Type: Off-site	Line Cost US\$	Total Cost US\$
Please expand table as necessary								
EXAMPLE (not counted in total) [Define milestone] e.g. Documentation	Digital Analytics Specialist	Bill YYY	3	\$600.00	One-time costs	Off-site (vendor's premises)	\$1,800.00	\$1,800.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
Total Deliverable 1								\$0.00
Deliverable 2: Data Catalog and Governance System Design and Configuration								
Activity/milestone	Skill Sets assigned per activity/milestone	Name of resource	Time (days)	Daily rate US\$	Cost frequency	Rate Type : Off-site	Line Cost US\$	Total Cost US\$
Please expand table as necessary								
EXAMPLE (not counted in total) [Define milestone] e.g. Documentation	Digital Analytics Specialist	Bill YYY	3	\$600.00	One-time costs	Off-site (vendor's premises)	\$1,800.00	\$1,800.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
Total Deliverable 2								\$0.00
Deliverable 3: Lineage and Classification (Pilot)								
Activity/milestone	Skill Sets assigned per activity/milestone	Name of resource	Time (days)	Daily rate US\$	Cost frequency	Rate Type : Off-site	Line Cost US\$	Total Cost US\$
Please expand table as necessary								
EXAMPLE (not counted in total) [Define milestone] e.g. Documentation	Digital Analytics Specialist	Bill YYY	3	\$600.00	One-time costs	Off-site (vendor's premises)	\$1,800.00	\$1,800.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
Total Deliverable 3								\$0.00
Deliverable 4: Adoption, Training, and Handover								
Activity/milestone	Skill Sets assigned per activity/milestone	Name of resource	Time (days)	Daily rate US\$	Cost frequency	Rate Type : Off-site	Line Cost US\$	Total Cost US\$
Please expand table as necessary								
EXAMPLE (not counted in total) [Define milestone] e.g. Documentation	Digital Analytics Specialist	Bill YYY	3	\$600.00	One-time costs	Off-site (vendor's premises)	\$1,800.00	\$1,800.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
						Off-site (vendor's premises)	\$0.00	\$0.00
Total Deliverable 4								\$0.00
OTHER COSTS REQUIRED TO DELIVER THE IMMEDIATE REQUIREMENTS NOT INCLUDED IN THE DELIVERABLES ABOVE (e.g. project management, attendance at selected meetings in Copenhagen)								
Activity/milestone	Skill Sets assigned per activity/milestone	Name of resource	Time (days)	Daily rate US\$	Cost frequency	Rate Type: Off-site / On-site	Line Cost US\$	Total Cost US\$
Please expand table as necessary								
EXAMPLE (not counted in total) e.g. Attendance at milestone presentation in Copenhagen	Project Manager	Name Surname	1	\$900.00	One-time costs	On-site (UNICEF Supply Division, Copenhagen)	\$900.00	\$1,700.00
	Travel costs (lump sum)	-	1	\$800.00	One-time costs	On-site (UNICEF Supply Division, Copenhagen)	\$800.00	
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
Total Other Costs								\$0.00
Total cost of the Immediate Requirements								\$0.00
Applicable discounts [please include percentage]								[percentage]
A) Based on size/value of individual assignment								
B) Based on cumulative volume/value (UNICEF + UN FAMILY)								
Applicable discounts [value]								[Value]
A) Based on size/value of individual assignment								\$0.00
B) Based on cumulative volume/value (UNICEF + UN FAMILY)								\$0.00
Total value of cumulative discounts								\$0.00
Total Amount of Price Proposal – Immediate Requirements (amount used for the financial evaluation)								Total Cost US\$
								\$0.00

NOTES:

- Note 1: The vendor shall provide in Annex C1 the all-inclusive, firm fixed price for the Immediate Requirements described in Section 7 of the TOR (Key Deliverables and Acceptance Criteria for Immediate Requirements), broken down by Deliverables 1-4. The Total Amount of Price Proposal is the only price considered in the financial evaluation for the award of the Contract covering the Immediate Requirements (TOR Section 11).
- Note 2: Proposer is required to provide the itemized cost of the different tasks/activities/milestones that make up each Deliverable, and to indicate the estimated effort (resources, days and daily rates) associated with each of them, so that UNICEF can understand the level of effort and distribution of resources. The itemized cost of the different tasks/activities/milestones that make up each Deliverable shall be based on the vendor's proposed rate card (Annex C3, 'UNICEF Price'). The resource allocation and timeframes should be consistent with the team and the 25-week workplan provided in the Technical Proposal. Payment terms: Net 30 days after receipt of accurate invoice(s) and satisfactory performance of all tasks/activities and timely receipt and acceptance of each deliverable by UNICEF, based on an all-inclusive fixed cost per deliverable. Vendor is required to indicate the exact timeframe/timeliness for provision of each deliverable. The total cost of each Deliverable quoted by the vendor shall act as a maximum amount. Invoicing of deliverables is to be based on actual days worked by the Company within the maximum amount (TOR Section 8).
- Note 3: UNICEF requires a firm fixed, all-inclusive (including any travel and miscellaneous costs), deliverable-based engagement. Please refer to Sections 7 and 8 of the TOR for the engagement's requirements and the timeframes for provision of deliverables.
- Note 4: The services shall be performed off-site from the vendor's premises (TOR Section 8). No travel is required or expected for the Immediate Requirements. Any attendance at selected meetings at the UNICEF Supply Division office in Copenhagen offered by the vendor shall be on an all-inclusive basis and included in the prices above (e.g. under 'Other costs'); no separate travel costs or travel time will be reimbursed by UNICEF.
- Note 5: The services are expected to start immediately after contract's signature.
- Note 6: The vendor shall include in its proposal all applicable volume discounts as established in Annex C4 of this Commercial Proposal. Volume tier discounts shall be applied to the Job Category Price Tables and to any other applicable cost elements.
- Note 7: All prices must be quoted in US Dollars. Note that failure to quote in US Dollars will invalidate your proposal. All prices quoted must be exclusive of all taxes, since UNICEF is exempt from taxes.
- Note 8: Vendor is encouraged to provide explanations where needed for clarification. If a price is based on an assumption made by the Vendor, the assumption should be explained in this section, or there should be a reference to an explanation in the Vendor's proposal.
- Note 9: In estimating the prices offered, the vendor is deemed to have taken into account all the information provided in the accompanying TOR and to have exercised appropriate professional judgment.
- Note 10: In accordance with Section 3 of the TOR, the Immediate Requirements are priced on a standalone basis. The prices in Annex C1 shall not be contingent upon, or conditioned on, the award of maintenance and support services, an LTAS or any other requirement.

RFPS-NYH-2026-503973

**Consultancy Services - Data Governance Framework Design and Data Catalog System Implementation, UNICEF Supply Division
Annex C2: Optional Maintenance and Support – Fixed Annual Price (up to five years)**

Refer to Annex B: Terms of Reference – Section 4 'Longer-Term Requirements', item 1 'Optional Maintenance and Support', for the minimum scope of services

Annual Maintenance and Support Services – breakdown of effort for one 12-month period								
Service component (TOR minimum scope)	Skill Sets assigned per activity/milestone	Name of resource	Time (days per year)	Daily rate US\$	Cost frequency	Rate Type: Off-site	Line Cost US\$	Total Cost US\$
Please expand table as necessary								
EXAMPLE (not counted in total) e.g. Monitoring and health checks	Data Catalog Platform Engineer	Name Surname	12	\$600.00	Annual	Off-site (vendor's premises)	\$7,200.00	\$7,200.00
Monitoring and health checks					Annual	Off-site (vendor's premises)	\$0.00	\$0.00
Defect and incident resolution					Annual	Off-site (vendor's premises)	\$0.00	\$0.00
Minor fixes and configuration adjustments					Annual	Off-site (vendor's premises)	\$0.00	\$0.00
Support for continued operation and administration					Annual	Off-site (vendor's premises)	\$0.00	\$0.00
Periodic reporting					Annual	Off-site (vendor's premises)	\$0.00	\$0.00
Other (please specify)					Annual	Off-site (vendor's premises)	\$0.00	\$0.00
Total annual effort – Maintenance and Support								\$0.00

Fixed annual price – Maintenance and Support (before discounts)	\$0.00
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Applicable discounts [please include percentage]	[percentage]
A) Based on size/value of individual assignment	
B) Based on cumulative volume/value (UNICEF + UN FAMILY)	

Applicable discounts [value]	[Value]
A) Based on size/value of individual assignment	\$0.00
B) Based on cumulative volume/value (UNICEF + UN FAMILY)	\$0.00
Total value of cumulative discounts	\$0.00

Fixed annual price – Maintenance and Support (net of discounts)	Annual price US\$
	\$0.00

Five-year price schedule – Optional Maintenance and Support	
Period	Fixed annual price US\$
Year 1 (12-month period, contracted annually at UNICEF's discretion)	\$0.00
Year 2 (12-month period, contracted annually at UNICEF's discretion)	\$0.00
Year 3 (12-month period, contracted annually at UNICEF's discretion)	\$0.00
Year 4 (12-month period, contracted annually at UNICEF's discretion)	\$0.00
Year 5 (12-month period, contracted annually at UNICEF's discretion)	\$0.00
Total five-year price – for information / TCO only (not included in the financial evaluation)	\$0.00

NOTES:

Note 1: Maintenance and support services are optional for UNICEF. If UNICEF decides to contract them, the vendor must guarantee the provision of those services at the fixed annual price indicated in this tab for up to five (5) 12-month periods, to be contracted annually at UNICEF's sole discretion, subject to actual needs, satisfactory performance and availability of funding. The annual price shall remain fixed for the full five (5)-year period. Quoting a price does not commit UNICEF to purchase these services, and UNICEF may cancel contracted services at any time at no cost.
Note 2: In accordance with Sections 3 and 4 of the TOR, maintenance and support is independent of the Immediate Requirements and may be contracted with the vendor awarded the Immediate Requirements, with another vendor, or not at all. The price in this tab shall not be contingent upon, or conditioned on, the award of the Immediate Requirements or any other requirement. Vendors shall price these services on the basis that the solution may have been implemented by another provider; the operational documentation and handover materials produced under Deliverable 4 will be made available to the selected provider.
Note 3: The pricing in this tab will not be considered in the financial evaluation for the award of the Contract covering the Immediate Requirements (TOR Section 11). It is requested to inform UNICEF's assessment of potential future maintenance and support arrangements.
Note 4: Proposer is required to provide the itemized annual effort and cost for each service component listed above (at a minimum the services listed in Section 4 of the TOR), based on the vendor's proposed rate card (Annex C3, 'UNICEF Price'). Payment terms: Net 30 days after receipt of accurate invoice(s) and satisfactory performance of all tasks/activities. The fixed annual price shall act as the maximum amount payable for each 12-month period. Invoicing is to be based on the services actually provided within that maximum amount.
Note 5: The services should be performed off-site from the vendor's premises.
Note 6: The vendor shall include in its proposal all applicable volume discounts as established in Annex C4 of this Commercial Proposal. Volume tier discounts shall be applied to the Job Category Price Tables and to any other applicable cost elements.
Note 7: All prices must be quoted in US Dollars. Note that failure to quote in US Dollars will invalidate your proposal. All prices quoted must be exclusive of all taxes, since UNICEF is exempt from taxes.
Note 8: Vendor is encouraged to provide explanations where needed for clarification. If a price is based on an assumption made by the Vendor, the assumption should be explained in this section, or there should be a reference to an explanation in the Vendor's proposal.
Note 9: In estimating the prices offered, the vendor is deemed to have taken into account all the information provided in the accompanying TOR and to have exercised appropriate professional judgment.

RFPS-NYH-2026-503973

**Consultancy Services - Data Governance Framework Design and Data Catalog System Implementation, UNICEF Supply
Annex C3: Rate Card - Professional Services**

JOB LABOUR CATEGORY PRICING/RATES (RATE CARD)

Job Labour Category	Daily Rate in USD by level/experience					
	Junior (≤3 yrs)		Mid-Level (3-7 yrs)		Senior (≥ 7 yrs)	
Please expand table as necessary to capture all vendor's job labour categories.	List Price	UNICEF Price	List Price	UNICEF Price	List Price	UNICEF Price
e.g. Data Governance Consultant	\$300.0	\$150.0	\$400.0	\$250.0	\$500.0	\$300.0

NOTES:

Note 1: Bidders are requested to indicate the applicable daily rates (covering eight hours of work) for all personnel profiles by filling in the table above. Use of below format is mandatory and the only acceptable currency is USD.
Note 2: The table above should contain the stand-alone rate card that would apply to service engagements with open or flexible project time. The rates cards below shall be used as maximum ceiling rates. The vendor will be permitted and encouraged to respond to work orders/engagements with lower rates (if and when applicable). The validity of provided rates should not be conditioned or subjected to any assumption related to minimum number of work hours per week/day and/or minimum duration of the assignment.
Note 3: All-inclusive rates: Proposed rate cards by vendors should be for all-inclusive rates including, but not limited to Salary, Insurance, Travel, Allowance; Overhead and Administrative costs. UNICEF requires that any and all costs for projects/engagements should be derived SOLELY from the proposed schedule of rates (Rate Card) provided by vendors in Table above. If the vendor's cost methodology includes other costs/pricing elements (i.e. overheads, administrative costs etc.), vendor is requested to calculate those into the hourly/daily rate of the Job Labour Categories in Table above. This applies to both off-site rates/on-site in UNICEF's locations. For on-site rates where the work is to be provided in UNICEF's locations UNICEF may reimburse in scope travel costs in accordance with UNICEF Standards of Travel indicated at the time of engagement.
Note 4: All prices must be quoted in US Dollars. Note that failure to quote in US Dollars will invalidate your proposal. All prices quoted must be exclusive of all taxes, since UNICEF is exempt from taxes.
Note 5: Proposers should include as part of the Commercial Proposal detailed explanation of the different job categories, including job profile descriptions and main functions to perform. Vendor is encouraged to provide explanations where needed for clarification. If a price is based on an assumption made by the Vendor, the assumption should be explained in this section, or there should be a reference to an explanation in the Vendor's proposal.
Note 6: In accordance with Sections 4 and 11 of the TOR, the rate card applies to Additional Professional Services that may be requested under any resulting LTAS and will not be considered in the financial evaluation for the award of the Contract covering the Immediate Requirements. The profiles shall be consistent with the team proposed in the Technical Proposal and shall cover, at a minimum, the profiles used in Annexes C1 and C2. The rates shall remain fixed for the initial five-year LTAS period.

RFPS-NYH-2026-503973

**Consultancy Services - Data Governance Framework Design and Data Catalog System Implementation, UNICEF Supply Division
Annex C4: Volume Discount Policy and Pro-Bono Policy**

Annex C4.1. Volume Discount - BASED ON SIZE/VALUE OF INDIVIDUAL ASSIGNMENT

Provide % discount over quoted prices based on size/value of individual assignment

Value/Size of Individual Assignment	% discount over quoted prices
Up to \$10,000	
\$10,001 - \$50,000	
\$50,001 - \$100,000	
\$100,001 - \$150,000	
\$150,001 - \$200,000	
\$200,001 +	

Annex C4.2. Volume Discount - BASED ON CUMMULATIVE VOLUME/VALUE (UNICEF + UN FAMILY)

Provide % discount over quoted prices based on cumulative volume/value

Tier	Cumulative expenditure over LTAS term	% applicable discount						
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Tier 1	up to \$50,000							
Tier 2	\$50,001 - \$100,000							
Tier 3	\$100,001 - \$250,000							
Tier 4	\$250,001 - \$500,000							
Tier 5	\$500,000+							

Annex C4.3. Pro-Bono Policy offered by vendor in support of UNICEF humanitarian mandate in favour of children

Free of cost & Pro-bono services: On the basis of its humanitarian mandate, UNICEF expects and encourages potential service providers (long term partners) to offer pro-bono services to UNICEF where applicable (i.e. % of professional services provided free of cost to UNICEF).

Please describe your pro-bono policy and offerings to UNICEF in support of UNICEF humanitarian mandate

NOTES APPLICABLE TO ANNEXES C4.1-2:

Note 1: Volume discounts are cumulative in any given order and will include both discounts i) Based on size/value of individual assignment and ii) based on cumulative volume/value (UNICEF + UN family) depending on the current level of expenditure.

Note 2: As part of Annex C4.2, UNICEF requests and expects volume discounts based on two (2) dimensions: i) cumulative dollar amount spent by UNICEF and other UN agencies across all service categories listed in the LTAS with Proposer; and, ii) length of LTAS commitment. For example, a possible proposal for the above row Tier 1 might include a 10% discount for Yr 1; 15% discount for Yr 2; 20% discount for Yr 3; 25% discount for Year 4; 30% discount for Year 5; and 50% for Years 6-7. These are examples ONLY. Volume discounts shall be cumulative in any given Contract.

The % discounts shall apply across all the cost elements of the Vendors' pricing methodology, including Professional Services.

The volume for the purposes of discount determination is understood as cumulative purchasing volume of UNICEF and any other UN agency, fund or programme that elects to order the services from the vendor with reference to the UNICEF's resulting LTAS, or to any derivative LTAS/contract (s) put in place by that UN entity based on the outcome of this competitive bidding conducted by UNICEF.