

**ANNEX IV
TO REQUEST FOR PROPOSALS (RFP) N° PTD/09/080**

PRICE SCHEDULE

Date	
Company name	
Address	
Telephone and Fax number	
E-mail address and/or Home Page address (if available)	
Name of authorized representative	
Contact name	
Contact name, phone and fax number, e-mail	

1 PRICES AND QUANTITIES

1. Prices shall be **all inclusive**. That is, all costs such as preparation of supporting material, travel, transport, facilities, workshop evaluation, etc. should be included. In case your proposal must include "Other Costs" please specify these separately and provide explanations. Unless listed in the proposal clearly no other costs will be accepted.

2. Workshop (WS) and individual coaching session quantities are the best available estimates. WIPO does not commit to order the exact quantity of each workshop or individual coaching sessions as detailed below.

3. The course preparation is a one time cost for each customized WS category. The deliverables of the course preparation namely, the workshop approach and content as well as the supporting training material shall become the property of the WIPO thereafter. WIPO may use the course materials for future trainings using its internal resources.

4. Training room costs must be included in your tender submission initially. At the time when finalization of delivery occurs some adjustment to this costing may occur due to the availability of some in-house WIPO training facilities at no cost to the External Firm.

Four training rooms are available on-site at WIPO in its CAM building, consisting of one large meeting room, two smaller rooms and one "round table" room. There are additional rooms available in the main building of WIPO, depending on other simultaneous conference and training activities.

Should an off-site location be proposed (in Geneva only), please specify the size, location, facilities, equipment, etc. and specify the costs separately. WIPO may choose to contract your firm for this requirement with or without the proposed venue, select another venue or contract the proposed venue directly without any obligation to the External Firm at its sole discretion.

2 PRICE TABLE

5. All pricing information should be provided under each deliverable in order to have a clear picture of the price per course, the total cost of each workshop category (A-F) and the individual coaching sessions, Category G.

FIXED PRICE QUOTATION RELATED TO RFP N° PTD/09/080			
Description of Tasks	Estimated Quantity	Unit Price	Total (in CHF, VAT excluded)
DELIVERABLE ONE			
Design of workshops and supporting training material	NA	NA	At no cost, (please charge deliverable 4 and 5)
DELIVERABLE TWO			
Pilot workshops	NA	NA	At no cost, (please charge under deliverable 4)
DELIVERABLE THREE			
Detailed training plan	NA	NA	At no cost, (please charge under deliverable 4)
DELIVERABLE FOUR			
XX Workshops Category (A)			
XX Workshop Category (B)			
XX Workshop Category (C)			
XX Workshop Category (D)			
XX Workshop Category (E)			
XX Workshop Category (F)			

SPECIAL INSTRUCTIONS FOR CATEGORY G – COACHING COSTING

To be priced per course/workshop category as per yellow highlighted MINI Modules and (totally individualized custom coaching). i.e. *Please refer to highlighted MINI Modules and cost accordingly per Course/workshop topic*

Individual coaching sessions: Price per hour inc preparation

DELIVERABLE FOUR Cont. CATEGORY G - MINI Modules and Individualized Customized Coaching			
Description of Costing	Comments	Unit Price/hr	Total(in CHF, VAT excluded)
<i>Customized Individual Coaching costing on a per hourly basis for identified needs</i>			
CATEGORY A Communication Courses			
<i>Can't Do Without Communication Skills</i>			
<i>Communication Cooperation & Advocacy</i>			
<i>Promoting Communication Inside WIPO for improved work practices</i>			
<i>Communication Technologies: getting the best out of the message in the WIPO context</i>			

DELIVERABLE FOUR Cont. CATEGORY G - MINI Modules and Individualized Customized Coaching			
Description of Costing	Comments	Unit Price/hr	Total(in CHF, VAT excluded)
<i>Customized individual coaching according to identified needs</i>			
CATEGORY B: Managing People			
<i>The Difference Between Leadership and Management</i>			
CATEGORY C: Mediation and Negotiation			
<i>The Approachable Manager</i>			
<i>Resolving Conflicts Positively</i>			
<i>Resolving W/place Harassment</i>			
<i>Strategic Negotiating Strategies for Improving Commissioning and Procurement</i>			
CATEGORY D: Ethics			
<i>Ethics and the Workplace</i>			
<i>Managerial Ethics</i>			
CATEGORY E: Presentation Skills			
<i>WIPO Preferred Presentation Skills</i>			
CATEGORY G: individual and small group -			
<i>Targeted needs TBD</i>			

Authorized Signature: _____

Place: _____ Date: _____