

REQUEST FOR PROPOSAL (RFP) RFP Number UNFPA/TUR/RFP/25/001
For the establishment of a:
LONG TERM AGREEMENT
In regards to:
PROVISION OF FACILITY MANAGEMENT SERVICES IN TURKIYE

ANNEX F: PRICE SCHEDULE FORM

	Deliverables	Estimated Price (Monthly - each center)	Service Units (Ankara, Istanbul, Eskisehir, Izmir, Mersin)	Estimated Price (Monthly - 5 centers)	Total Fee Offered by the contractor (%)
Monthly Mandatory Cost Items (70%)					
1	Net Rent	TRY 70,000.00	5	TRY 350,000.00	
2	Withholding Tax for rent	TRY 14,000.00	5	TRY 70,000.00	
3	Condominium Fees (or Common Area/building management and Maintenance Fees	TRY 4,000.00	5	TRY 20,000.00	
4	Stationery	TRY 2,500.00	5	TRY 12,500.00	
5	Cleaning Supplies	TRY 2,000.00	5	TRY 10,000.00	
6	Kitchen Food Products including catering during trainings and events	TRY 2,000.00	5	TRY 10,000.00	
	Catering events	TRY 5,000.00	5	TRY 25,000.00	
7	Electricity, Water, Natural Gas	TRY 7,500.00	5	TRY 37,500.00	
10	Communication (Internet)	TRY 1,000.00	5	TRY 5,000.00	
11	Workplace insurance	TRY 10,000.00	5	TRY 50,000.00	
12	Security (Alarm System Monitoring)	TRY 1,500.00	5	TRY 7,500.00	
13	Cleaning Service (2 times a week)	TRY 25,000.00	5	TRY 125,000.00	
14	ICT (IT software) Law database system- 37.800 TL (exp 31.12.2025)	TRY 3,150.00	1	TRY 3,150.00	
15	Zoom - 6.500 TL	TRY 550.00	1	TRY 550.00	

16	Antivirus programme 140 TL (each)	TRY 510.00	1	TRY 510.00	
17	Contractual HR Recruitment Services Fee (as a percentage of cost (gross including employers/employee shares)	TRY 53,787.50	5	TRY 268,937.50	
Items to be procured when needed (30%)					
18	Maintenance/Repair	TRY 2,000.00	5	TRY 10,000.00	
19	Furniture	TRY 2,000.00	5	TRY 10,000.00	
20	Electronics	TRY 4,000.00	5	TRY 20,000.00	
21	Household Appliances	TRY 2,000.00	5	TRY 10,000.00	
22	Cargo	TRY 5,000.00	5	TRY 25,000.00	
23	Other expenses: Medicine cabinet supplies, Fire extinguisher change, Miscellaneous	TRY 2,000.00	5	TRY 10,000.00	
24	Moving expenses	TRY 200,000.00	5	TRY 1,000,000.00	

	Estimated Submission Date of Report	Deliverables/Reports	Estimated Price (Monthly - each center)	Service Units (Ankara, Istanbul, Eskisehir, Izmir, Mersin)		Fee (%)	A		B	
Mandatory	70%									
1	Monthly	Net Rent	70000	5	350000	Transition	0.1	35000	0.15	52500
2	Monthly	Withholding Tax for	14000	5	70000	Transition	0.1	7000	0.15	10500
3	Monthly	Condominium Fees	4000	5	20000	Transition	0.1	2000	0.15	3000
4	Monthly	Stationery	2500	5	12500	New Procurement	0.1	1250	0.1	1250
5	Monthly	Cleaning Supplies	2000	5	10000	New Procurement	0.1	1000	0.1	1000
6	Monthly	Kitchen Food Products including catering during trainings and events	2,000	5	10000	New Procurement			0.1	
		Catering events	5,000	5	25000		0.1	1000	0.1	1000
7	Monthly	Electricity, Water, Natural Gas	7,500	5	37500	New subscription will be opened by the contractor			0.1	
							0.1	3750		3750
10	Monthly	Communication	1,000	5	5000	Transition	0.1	500	0.1	500
11	Yearly	Workplace	10,000	5	50000	Transition (TBC)	0.1	5000	0.1	5000
12	Monthly	Security (Alarm)	1,500	5	7500	Transition	0.1	750	0.1	750
13	Monthly	Cleaning Service (2	25,000	5	125000	New Procurement	0.1	12500	0.1	12500
When Needed	30%									
14	Varies	Maintenance/Repair	2000	5	10000	New Procurement	0.03	300	0.01	100
15	Yearly	ICT (IT software)	3150	1	3150	New Procurement (TBC)	0.03	94.5	0.01	31.5
		Law database system- 37.800 TL (exp 31.12.2025)	550	1	550		0.03	16.5	0.01	5.5
		Zoom - 6.500 TL Antivirus programme 140 TL (each)	510	1	510				0.01	
						0.03	15.3		5.1	
16	When Required	Furniture	2000	5	10000	New Procurement	0.03	300	0.01	100
17	When Required	Electronics	4000	5	20000	New Procurement	0.03	600	0.01	200
18	When Required	Household	2000	5	10000	New Procurement	0.03	300	0.01	100
19	Monthly	Cargo	5,000	5	25000	New Procurement / by UNFPA's LTA	0.03	750	0.01	250
					0		0.03	0	0.01	0
20	When Required	Other expenses	-	0	0	New Procurement	0.03	0	0.01	0
		Medicine cabinet	2000	5	10000		0.03	300	0.01	100
		Fire extinguisher	-	0	0		0.03	0	0.01	0
		Miscellaneous	-	0	0		0.03	0	0.01	0
21	When Required	Moving expenses	200,000	5	1000000	New Procurement	0.03	30000	0.01	10000

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24 ₺43,481,040.00

\$1,254,646.81