

## Appendix A. sAMPLE bUDGET fORMAT

### Use the following table for your financial proposal

**TITLE OF THE OFFER AS IN THE PROPOSAL REQUEST:**

**Name:**

**Date:**

| Items | Unit | | Description and Specifications | Quantity | Price per unit with tax (Jod) | Total price with tax (Jod) |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | meal | | 30 lunch meals for 12 days, each meal includes (a dish of Mansaf or Kabsa or Zarb + yogurt + cola).. | 360 |  |  |
| 2 | coffee break | | Coffee break supplies for 30 people (tea, Nescafé, water, tissues, nuts, sweets).  Delivery fee to the training venue is also included. | 360 |  |  |
| 3 | task | | transportaion to zarqa | 6 |  |  |
| 4 | task | | transportaion to Amman | 6 |  |  |
| 5 | meal | | 30 lunch meals for 16 days, each meal includes (a dish of Mansaf or Kabsa or Zarb + yogurt + cola).  Delivery fee to the activity venue is also included.  First training venue: 4 workshops in Zarqa at Naya Network headquarters (8 working days).  Second training venue: 4 workshops in Amman in coordination with Greater Amman Municipality (8 working days). | 480 |  |  |
| 6 | coffee break/ person | | Coffee break supplies for 30 people (tea, Nescafé, water, tissues, nuts, sweets). | 480 |  |  |
| 7 | task | | transportation to Zarqa | 8 |  |  |
| 8 | task | | transportaion to Amman | 8 |  |  |
| **Estimated Total Cost** | | | | | |  |

### SIGNATURE AND STAMP

## aPPENDIX B. Technical Proposal Submission Sheet

*Title of the proposal:*

*Name:*

*Date:*

*(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)*

| Date of Technical Proposal: |  |
| --- | --- |
| RFP Number: |  |
| RFP Title: |  |

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

**The validity period of our proposal is —---------days/weeks/months from the time and date of the submission deadline.**

Signature and stamp