**COST FORM**

**Small Purchase**

**Media Buying Services**

**Community Development Block Grant – Disaster Recovery**

**Foundation for Puerto Rico**

**2021-SP-14**

|  |  |
| --- | --- |
| **Name of Supplier:** |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line Item** | **Quantity****(Monthly)** | **Units** | **Months** | **Unit Price** | **Total Price** |
| National Newspaper Ads | 3 | [EA] | 5 | $      | $      |
| National Radio Stations Spots | 15 | [EA] | 5 | $      | $      |
| Social Media Platform Ads | 3 | [EA] | 5 | $      | $      |
| Agency Fees  | 20 | [Hr.] | 5 | $      | $      |
| Subtotal | N/A | N/A |  | N/A | $      |
| Tax | N/A | %      |  | $      | $      |
| **Total Quote**  |  |  |  |  | **$** |
|  | **Notes on Cost Form:**1. Agency fees must include all personnel needed to acquire the desired types of media
2. *The contract is expected to function as a not-to-exceed contract from which services will be invoiced based on actual hours worked by each resource.*
3. *The hours presented in this cost form are an estimate and FPR reserves the right to distribute the hours between tasks depending on the necessity.*
4. *Payment terms: This procurement process is funded by a CDBG-DR grant allocated by the U.S. Department of Housing and Urban Development (HUD), via the Puerto Rico Department of Housing (PRDOH). Payment of invoices for the goods and/or services rendered will be based on the reimbursement of funds to Foundation for Puerto Rico (FPR) from PRDOH.*
5. *Only input information in the designated gray boxes*
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| --- | --- | --- |
|  |  |       |
| Supplier’s Authorized Representative Signature |  | Date |
|       |  |  |
| Supplier’s Authorized Representative Printed Name |  |  |