# ANNEX II - MODEL FINANCIAL OFFER

**Prices should be all-inclusive; the Agency will not pay expenses for any additional costs incurred from the execution of the contract.**

|  |  |
| --- | --- |
| **Name of Tenderer:** |  |

**Tenderers are requested to provide in the table below a maximum price per application. Incomplete submission of the financial offer or any alteration of the present form may result in the rejection of the tender.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Services described under 2.5.**  **Identification and support of projects** | | | |
| **Type of services required** | **Maximum price per service in EURO (without VAT) (a)** | **Coefficient**  **(b)** | **Weighted Maximum price per service in EURO (without VAT) (c)=(a)x(b)** |
| **2.5.1. Short Briefings (max. 10 pages, deadline 2-4 weeks)** |  | **X3** | **(1)** |
| **2.5.2 Medium Briefings (max. 20 pages, deadline 4-8 weeks)** |  | **X2** | **(2)** |
| **2.5.3 Short Studies (max. 50 pages, deadline up to 4 months)** |  | **X1** | **(3)** |
| **2.5.4 Short Studies with workshops (max. 50 pages, deadline up to 5 months)** |  | **X1** | **(4)** |
| **2.5.5 Medium Studies with workshops (max. 100 pages, deadline up to 9 months)** |  | **X1** | **(5)** |
| **Bid price for evaluation propose in point 4.4.= (1)+(2)+(3)+(4)+ (5)** | | |  |
| **In all the above cases the price offered will be all inclusive without VAT (includes among other things, travel & subsistence expenses of experts,…)** | | | |

|  |  |  |
| --- | --- | --- |
| **Name:**  **(of the Tenderer or authorised representative)** | **Signature:** | **Date:** |

**Note:**

* The tenderer’s financial offer must consist of **a single rate (fixed, not a range[[1]](#footnote-1))**.The above amounts must not be broken down further. The offered price shall serve as a ceiling for the price (per application or per man day for each category of expert) in future quotations under specific contracts (after re-opening of competition).
* The price must be quoted in EURO and include all expenses necessary to perform the contract.
* Price shall be fixed and not subject to revision for the entire duration of the Contract.
* Price must be quoted free of all duties, taxes (such as VAT) and other charges, as EDA is exempt from such charges.

# 

1. In case a price range is indicated in the financial offer, the upper limit only shall be taken into consideration for the financial evaluation [↑](#footnote-ref-1)