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| **Annex V.**  **Financial offer form** | | | | | | | | | | | | | | | | | |
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| **Call for tender no. 19/2016/OP/EITPROC**  **for the provision of the Digital Communication Services** | | | | | | | | | | | | | | | | | |
| To be submitted in a separate sealed envelope clearly stating "Financial Offer"  following the instructions laid down in point 4.3 of the Tender Specifications | | | | | | | | | | | | | | | | | |
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| **Identification of the tenderer** | | | | | | | | | | | | | | | | | |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | |
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| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | |
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**PRICE LIST**

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities. The amount of VAT should be shown separately if the Tenderer believes that they are obliged to charge VAT.

As explained in the Technical Specifications, one individual can manage several tasks. Additional services: EIT will only pay for the skills needed. Descriptions of the posts are mentioned in the Tender Specifications.

All Net Prices shall be indicated in the table below, they must be perfectly legible in order to rule out any doubt whatsoever concerning the figures.

The prices per unit shall include all costs as follows:

* staff costs, social contributions and taxes, and other administrative costs for the team,
* data purchase,
* translation costs;
* and any other cost related to the services with the exception of the travel and accommodation expenses for the meetings with the EIT

The tenderer's attention is drawn to the following points:

* Prices must be quoted in Euro using, if necessary, the conversion rates published in the C series of the Official Journal of the European Union on the day when the contract notice was published (if no notice was published, on the day when the invitation to tender was sent out).
* Prices should be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities; the amount of VAT should be shown separately.
* Prices are firm and not subject to revision.

Unit Prices shall be quoted by the tenderer and will be binding with regards to subsequent conclusions of specific contracts.

In the table below, Tenderers are requested to provide a maximum price for each category defined below.

1. **Unit prices:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fixed deliverables** | | | | |
| **Item** | **Type of service** | **Additional Information** | **Net Price** | **VAT, if applicable** |
| 1 | Audit of the EIT web presence and specifications for the web redesign project | This price shall include all the services/activities/etc.. to deliver that are? required in Technical Specifications 2.2.1 and 2.3.1 | € ...................................  per audit |  |
| 2 | Training CMS | Cf. Technical Specifications 2.1.6 | € ...................................  per working day |  |
| 3 | Training social media | Cf. Technical Specifications 2.3.1 | € ...................................  per working day |  |
| 4 | Assistance and Technical Support | Cf. Technical Specifications 2.1.1 | € ...................................  per month |  |
| 5 | Web hosting | Cf. Technical Specifications 2.1.2 | € ...................................  per year |  |
| 6 | Statistical reports | Cf. Technical Specifications 2.1.3 | € ...................................  for establishment of automatic monthly reports |  |
| 7 | Migration of website to next provider | Cf. Technical Specifications 2.1.4 | € ...................................  Current EIT website migrated to new contractor and placed online with the minimum of interruption |  |
| 8 | Risk management | Cf. Technical Specifications 2.1.5 | € ...................................  Brief report (no more than five pages) on risks |  |
| **Experts** | | | |  |
| **Item** | **Type of service** | **Additional Information** | **Price** |  |
| 9 | Project manager | Cf. Technical Specifications 2.2.2 | € ...................................  per working day |  |
| 10 | Web designer | Cf. Technical Specifications 2.2.4 | € ...................................  per working day |  |
| 11 | Website architect / Usability expert | Cf. Technical Specifications 2.2.3 | € ...................................  per working day |  |
| 12 | Web Developer/Programmer | Cf. Technical Specifications 2.2.5 | € ...................................  per working day |  |
| 13 | Content integrator | Cf. Technical Specifications 2.2.6 | € ...................................  per working day |  |
| 14 | Social media expert | Cf. Technical Specifications 2.3.3, 2.3.4 | € ...................................  per working day |  |

1. **Tender Price**

When filling in part 2 (Tender price) of the financial offer, the tenderers are obliged to use the prices indicated in part 1 (Unit prices).

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title/function** | **Unit price**  Per expert  (EUR) | Coefficient | Reference Price (Unit price\*Coefficient) (EUR) |
| **Web developer** |  | **30** |  |
| **Web Designer** |  | **25** |  |
| **Website Architect/Usability Expert** |  | **15** |  |
| **Project Manager** |  | **15** |  |
| **Content Integrator** |  | **15** |  |
| **Tender Price (EUR)** | | |  |