

Price Form

Table of Unit Prices to be filled:

The unit prices given in Euro in the table below shall be fixed and not subject to revision for implementation during the first year of the framework contract. Revisions may apply from the beginning of the second year in accordance with Article I.3.2 of the draft framework contract (Annex 5).

Total Unit Prices to be provided within the Framework Contract (VAT excluded):

<i>Fees</i>	<i>Unit price in EUR (€)</i> <i>(fixed prices)</i>	<i>Type of unit</i>
<i>Fees for members of personnel (to be specified for each category)</i>		
<i>Team leaders (Level I)</i>	<i>w.d.</i>
<i>Senior experts (Level II)</i>	<i>w.d.</i>
<i>Experts (Level III)</i>	<i>w.d.</i>
<i>Other staff (Level IV)</i>	<i>w.d.</i>
<i>TOTAL PRICE (sum of the daily rates for the four categories of staff)</i>	

.....
Signature of the Tenderer or their duly authorised representative

.....
Name of the person signing above

.....
Name of the Tenderer, if different from the above

Explanatory notes for the Table of Unit Prices

Specify the offered unit prices per working day for each level of qualification of Personnel (from Level I to IV).

Categories of personnel

The classification of personnel shall be done according to the following categories and using the model CV and the Identification form for staff provided in Annex 6 and 7:

Team leaders (Level I): at least 15 years of professional experience related to the expertise profiles A, B, C or D¹,
at least 10 years of experience of project management,
at least 10 years of experience in working with international projects at European level, and
a proficient user level² of English;

¹ See description in Tender Specifications, point 2.3.2 b.

² [Common European Framework of Reference for Languages](#)

- Senior experts (Level II): at least 10 years of professional experience related to the expertise profiles A, B, C or D,
at least 5 years of experience in working with international projects at European level, and
a proficient user level of English;
- Experts (Level III): at least 5 years of professional experience related to the expertise profiles A, B, C or D,
at least 2 years of experience in working with international projects at European level, and
a proficient user level of English;
- Other staff (Level IV): academic qualification related to the expertise profiles A, B, C or D
or
qualification / training / experience for support functions / tasks to be performed under the contract, and
a proficient user level of English.

Working days

A "w.d." is considered to be 1 working day for 1 Contractor's member of personnel; for a given w.d., the hours worked beyond normal daily work time shall not be payable; normal work time is understood as respecting the law and regulations in force in the country where the services are to be performed.

Unit prices

The unit prices include the Framework contractor's management costs, social security contributions, taxes, insurance, all administrative costs and the costs of producing all the reports described in the Tender Specifications, including the translations of the executive summary. The fees also include the office facilities, secretariat, communication costs etc. in home office and on mission abroad as well as the equipment for the experts as required (individual laptop computers, calculators etc.). In particular, the personnel fees must also include the travel and subsistence costs for services provided in the contractor's premises. No other additional cost (overheads) of this nature can be invoiced.

The day of travel is considered as a working day even when falling on a week-end or an official holiday.

No provision is to be included in the fees for interviews of experts (by phone or on the spot) as the interviews may not generate any costs (travel, accommodation, telecommunication costs) to the Framework contractor.

The Reimbursable items not included in the fees are the following:

- Travel costs for the inter-city journeys (both international and inside the country) of experts away from their usual place of work which are exclusively realised and authorised in the framework of the assignment including visa costs according to rules under article II.16 of the contract.. (Note: the travel and subsistence costs incurred for services provided in the contractor's premises are not reimbursable and they must be included in the staff fees).
- Services such as interpretation or translation services (other than the translation into French and German of the executive summaries of final reports) requested in the Specific Terms of Reference or authorised through the Specific Contract.
- Other items such as rental of (equipped) training facilities, documentation, wrap-up meeting organisation etc. provided they are requested in the Specific Tender Specifications or authorised through the Specific Contract.

- Daily allowances (per diem): They depend on the country of the overnight. They may not exceed the current published rates (see Annex IV of the model framework contract in Annex 5).

No contingency can be included in the offer.

No equipment can be supplied via the Framework contract.