

Clarification

MARKT/2011/022-023-024/B

Framework Contract for projects relating to Evaluation, Monitoring and Impact Assessment Activities of Directorate General for Internal Market and Services

14/04/2011

Question

We would like to ask you if in the final breakdown of costs we must include all the costs inside the personal costs (unit price person/day) including the overheads, travel and other costs as appears in the "Letter of invitation to tender" page 62 (Annex IV): *"The unit price is expected to cover the salary costs and ALL associated administrative and overhead expenses for the members of personnel..."*

	Price per person/day	Number of person/days	Total Cost
Category I	XXX	XXX	XXX
Category II	XXX	XXX	XXX
Category III	XXX	XXX	XXX
Category IV	XXX	XXX	XXX
total Cost	-----	XXX	XXX

Or in other case we should mark every kind of cost separately as follows:

	Price per person/day	Number of person/days	Total Cost
Category I	XXX	XXX	XXX
Category II	XXX	XXX	XXX
Category III	XXX	XXX	XXX
Category IV	XXX	XXX	XXX
Total Staff costs	-----	XXX	XXX
Travel costs			XXX
Other costs			XXX
Overhead			XXX
TOTAL			XXX

Also should we explain every travel accurately? For example, number of people, destination, subsistence expenses in the budget?

Could we know the average, and the maximum and minimum of the expected budgets?

Answer

Under point 9. "Price" of the letter of invitation to tender, paragraph 1 states that the price to be indicated in Annex IV "price and breakdown of costs" should be the final price and will include all costs, i.e. fees, meetings, administrative expenses, overheads EXCEPT for the travel and the subsistence expenses indicated in paragraph 2. Table 1 should be used.

It isn't necessary to explain every travel accurately at this stage. Specific missions will only be necessary within the context of specific contracts.

The indicative annual amount of the overall Framework Contract is € 500,000. Individual specific contracts would normally not exceed € 150,000 and usually fall within a range of €80,000 - €150,000.