

Annex 5: Price and Estimated budget breakdown

- **Part A of the Budget related to Part A of the Terms of reference**

	<u>Unit cost</u>	<u>Total cost</u>
A. Personnel		indicate sub-total for Personnel
- specify names and position in the project	indicate cost per day	indicate total per person
B. Travel and subsistence		indicate sub-total for Travel & subsistence
- specify each trip, including number of people and duration in days	indicate cost per person	indicate total per trip
<i>[C. <Other foreseen large items of expenditure, apart from A & B, eg Organisation of conference>]¹</i>		<i>[indicate sub-total for eg Organisation of conference]</i>
<i>[- specify each sub-item, eg rent of space, interpretation]</i>	<i>[indicate cost per day]</i>	<i>[indicate total per item]</i>
<i>[C][D]. Other</i>		indicate sub-total for Other
- specify any other costs		indicate total per item
<u>[D][E]. Price</u> - total of the above		<u>indicate grand total of PART A</u>

- **Part B of the Budget related to Part B of the Terms of reference**

	<u>Unit cost</u>	<u>Total cost</u>
A. Personnel		indicate sub-total for

¹ Delete if not applicable & correct labelling of subsequent paragraphs. You may have more than one additional heading, if necessary.

		Personnel
- specify names and position in the project	indicate cost per day	indicate total per person
B. Travel and subsistence		indicate sub-total for Travel & subsistence
- specify each trip, including number of people and duration in days	indicate cost per person	indicate total per trip
<i>[C. <Other foreseen large items of expenditure, apart from A & B, eg Organisation of conference>]²</i>		<i>[indicate sub-total for eg Organisation of conference]</i>
<i>[- specify each sub-item, eg rent of space, interpretation]</i>	<i>[indicate cost per day]</i>	<i>[indicate total per item]</i>
[C][D]. Other		indicate sub-total for Other
- specify any other costs		indicate total per item
<u>[D][E]. Price</u> - total of the above		<u>indicate grand total of Part B</u>
<u>Total Price</u> - total of Part A and Part B above		<u>indicate grand total of Part A + Part B (Binding Offer)</u>

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

.....
Name of the person signing above

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

² Delete if not applicable & correct labelling of subsequent paragraphs. You may have more than one additional heading, if necessary.

NB

1. Items should be specified in units of less than €10,000, wherever possible
2. Where any item is proposed to be delivered by a sub-contractor, the name of the sub-contractor should be indicated. Where no sub-contractor is given, the work will be assumed to be carried out directly by the bidder.
3. The above breakdown of prices shows the bidder's intentions at the time of submission of the offer. Only the Grand Total is binding. In the event that the bidder is awarded the contract, the actual expenditure may be modified as circumstances require and as permitted by the contract. The Contracting Authority will however pay only the Price tendered, regardless of actual expenditure by the Contractor, which need not be reported to the Contracting Authority.