

**ANNEX V**  
**GLOBAL FINANCIAL OFFER**

**EUROPEAID/119860/C/SV/multi**  
**LOT N° X : <title>**

1. The Framework contractor's remuneration is composed by:
  - the fees resulting from estimated number of working days for each category of experts multiplied by the unit prices
  - the other specifically mentioned cost components: the Per diem and the Reimbursable items.
  
2. The unit<sup>1</sup> prices given in Euro in the table below cannot be modified during the initial duration of the framework contract (2 years)

| <b>Category of Experts</b> | <b>Unit Price (per working day)</b>       |   |
|----------------------------|---|---|
|                            | <b>Minimum fee</b>                        | <b>Maximum fee</b>                        |
| <b>I</b>                   | <i>(to be filled in by the tenderer):</i> | <i>(to be filled in by the tenderer):</i> |
| <b>II</b>                  | <i>(to be filled in by the tenderer):</i> | <i>(to be filled in by the tenderer):</i> |
| <b>III</b>                 | <i>(to be filled in by the tenderer):</i> | <i>(to be filled in by the tenderer):</i> |

**These brackets of unit prices constitute the tenderer's final offer in response to this invitation to tender.**

3. In order to proceed with the payments related to each specific contract arising from this Framework contract, the successful tenderer will be required at a later stage (see Instructions to tenderers pt. 14.1.2) to mention a bank established in the country of his head office (in the case of a consortium, the team leader's head office).

4. Fees: they depend on the qualifications of the experts following the classification in categories defined in the Global Terms of Reference. **The fees offered within the brackets above for each individual assignment are expected to reflect inter alia the fees applicable on the countries market where the experts usually operate or where they are resident.** The unit prices include the Framework contractor's management costs (backstopping), social security contributions, taxes, insurance, all administrative costs and final report reproduction costs (in 10 hard copies and in electronic format). The fees also include the office facilities, secretariat, communications costs etc. in home office and on mission abroad as well as the equipment for the experts as required (individual laptop computers, calculators etc.). **No other additional cost of this nature can be invoiced.**

No additional remuneration can be paid for extra working hours.

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<sup>1</sup> Regardless of the number of hours performed (no supplement for overtime).

The day of travel is considered as a working day.

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.

5. The Reimbursable items non-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 residence which are exclusively realised and authorised in the framework of the assignment (air travels only in economy class), inclusive visa costs. Air travel must be by economy class, train travel may be by 1<sup>st</sup> class, car travel will be reimbursed on the basis of 1st class rail travel for equivalent journey.
- Services such as interpretation or translation services 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 Terms of Reference.
- Daily allowances (per diem): See Global Terms of Reference
  - They are paid for each overnight stay on the mission.
  - They cover all subsistence costs of the experts including meals, housing and intra-city transportation costs (taxi, car rental and/or public transportation).
  - They depend on the country where the services are carried out. They may not exceed the current published rates at the date of the request<sup>2</sup>.

NO CONTINGENCY CAN BE INCLUDED IN THE OFFER.

No equipment can be supplied via the Framework contract.

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2 Available on the EuropeAid Internet website at: [http://europa.eu.int/comm/europeaid/perdiem/liste1\\_en.htm](http://europa.eu.int/comm/europeaid/perdiem/liste1_en.htm)