



EUROPEAN COMMISSION
DIRECTORATE GENERAL
ECONOMIC AND FINANCIAL AFFAIRS
Resources
External communication

Brussels, 25.01.06 000233
ECFIN.R4/SPD(2006)

For the attention of tenderers

**Subject: Call for tender N ° 2006/S 1-000101 du 4-1-2006 – LOT 1
Corrigendum to the price schedule for Lot 1(Annex 1)**

Dear Madam, Dear Sir,

With regard to the above mentioned call for tender please find enclosed the price schedule with the following corrections included:

Annex 1, Financial proposal, Price schedule – Lot 1:

• **Point 8 - Management of large-scale dispatches:**

Delete: *“postage on the basis of 1000 copies”*

• **Point 13 - Printing works, including supervision and monitoring**

Add: *(prices on the basis of 100 copies)*

• **Point 15 - Items for participants**

Add: *(prices on the basis of 100 participants)*

These documents are transmitted by e-mail only.

Yours faithfully,



Stefan Pflueger

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Financial Proposal

Price schedules and scenarios

LOT 1 – ORGANISATION OF VARIOUS EVENTS

Price schedule (Corrigendum from 24/01/2006)

Company: _____
Date: _____
Signature: _____

This section concerns the organisation of events (information days, conferences, workshops, seminars, visits, etc.) which the Joint Interpreting and Conference Service (SCIC) cannot organise or which it will organise on a collaborative basis.

The categories of staff mentioned under points 1.1 – 1.5 are to be filled in as appropriate. It should be noted that prices must include all direct and indirect costs linked to the service. The number of man days/man hours must include all direct and indirect work linked to the service. The services and works requested constitute a technical support for the realisation of specific actions under the supervision of Commission staff.

Description	Unit cost in €
1. Personnel costs	
1.1 Project director/ <i>senior</i> consultant (category I)	m/d
1.2 Project Coordinator/ junior consultant (category II)	m/d
1.3 Assistant/Secretary (category III)	m/d
1.4 Graphic designer	m/d
1.5 Person responsible for audiovisual and IT aspects	m/d
2. Interpretation	
2.1 Simultaneous and/or consecutive interpreting – official languages of the EU (<i>specify source and target languages</i>)	m/d/language
2.2 Simultaneous and/or consecutive interpreting – other languages (<i>specify source and target languages</i>)	m/d/language

Description of services	No. of units	Total costs per category of staff
3. Preliminary services concerning the finding and booking of the venue (conference facilities, accommodation and catering possibilities for participants, speakers and special guests) Category I (senior consultant) Category II (junior consultant)		

Category III (Assistant/secretary)		
4. Preparation and organisation costs including description of the event organisation, technical and financial proposal, detailed planning sheet, assistance with identifying participants and promotion (<i>fixed prices independent from No. of participants</i>)		
5. Management of participants and follow-up based on on-line registrations and e-mailing: Sending invitations/programme/ participants lists, managing incoming registrations, follow-up of registrations, editing and submission of lists of participants, preparing and distributing named badges and/or conference material (<i>prices based on fixed thresholds + additional participants</i>).		
5.1 for up to 70 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
5.2 for 100 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
5.3 for 150 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
5.3 for 200 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
5.4 for 250 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
5.5 for 300 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
6. Management of travel and/or accommodation arrangements for <u>funded participants and speakers</u> (purchase of services, hotel reservations, confirmations, room lists), travel management (purchase of services, reservations, confirmation, dispatching of prepaid tickets). <i>(prices based on fixed thresholds + additional participants).</i>		

6.1 for up to 30 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
6.2 for 50 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
6.3 for 75 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
6.4 for 100 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
7. Management of accommodation arrangements for <u>non-funded participants and speakers</u> (hotel reservations, confirmations, room lists) <i>(prices based on fixed thresholds + additional participants).</i>		
7.1 for up to 30 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
7.2 for 50 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
7.3 for 75 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
7.4 for 100 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant
7.5 for 150 participants Category I Category II Category III Additional participant	m/d m/d m/d 1	/participant

8. Management of large-scale dispatches (supply of envelopes, placing in envelopes, printing of labels from a computer file to be produced by the contractor or supplied by the Commission, postage on the basis of 1000 copies)	cost per 500 envelopes
Material to be placed in the envelope (e.g. conference programme, list of participants, poster, leaflets, brochures)	
8.1 one item/envelope	/500 envelopes
8.2 two items/envelope	/500 envelopes
8.3 three items/envelope	/500 envelopes
8.4 four or more items per envelope	/500 envelopes
9. Recording and transcription of discussions and debates	/hour
10. Production of the record of proceedings of a conference (provided electronically in Word Format in EN or FR)	/page
11. Written translation from one Community language into another (translated by native speaker and proof-read by another native speaker)	/page

12. Design and layout of print-ready documents (including illustrations and their copy right) (prices per m/h)	b/w	2 colours	4 colours
12.1 A4 announcement			
12.2 A4 programme incl. list of participants			
12.3 A5 programme incl. list of participants			
12.4 other formats proposed			
12.5 A1 poster			
12.6 Banner (price per m2)	/m2	/m2	/m2

13. Printing work, including supervision and monitoring (prices on the basis of 100 copies)	b/w	2 colours	4 colours
13.1 Format A4 135gr - 2 pages, - 4 pages, - 8 pages, - 16 pages, - supplementary page A4,			
13.2 Format A5, 135 gr - 4 pages - 8 pages - 16 pages - 32 pages - supplementary page A5			
13.3. Other format proposed, per page			
13.4 A4 cover, 250 gr			
13.5 A5 cover, 250gr			
13.6 Cover for proposed format (under point 13.3)			
13.7 A1 poster, 250gr			
13.8 Banner (price per m2)			
13.9 other formats proposed, per page			
13.0.1 proceedings of the conference; four colour			/unit

cover, 135gr, 32 inside pages b/w, 80gr			
13.0.2 proceedings of the conference; four colour cover, 135gr, 48 inside pages b/w			/unit
14. Printing of a paper bloc A4 (cover including illustrations and logos, 25 inside pages, white, 80gr, hard back)			/unit
15. Items for participants (prices on the basis of 100 participants)			/unit
15.1 Conference bags with Commission and/or conference logo (<i>prices for three categories</i>) Economy/Standard/luxurious	/unit	/unit	/unit
15.2 Pens with conference logo (two colours) (<i>prices for three categories</i>) Economy/Standard/luxurious	/unit	/unit	/unit
15.3 Folders for A4 documents			/unit
15.4 Badges (plastic) with conference and/or Commission logo			/unit

16. Creation of a sub-site to the Commissions web-site including editing, layout and up-date + online registration / hotel reservation module			
16.1 Creation and maintenance			/m/h
16.2 Additional language version			/m/h
17. Editorial works			/m/h
18. Assistance with creation of mailing lists for specific target groups			/m/h
19. Management of the purchase of other services from third parties (e.g. select and hire conference rooms/meeting rooms/press room, recruit hostesses, organise transport, select and recruit moderator's services, catering, hire audiovisual and computer equipment, technical equipment, flowers and decoration) <i>NB: the mentioned services do not include services indicated anywhere else in this price list</i>			% of invoice