

Annex 4

Price (estimated price breakdown)

	Unit cost EURO (x)	Number of Days (y)	Total cost In EURO (x)* (y)
A. Personnel			Indicate sub-total for Personnel
<i>[- specify names and position in the contract]</i>	<i>[indicate cost per day]</i>		<i>[indicate total per person]</i>
B. Travel and subsistence			Indicate sub-total for Travel & subsistence
<i>[- specify each trip, including number of people and duration in days]</i>	<i>[indicate cost per person]</i>		<i>[indicate total per trip]</i>
	<i>Unit cost EURO</i>	<i>Number of Units</i>	
<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 venue, interpretation]</i>	<i>[indicate unit cost]</i>		<i>[indicate total per item]</i>
[C][D]. Other			Indicate sub-total for Other
<i>[- specify any other costs]</i>	<i>[indicate unit cost]</i>		<i>[indicate total per item]</i>
<u>[D][E]. Price</u> <i>[- total of the above]</i>			<u>Indicate grand total (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

NB

1. Items should be specified in units of less than €10,000, wherever possible

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

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.