

## **ANNEX Vb TO THE INVITATION TO TENDER**

### **Lot 2 - Development and implementation of monitoring and evaluation tools and systems**

#### **OPEN CALL FOR TENDERS PO/2016-06/01**

**TABLE TO BE INCLUDED IN THE OFFER  
(SEE POINT 7 OF TENDER SPECIFICATIONS  
IN ANNEX I TO THE INVITATION TO TENDER)**

**Only this form can be used for the price offer.  
It must be duly completed, dated and signed.**

- Only one amount without VAT should appear in each cell**
- No comments should be added**
- Every cell must be filled in**

**FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT  
IN REJECTION OF THE TENDER**

**PRICE OFFER  
IN COMPLIANCE WITH THE TENDER SPECIFICATIONS**

Please fill in the following table with the unit price for each category of experts (see explanatory notes on next page)

<b>TABLE OF EXPERT UNIT PRICES</b>				
<b><i>Expert categories</i></b>	<b><i>Unit price 1</i></b>	<b><i>Unit price 2</i></b>	<b><i>Unit price 3</i></b>	<b><i>Unit price 4</i></b>
<b><i>Project Manager</i></b>				
<b><i>Project coordinator, Senior consultant</i></b>				
<b><i>Junior Consultant, Documentalist (data gathering)</i></b>				

**NAME OF TENDERER :**

**DATE :**

**SIGNATURE :**

**Explanatory notes for the categories of experts (please see complete profiles under Point 9.2.4.2 of the tender specifications)**

- Project Manager: At least 7 years' experience in project management in the area of impact assessment and evaluation of communication activities, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience.
- Project Coordinator/Senior consultant: A minimum of 5 years of professional experience in the area of impact assessment and evaluation of communication activities.
- Junior consultant/documentalist (data gathering): A minimum of 2 years of professional experience in the area of impact assessment, evaluation activities and data collection techniques.

**Explanatory notes for unit prices**

All unit prices are in euros, VAT exclusive, per man/day.

Unit price 1: Covers services provided in the Contractor's premises and in Brussels, Luxembourg and Strasbourg

Unit price 2: Covers services provided in other locations in the EU Member States.

Unit price 3: Covers services provided in EFTA and candidate countries.

Unit price 4: Covers services provided in countries not foreseen under unit prices 1, 2 and 3. **Attention:** *Unit price 4* is to be quoted as a maximum price. The requests for services will indicate the countries concerned, and tenderers will provide an adequate offer in which unit prices may not exceed the *unit price 4* quoted.

## FINANCIAL BID - LOT 2 – REFERENCE PRICE

The Commission will calculate and compare the financial offers based on the price of the case study and the weighted expert unit prices as indicated in the tables below based on the expert unit prices by category provided in this annex and according to point 10.3 of the Tender specifications. The "Reference price" is the sum of "Total for the case study" and "Total for the weighted cost of experts".

**TABLE 1 – CASE STUDY**

**Please fill in the cells in lines (b), (c) and (d) of the table below corresponding to the working days of experts for each assignment of the case study as indicated in Annex 2 of the Tender specifications.**

**The Commission will do the necessary calculations including the TOTAL FOR THE CASE STUDY.**

Expert categories / Geographical area		<i>Project Manager</i>			<i>Project coordinator, Senior consultant</i>			<i>Junior Consultant, Documentalist (data gathering)</i>		
		1	2	3	1	2	3	1	2	3
Expert unit price in €	(a)									
Number of working days for Task 1	(b)									
Number of working days for Task 2	(c)									
Number of working days for Task 3	(d)									
Total number of expert days	(e)= (b)+(c)+(d)									
<b>SUB-TOTAL COST (€)</b>	<b>(f)=(e)*(a)</b>									
<b>TOTAL COST FOR THE CASE STUDY = SUM OF LINE (f)</b>										€

**TABLE 2 - WEIGHTED COST OF EXPERTS**

*This table below is provided for information only. Please do not fill it in.*

<i>Expert categories</i>	<i>Project Manager</i>				<i>Project coordinator, Senior consultant</i>				<i>Junior Consultant Documentalist (data gathering)</i>			
<i>Unit prices</i>	1	2	3	4	1	2	3	4	1	2	3	4
<b>All-in unit prices in EUR (€) VAT excluded per man/day (a)</b>												
<b>Weighting* (b)</b>	0.08	0.08	0.03	0.01	0.18	0.18	0.08	0.02	0.14	0.14	0.05	0.01
<b>Sub-total (€) (c)=(a)x(b)</b>												
<b>TOTAL FOR THE WEIGHTED COST OF EXPERTS (€) (d) = sum of (c )</b>												

\*This weighting takes into account a fictitious division of labour between categories of experts and places where services are rendered.

**REFERENCE PRICE (€) = TOTAL FOR THE CASE STUDY + TOTAL FOR THE WEIGHTED COST OF EXPERTS**

Name of the Tenderer: .....

Date : .....

Name and Signature of the authorised representative: .....