

ANNEX V TO THE INVITATION TO TENDER

FINANCIAL OFFER

INTERINSTITUTIONAL OPEN CALL FOR TENDERS

PO/2016-12/A2

MEDIA RELATIONS AND OUTREACH - INFORMATION EVENTS FOR THE MEDIA

Table to be included in the offer
(see point 9 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
- * All amounts are in euros
- * Tenderers will use table 2 to submit their price offer
- * The current table will be submitted both on paper, duly completed, dated and signed, and in electronic format
- * The services may be required for half a day and will be invoiced at 50% of the full day price
- * A service which the tenderer intends to provide free of charge must be marked "0"
- * The fees quoted are to include all the general expenses and those linked to provision of the services, as defined in the tender specifications.

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

PRICE OFFER IN COMPLIANCE WITH TENDER SPECIFICATIONS

Module 1 price list				
Price for events in Brussels (A)				
Description	under 20 participants	20-40 participants	41-60 participants	Type of pricing
Management and consultation for one half day event - Core tasks:				Standalone flat fee - covers core tasks for various groups sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the flat fee for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Management and consultation for one day long event - Core tasks:				
Management and consultation for every additional half a day of event (added to initial half day or day) - Option !				
Management and consultation for every additional day of event (added to initial half day or day) - Option !				
Interpretation services for one day (flat fee per pair of languages) - Option 4				
Interpretation services for one half day (flat fee per pair of languages) - Option 4				
Venue for one day - Option 2				Lump sum covering the entire venue for various group sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the lump sum for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Venue for one half day - Option 2				
Supplement for higher quality venue for one day - Option 2				
Supplement for higher quality venue for one half day - Option 2				
Price for logistics and administrative services - Option 1				Price / participant. For groups of 61 participants and more, the unitary price for the group from 41 to 60 participants will be invoiced for every participant. E.g.: the price for a group of 63 participants is 63*the price of column D.
Price for coffee break - Option 3				
Price for sit-down buffet - Option 3				
Price for seated dinner - Option 3				
Price for events in the following seats of EU institutions: Strasbourg, Luxembourg, Frankfurt (B)				
Description	under 20 participants	20-40 participants	41-60 participants	Type of pricing
Management and consultation for one half day event - Core tasks:				Standalone flat fee - covers core tasks for various groups sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the flat fee for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Management and consultation for one day long event - Core tasks:				
Management and consultation for every additional half a day of event (added to initial half day or day) - Option !				
Management and consultation for every additional day of event (added to initial half day or day) - Option !				
Interpretation services for one day (flat fee per pair of languages) - Option 4				
Interpretation services for one half day (flat fee per pair of languages) - Option 4				
Venue for one day - Option 2				Lump sum covering the entire venue for various group sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the lump sum for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Venue for one half day - Option 2				
Supplement for higher quality venue for one day - Option 2				
Supplement for higher quality venue for one half day - Option 2				
Price for logistics and administrative services - Option 1				Price / participant. For groups of 61 participants and more, the unitary price for the group from 41 to 60 participants will be invoiced for every participant. E.g.: the price for a group of 63 participants is 63*the price of column D.
Price for coffee break - Option 3				
Price for sit-down buffet - Option 3				
Price for seated dinner - Option 3				

Price for events in the rest of the European Union (C)				
Description	under 20 participants	20-40 participants	41-60 participants	Type of pricing
Management and consultation for one half day event - Core tasks:				Standalone flat fee - covers core tasks for various groups sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the flat fee for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Management and consultation for one day long event - Core tasks:				
Management and consultation for every additional half a day of event (added to initial half day or day) - Option !				
Management and consultation for every additional day of event (added to initial half day or day) - Option !				
Interpretation services for one day (flat fee per pair of languages) - Option 4				
Interpretation services for one half day (flat fee per pair of languages) - Option 4				
Venue for one day - Option 2				Lump sum covering the entire venue for various group sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the lump sum for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Venue for one half day - Option 2				
Supplement for higher quality venue for one day - Option 2				
Supplement for higher quality venue for one half day - Option 2				
Price for logistics and administrative services - Option 1				Price / participant. For groups of 61 participants and more, the unitary price for the group from 41 to 60 participants will be invoiced for every participant. E.g.: the price for a group of 63 participants is 63*the price of colum D.
Price for coffee break - Option 3				
Price for sit-down buffet - Option 3				
Price for seated dinner - Option 3				
Price for events in Europe (excluding European Union Member States) (D)				
Description	under 20 participants	20-40 participants	41-60 participants	Type of pricing
Management and consultation for one half day event - Core tasks:				Standalone flat fee - covers core tasks for various groups sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the flat fee for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Management and consultation for one day long event - Core tasks:				
Management and consultation for every additional half a day of event (added to initial half day or day) - Option !				
Management and consultation for every additional day of event (added to initial half day or day) - Option !				
Interpretation services for one day (flat fee per pair of languages) - Option 4				
Interpretation services for one half day (flat fee per pair of languages) - Option 4				
Venue for one day - Option 2				Lump sum covering the entire venue for various group sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the lump sum for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Venue for one half day - Option 2				
Supplement for higher quality venue for one day - Option 2				
Supplement for higher quality venue for one half day - Option 2				
Price for logistics and administrative services - Option 1				Price / participant. For groups of 61 participants and more, the unitary price for the group from 41 to 60 participants will be invoiced for every participant. E.g.: the price for a group of 63 participants is 63*the price of colum D.
Price for coffee break - Option 3				
Price for sit-down buffet - Option 3				
Price for seated dinner - Option 3				

Price for events in the Mediterranean (excluding EU Member States), Middle East and Neighbourhood Policy countries and the African continent (E)				
Description	under 20 participants	20-40 participants	41-60 participants	Type of pricing
Management and consultation for one half day event - Core tasks				Standalone flat fee - covers core tasks for various groups sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the flat fee for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Management and consultation for one day long event - Core tasks				
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 1				
Management and consultation for every additional day of event (added to initial half day or day) - Option 1				
Interpretation services for one day (flat fee per pair of languages) - Option 4				
Interpretation services for one half day (flat fee per pair of languages) - Option 4				
Venue for one day - Option 2				Lump sum covering the entire venue for various group sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the lump sum for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Venue for one half day - Option 2				
Supplement for higher quality venue for one day - Option 2				
Supplement for higher quality venue for one half day - Option 2				
Price for logistics and administrative services - Option 1				Price / participant. For groups of 61 participants and more, the unitary price for the group from 41 to 60 participants will be invoiced for every participant. E.g.: the price for a group of 63 participants is 63*the price of column D.
Price for coffee break - Option 3				
Price for sit-down buffet - Option 3				
Price for seated dinner - Option 3				
Price for events in the Indian Ocean, Central and South Americas, the Caribbean, Asia (excluding Japan and Korea) and the Pacific (excluding North America and Australia) (F)				
Description	under 20 participants	20-40 participants	41-60 participants	Type of pricing
Management and consultation for one half day event - Core tasks				Standalone flat fee - covers core tasks for various groups sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the flat fee for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Management and consultation for one day long event - Core tasks				
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 1				
Management and consultation for every additional day of event (added to initial half day or day) - Option 1				
Interpretation services for one day (flat fee per pair of languages) - Option 4				
Interpretation services for one half day (flat fee per pair of languages) - Option 4				
Venue for one day - Option 2				Lump sum covering the entire venue for various group sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the lump sum for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Venue for one half day - Option 2				
Supplement for higher quality venue for one day - Option 2				
Supplement for higher quality venue for one half day - Option 2				
Price for logistics and administrative services - Option 1				Price / participant. For groups of 61 participants and more, the unitary price for the group from 41 to 60 participants will be invoiced for every participant. E.g.: the price for a group of 63 participants is 63*the price of column D.
Price for coffee break - Option 3				
Price for sit-down buffet - Option 3				
Price for seated dinner - Option 3				

Price for events in North America, Japan, Korea and Australia (G)				
Description	under 20 participants	20-40 participants	41-60 participants	Type of pricing
Management and consultation for one half day event - Core tasks				Standalone flat fee - covers core tasks for various groups sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the flat fee for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Management and consultation for one day long event - Core tasks				
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 1				
Management and consultation for every additional day of event (added to initial half day or day) - Option 1				
Interpretation services for one day (flat fee per pair of languages) - Option 4				
Interpretation services for one half day (flat fee per pair of languages) - Option 4				
Venue for one day - Option 2				Lump sum covering the entire venue for various group sizes. For groups of 61 participants and more, 1/60 of the price for the group from 41 to 60 participants will be invoiced for every participant, from the 61st participant, in addition to the lump sum for the same group. E.g.: The price for a group of 63 participants is 1*the price of column D+3/60*the price of column D.
Venue for one half day - Option 2				
Supplement for higher quality venue for one day - Option 2				
Supplement for higher quality venue for one half day - Option 2				
Price for logistics and administrative services - Option 1				Price / participant. For groups of 61 participants and more, the unitary price for the group from 41 to 60 participants will be invoiced for every participant. E.g.: the price for a group of 63 participants is 63*the price of column D.
Price for coffee break - Option 3				
Price for sit-down buffet - Option 3				
Price for seated dinner - Option 3				
Module 2 price list				
Description (with the exception of the prices for webinars, prices for half days will be calculated as 50% of the price/day)	Price in euro			Type of pricing
Price for one half day webinar				Flat fee - covers core tasks regardless of no. of participants
Price for one day long webinar				
Price for every additional half day of webinar				
Price for every information module in an structured online information event				
Price/day for course/webinar management				Price/day
Price/day for development				
Module 3 price list				
Description (prices for half days will be calculated as 50% of the price/day)	Price in euro			Type of pricing
Price/day for project management				Price/day
Price/day for campaign strategy				
Price/day for account management				
Price/day for creative consultancy				
Price/day for community organisation and management				
Price/day for copywriting				
Price/day for graphic design/infographs etc				
Price/day for research				
Total Reference Price		0		

NAME OF TENDERER :

SIGNATURE :

DATE :

REFERENCE PRICE CALCULATION SHEET**(Tenderers are required to keep the calculated values. No intervention is allowed on this sheet)**

Module 1 reference price Reference price for events in Brussels (A)					
Description	under 20 participants	20-40 participants	41-60 participants	Line reference price	ListA reference price
Management and consultation for one half day event - Core tasks	0	0	0	0	0
Management and consultation for one day long event - Core tasks	0	0	0	0	
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 5	0	0	0	0	
Management and consultation for every additional day of event (added to initial half day or day) - Option 5	0	0	0	0	
Interpretation services for one day (flat fee per pair of languages) - Option 4	0	0	0	0	
Interpretation services for one half day (flat fee per pair of languages) - Option 4	0	0	0	0	
Venue for one day - Option 2	0	0	0	0	
Venue for one half day - Option 2	0	0	0	0	
Supplement for higher quality venue for one day - Option 2	0	0	0	0	
Supplement for higher quality venue for one half day - Option 2	0	0	0	0	
Price for logistics and administrative services - Option 1	0	0	0	0	
Price for coffee break - Option 3	0	0	0	0	
Price for sit-down buffet - Option 3	0	0	0	0	
Price for seated dinner - Option 3	0	0	0	0	
Reference price for events in the following seats of EU institutions: Strasbourg, Luxembourg, Frankfurt (B)					
Description	under 20 participants	20-40 participants	41-60 participants	Line reference price	ListB reference price
Management and consultation for one half day event - Core tasks	0	0	0	0	0
Management and consultation for one day long event - Core tasks	0	0	0	0	
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 5	0	0	0	0	
Management and consultation for every additional day of event (added to initial half day or day) - Option 5	0	0	0	0	
Interpretation services for one day (flat fee per pair of languages) - Option 4	0	0	0	0	
Interpretation services for one half day (flat fee per pair of languages) - Option 4	0	0	0	0	
Venue for one day - Option 2	0	0	0	0	
Venue for one half day - Option 2	0	0	0	0	
Supplement for higher quality venue for one day - Option 2	0	0	0	0	
Supplement for higher quality venue for one half day - Option 2	0	0	0	0	
Price for logistics and administrative services - Option 1	0	0	0	0	
Price for coffee break - Option 3	0	0	0	0	
Price for sit-down buffet - Option 3	0	0	0	0	
Price for seated dinner - Option 3	0	0	0	0	

Reference price for events in the rest of the European Union (C)					
Description	under 20 participants	20-40 participants	41-60 participants	Line reference price	ListC reference price
Management and consultation for one half day event - Core tasks	0	0	0	0	0
Management and consultation for one day long event - Core tasks	0	0	0	0	
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 5	0	0	0	0	
Management and consultation for every additional day of event (added to initial half day or day) - Option 5	0	0	0	0	
Interpretation services for one day (flat fee per pair of languages) - Option 4	0	0	0	0	
Interpretation services for one half day (flat fee per pair of languages) - Option 4	0	0	0	0	
Venue for one day - Option 2	0	0	0	0	
Venue for one half day - Option 2	0	0	0	0	
Supplement for higher quality venue for one day - Option 2	0	0	0	0	
Supplement for higher quality venue for one half day - Option 2	0	0	0	0	
Price for logistics and administrative services - Option 1	0	0	0	0	
Price for coffee break - Option 3	0	0	0	0	
Price for sit-down buffet - Option 3	0	0	0	0	
Price for seated dinner - Option 3	0	0	0	0	
Reference price for events in Europe (excluding European Union Member States) (D)					
Description	under 20 participants	20-40 participants	41-60 participants	Line reference price	ListD reference price
Management and consultation for one half day event - Core tasks	0	0	0	0	0
Management and consultation for one day long event - Core tasks	0	0	0	0	
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 5	0	0	0	0	
Management and consultation for every additional day of event (added to initial half day or day) - Option 5	0	0	0	0	
Interpretation services for one day (flat fee per pair of languages) - Option 4	0	0	0	0	
Interpretation services for one half day (flat fee per pair of languages) - Option 4	0	0	0	0	
Venue for one day - Option 2	0	0	0	0	
Venue for one half day - Option 2	0	0	0	0	
Supplement for higher quality venue for one day - Option 2	0	0	0	0	
Supplement for higher quality venue for one half day - Option 2	0	0	0	0	
Price for logistics and administrative services - Option 1	0	0	0	0	
Price for coffee break - Option 3	0	0	0	0	
Price for sit-down buffet - Option 3	0	0	0	0	
Price for seated dinner - Option 3	0	0	0	0	
Price for events in the Mediterranean (excluding EU Member States), Middle East and Neighbourhood Policy countries and the African continent (E)					

Call for Tenders PO/2016-12/A2 - Reference Price Calculation

Description	under 20 participants	20-40 participants	41-60 participants	Line reference price	ListE reference price
Management and consultation for one half day event - Core tasks	0	0	0	0	0
Management and consultation for one day long event - Core tasks	0	0	0	0	
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 5	0	0	0	0	
Management and consultation for every additional day of event (added to initial half day or day) - Option 5	0	0	0	0	
Interpretation services for one day (flat fee per pair of languages) - Option 4	0	0	0	0	
Interpretation services for one half day (flat fee per pair of languages) - Option 4	0	0	0	0	
Venue for one day - Option 2	0	0	0	0	
Venue for one half day - Option 2	0	0	0	0	
Supplement for higher quality venue for one day - Option 2	0	0	0	0	
Supplement for higher quality venue for one half day - Option 2	0	0	0	0	
Price for logistics and administrative services - Option 1	0	0	0	0	
Price for coffee break - Option 3	0	0	0	0	
Price for sit-down buffet - Option 3	0	0	0	0	
Price for seated dinner - Option 3	0	0	0	0	
Price for events in the Indian Ocean, Central and South Americas, the Carribean, Asia (excluding Japan and Korea) and the Pacific (excluding North America and Australia) (F)					
Description	under 20 participants	20-40 participants	41-60 participants	Line reference price	ListF reference price
Management and consultation for one half day event - Core tasks	0	0	0	0	0
Management and consultation for one day long event - Core tasks	0	0	0	0	
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 5	0	0	0	0	
Management and consultation for every additional day of event (added to initial half day or day) - Option 5	0	0	0	0	
Interpretation services for one day (flat fee per pair of languages) - Option 4	0	0	0	0	
Interpretation services for one half day (flat fee per pair of languages) - Option 4	0	0	0	0	
Venue for one day - Option 2	0	0	0	0	
Venue for one half day - Option 2	0	0	0	0	
Supplement for higher quality venue for one day - Option 2	0	0	0	0	
Supplement for higher quality venue for one half day - Option 2	0	0	0	0	
Price for logistics and administrative services - Option 1	0	0	0	0	
Price for coffee break - Option 3	0	0	0	0	
Price for sit-down buffet - Option 3	0	0	0	0	
Price for seated dinner - Option 3	0	0	0	0	
Reference price for events in North America, Japan, Korea and Australia (G)					
Description	under 20 participants	20-40 participants	41-60 participants	Line reference price	ListG reference price

Call for Tenders PO/2016-12/A2 - Reference Price Calculation

Management and consultation for one half day event - Core tasks	0	0	0	0	0
Management and consultation for one day long event - Core tasks	0	0	0	0	
Management and consultation for every additional half a day of event (added to initial half day or day) - Option 5	0	0	0	0	
Management and consultation for every additional day of event (added to initial half day or day) - Option 5	0	0	0	0	
Interpretation services for one day (flat fee per pair of languages) - Option 4	0	0	0	0	
Interpretation services for one half day (flat fee per pair of languages) - Option 4	0	0	0	0	
Venue for one day - Option 2	0	0	0	0	
Venue for one half day - Option 2	0	0	0	0	
Supplement for higher quality venue for one day - Option 2	0	0	0	0	
Supplement for higher quality venue for one half day - Option 2	0	0	0	0	
Price for logistics and administrative services - Option 1	0	0	0	0	
Price for coffee break - Option 3	0	0	0	0	
Price for sit-down buffet - Option 3	0	0	0	0	
Price for seated dinner - Option 3	0	0	0	0	
Module 2 reference price					
Description (with the exception of the prices for webinars, prices for half days will be calculated as 50% of the price/day)		Reference price in euro		module2 reference price	
Price for one half day webinar	0		0		
Price for one day long webinar	0				
Price for every additional half day of webinar	0				
Price for every information module in an structured online information event	0				
Price/day for course/webinar management	0				
Price/day for development	0				
Module 3 reference price					
Description (prices for half days will be calculated as 50% of the price/day)		Reference price in euro		module3 reference price	
Price/day for project management	0		0		
Price/day for campaign strategy	0				
Price/day for account management	0				
Price/day for creative consultancy	0				
Price/day for community organisation and management	0				
Price/day for copywriting	0				
Price/day for graphic design/infographs etc	0				
Price/day for research	0				
Total reference price	0				