**Annex 3.2 - Financial tender form**

The Secretariat is exempted from customs duties, indirect taxes and sales taxes, including value added tax (VAT), in accordance with Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union and the law of the Member State concerned. Prices must consequently be quoted net of such taxes and duties.

Prices must be expressed **in euro exclusive of VAT and to no more than 2 decimal places**. They must include all direct and indirect costs to be incurred by the supplier. All goods must be delivered to the site duty paid (DPP), the supplier bearing all packaging, transport and delivery costs, taxes and customs duties as well as insurance costs and any other costs, such as the Recupel contribution, if it applies.

This financial form can be obtained in MS-Word format by submitting a request to (DGA2B.FIN-MARCHES@consilium.europa.eu) at least five working days before the deadline for submission of tenders. Only a duly dated and signed hard copy will be accepted as valid. Any modification of the form below will cause the tender to be excluded.

***Item 1 - Launch of the system***

|  |  |  |
| --- | --- | --- |
| **Article** |  | Total price(EUR) |
| **Launch of the system:**Supply, installation and commissioning of:* 10 terminals
* the centralised programming and management system (hardware, software and licences)
* configuration of 15 workstations
* 10 portable programming devices
* integration with the access control system
* documentation
* training
* 10 Standard 1 electronic cylinders (see item 2)
* All other supplies and/or services needed
 | Fixed rate | (EUR) |
|  | **SUBTOTAL (item 1)** |  **(EUR)** |

***Item 2 — Electronic cylinders and other supplies and/or services***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sub-item** | **Article** | **Estimated quantity****(a)** | **Unit price (EUR)****(b)** | **Total price (EUR)****(a\*b)** |
| 1 | Standard 1 electronic cylinder:To be fitted in a 50 mm door leaf with two 8 mm roses | 2 400 | (EUR) | (EUR) |
| 2 | Standard 2 electronic cylinder: To be fitted in a 75 mm door leaf with two 8 mm roses | 150 | (EUR) | (EUR) |
| 3 | Standard 3 electronic cylinder: To be fitted in a 85 mm door leaf with two 8 mm roses | 10 | ...(EUR) | ...(EUR) |
| 4 | Non-standard electronic cylinder: dimensions: 35 mm (external) and 75 mm (internal)  | 5 | ...(EUR) | ...(EUR) |
| 5 | Non-standard DUAL electronic cylinder (with a reader head on each side): dimensions: 30 mm (external) and 55 mm (internal) | 5 | ...(EUR) | ...(EUR) |
| 6 | Non-standard 1/2 electronic cylinder: dimensions: 40 mm | 5 | ...(EUR) | ...(EUR) |
| 7 | Non-standard electronic cylinder: dimensions: 65 mm (external) and 35 mm (internal) | 10 | ...(EUR) | ...(EUR) |
| 8 | Padlock cylinders | 100 | ...(EUR) | ...(EUR) |
| 9 | Supply, installation and commissioning of an additional terminal | 1 | ...(EUR) | ...(EUR) |
| 10 | Provision of an additional portable programming device | 5 | ...(EUR) | ...(EUR) |
|  |  | **SUBTOTAL****(Item 2)** | **...(EUR)** |

***Item 3 — Maintenance***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Annual fee****(a)** | **Number of years****(b)** | **Total****(a\*b)** |
| 'Comprehensive' maintenanceDuring the guarantee period  | EUR 0.00 | …[[1]](#footnote-1) | EUR 0.00 |
| 'Comprehensive' maintenanceAfter the guarantee period  | ...(EUR) | …[[2]](#footnote-2) | ...(EUR) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Corrective maintenance, services...** | **Unit price****(a)** | **Estimated quantity on whole contract****(b)** | **Total****(a\*b)** |
| Hourly rate for technician | ...(EUR) | 80 | ...(EUR) |
| Call-out charge | ...(EUR) | 20 | ...(EUR) |
|  |  |  |  |
|  |  | **SUBTOTAL****(Item 3)** | **...(EUR)** |

***Total amount of the tender***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **TOTAL****(Item 1 + Item 2 + Item 3)** | **...(EUR)** |

Any additional financial information considered relevant by the tenderer must be annexed to this schedule.

***Comments***

1. The quantities given for items 2 and 3 are purely indicative. They shall not under any circumstances constitute an undertaking on the part of the GSC. The quantities actually ordered may differ, even significantly, from the estimated quantities; this does not give the contractor the right to claim compensation or a revision of the unit price.
2. All the fields in the form must be completed. Fields which are not completed shall be considered to have a value of zero. The Secretariat reserves the right to reject incomplete tenders.
3. Where there is a discrepancy between a unit price and the total amount obtained by multiplying that unit price by the quantity, the stipulated unit price shall prevail.

***(Tenderer's name)(Date)(Signed)***

1. Minimum 2 years (see technical tender form) [↑](#footnote-ref-1)
2. 7 years - duration of guarantee [↑](#footnote-ref-2)