# ANNEX III

**Forms for presenting the price bid**

**GENERAL REMARKS**

The tenderer must present the price bid in the form of tables (see models below), indicating the total cost of each service to be delivered.

The total cost of the tasks and activities which the tenderer considers necessary to provide the services requested in this call for tender must be quoted in the different price schedules (1 to 4).

Any additional cost that has not been indicated in the price schedules cannot be covered by the Committee, except to meet an exceptional need not anticipated among the tasks listed in the schedules.

The price bid shall also include a separate estimate of travel and subsistence expenses.

The bid shall be made in Euro.

**Price schedule 4 is an evaluation scenario, comprising a sample of the various tasks contained in this call for tender, and shall serve solely to compare the price bids.**

The prices quoted in schedules 1 to 3 must be used to establish the prices for the various tasks to be indicated in schedule 4.

Price schedules 1 to 4 must be presented in paper form.

**PRICE SCHEDULE (1): file notes and fact sheets**

|  | **tasks to be carried out** | **number and role of people required** | **FIXED PRICE FOR AROUND 5 PAGES** | **FIXED PRICE FOR AROUND 10 PAGES** | **FIXED PRICE FOR AROUND 20 PAGES** |
| --- | --- | --- | --- | --- | --- |
|  | Collection of information |  |  |  |  |
|  | Creation and drawing up of document  (A4 format = 38 lines x 60 characters) |  |  |  |  |
|  | Standard formatting  (A4 format = 38 lines x 60 characters) |  |  |  |  |
|  | Translation and editing of document in English  (A4 format = 38 lines x 60 characters) |  |  |  |  |
|  | Other (not mandatory; if included, please specify) |  |  |  |  |
|  | TOTAL | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (1.1) | (1.2) | (1.3) |

**PRICE SCHEDULE (2): Reports without a questionnaire**

|  | **tasks to be carried out** | **number and role of people required** | **UNIT PRICE FOR AROUND 50 PAGES** | **UNIT PRICE FOR AROUND 100 PAGES** |
| --- | --- | --- | --- | --- |
|  | Collection of information |  |  |  |
|  | Creation and drawing up of document  (A4 format = 38 lines x 60 characters) |  |  |  |
|  | Standard formatting  (A4 format = 38 lines x 60 characters) |  |  |  |
|  | Translation and editing of document in English  (A4 format = 38 lines x 60 characters) |  |  |  |
|  | Travel expenses |  |  |  |
|  | Other (not mandatory; if included, please specify) |  |  |  |
|  | TOTAL | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (2.1) | (2.2) |

**PRICE SCHEDULE (3): Reports requiring a questionnaire**

|  | **tasks to be carried out** | **number and role of people required** | **UNIT PRICE FOR AROUND 50 PAGES** | **UNIT PRICE FOR AROUND 100 PAGES** |
| --- | --- | --- | --- | --- |
|  | Collection of information |  |  |  |
|  | Creation and drawing up of document  (A4 format = 38 lines x 60 characters) |  |  |  |
|  | Standard formatting  (A4 format = 38 lines x 60 characters) |  |  |  |
|  | Translation and editing of document in English  (A4 format = 38 lines x 60 characters) |  |  |  |
|  | Travel expenses |  |  |  |
|  | Other (not mandatory; if included, please specify) |  |  |  |
|  | TOTAL | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (3.1) | (3.2) |

**PRICE SCHEDULE (4): Working hypothesis – Evaluation scenario**

**This price schedule (4) represents an evaluation scenario comprising a sample of the various tasks contained in this call for tender, and shall serve solely to compare the price bids.**

| **tasks to be carried out** | | **PRICE** |
| --- | --- | --- |
| 1.1 | File notes and fact sheets – fixed price for around 5 pages  (c.f. price schedule 1) |  |
| 1.2 | File notes and fact sheets – fixed price for around 10 pages  (c.f. price schedule 1) |  |
| 1.3 | File notes and fact sheets – fixed price for around 20 pages  (c.f. price schedule 1) |  |
| 2.1 | Reports without a questionnaire   * fixed price for around 50 pages   (c.f. price schedule 2) |  |
| 2.2 | Reports without a questionnaire   * fixed price for around 100 pages   (c.f. price schedule 2) |  |
| 3.1 | Reports requiring a questionnaire   * fixed price for around 50 pages   (c.f. price schedule 3) |  |
| 3.2 | Reports requiring a questionnaire   * fixed price for around 100 pages   (c.f. price schedule 3) |  |
|  | **TOTAL** |  |

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