**ANNEX III**

**FINANCIAL PROPOSAL**

**IMPORTANT:**

**Use of this form is compulsory.**

**Do NOT add any comments or make any changes to it or your bid may be rejected.**

The price shall be submitted in EUR, excluding VAT. Any VAT amounts shall be quoted separately (if applicable)[[1]](#footnote-1).

Name of the tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Authorised signature on behalf of the Tenderer** | |
| Name and address of the tenderer |  |
| Name and function of the authorised representative |  |
| Signature |  |
| Date |  |

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| **PRODUCTS** | | | | |
| **Please specify the requested information in the empty spaces.**  **The prices per product shall include all costs needed to supply each product (i.e. hourly rate of a graphic designer, renting a recording studio, printing, distribution, etc.). Please note that only the prices will be evaluated.** | | | | |
| **Ref** | **Description** | **Unit** |  | |
| 1 | Brochure – 50 pages, A4, B5 (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 2 | Leaflet – 10 pages, A5, B5 (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 3 | Poster – A3, A2 (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 4 | Prezi (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 5 | PowerPoint presentation (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 6 | E-newsletter (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 7 | E-book (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 8 | Webpage for event (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 9 | Online banner (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 10 | Roll-ups (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 11 | Banner (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 12 | Photocall / stand (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 13 | Illustration (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 14 | Graphic/charts (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 15 | Photojournalistic report (design and layout) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 16 | Stock photo high resolution (purchase) | Price per product | EUR……………… | |
| 17 | DVD (design, layout and production) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 18 | 5 minutes video interviews (filming, editing, post-production) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 19 | 3 minutes promotional videos (script writing, filming, editing, creation of animation, post-production) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 20 | 10 minutes video interviews (filming, editing, post-production) | Net Price per product | EUR……………… | |
| Estimated number of hours | ……..…..………… hours | |
| 21 | Webstreaming (8 hours live streaming for event, including storage) | Net Price per product | EUR……………… | |
| 22 | Creation of a conference graphic design (basic graphic design around the title of the conference implementing the visual identity of CEPOL for which a charter and templates will be /conference provided to the contractor). Two different proposals of design. Adaptation of the selected design to different formats (website, A4-format cover-page - programme, notepad…-, roll-ups, posters and badges). Coordination, final artwork and all fees included. | Net Price per product | EUR……………… | |
| **STAFF** | | | | |
| **Please specify the requested information in the empty spaces.** | | | | |
| **Ref** | **Description** | **Unit** | | **Net Price per unit** |
| 23 | Project manager | Person/hour | |  |
| 24 | Graphic designer | Person/hour | |  |
| 25 | Assistant graphic designer | Person/hour | |  |
| 26 | Photographer | Person/hour | |  |
| 27 | Searching and purchasing of photographs | Person/hour | |  |
| 28 | Illustrator/cartoonist | Person/hour | |  |
| 29 | Art director/graphic coordinator | Person/hour | |  |
| 30 | Film director | Person/hour | |  |
| 31 | Assistant to the film director | Person/hour | |  |
| 32 | Producer | Person/hour | |  |
| 33 | Production manager | Person/hour | |  |
| 34 | Production assistant | Person/hour | |  |
| 35 | Audio-visual journalist | Person/hour | |  |
| 36 | Researcher | Person/hour | |  |
| 37 | Script writer | Person/hour | |  |
| 38 | Translator | Person/hour | |  |
| 39 | Audio-visual expert (web or TV) | Person/hour | |  |
| 40 | Studio assistant | Person/hour | |  |
| 41 | Art director | Person/hour | |  |
| 42 | Photographer Director | Person/hour | |  |
| 43 | Video cameraman | Person/hour | |  |
| 44 | Assistant video cameramen | Person/hour | |  |
| 45 | Actor | Person/hour | |  |
| 46 | Junior Actor | Person/hour | |  |
| 47 | Make-up artist, hairdresser | Person/hour | |  |
| 48 | Decorator/set designer | Person/hour | |  |
| 49 | Sound engineer | Person/hour | |  |
| 50 | Assistant sound engineer | Person/hour | |  |
| 51 | Lighting engineer | Person/hour | |  |
| 52 | Lighting technician | Person/hour | |  |
| 53 | Post production manager | Person/hour | |  |
| 54 | Post production assistant | Person/hour | |  |
| 55 | Video editor | Person/hour | |  |
| 56 | Artist 2D senior | Person/hour | |  |
| 57 | Artist 3D senior | Person/hour | |  |
| 58 | Artist 2D junior | Person/hour | |  |
| 59 | Artist 3D junior | Person/hour | |  |
| 60 | Voice-over, commentator, speaker | Person/hour | |  |
| 61 | Sound-effect engineer | Person/hour | |  |

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| **SERVICES** | | | |
| **Please specify the requested information in the empty spaces.** | | | |
| **Ref** | **Description** | **Unit** | **Net Price per unit** |
| 62 | Creation of original music (all rights included) | /minute |  |
| 63 | Subtitling | /minute |  |
| 64 | Soundtrack (all rights included) | /minute |  |
| 65 | Computer workstation to view  rushes/footage | /day |  |
| 66 | Renting of studio | /day |  |
| 67 | Recording studio - recording | /hour |  |
| 68 | Recording studio - mixing | /hour |  |
| 69 | Creation Master DVDs | /unit |  |
| 70 | Printing, mounting and laminating photos (A4) | /photo |  |

1. CEPOL is, as a rule, exempt from all taxes and duties, and in certain circumstances is entitled to a refund for indirect tax incurred such as value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union. Tenderers must therefore give prices which are exclusive of any taxes and duties. Where applicable, any amount of VAT must be indicated separately. [↑](#footnote-ref-1)