**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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| --- | --- | --- | --- |
| **Services for LOT I.** | | | |
| **Please specify the requested information in the empty spaces.**  **The prices per product shall include all costs needed to supply each services.** | | | |
| **Ref** | **Description** | **Unit** | **Net Price** |
| 1 | Advisory role | Hourly rate | EUR……………… |
| 2 | Website project definition and planning | Hourly rate | EUR……………… |
| 3 | Interface and technical design | Hourly rate | EUR……………… |
| 4 | Site construction and testing | Hourly rate | EUR……………… |
| 5 | Web user testing | Hourly rate | EUR……………… |
| 6 | Verification and checking | Hourly rate | EUR……………… |
| 7 | Website publication | Hourly rate | EUR……………… |
| 8 | Hosting | Hourly rate | EUR……………… |
| 9 | Maintenance | Hourly rate | EUR……………… |
| 10 | Development | Hourly rate | EUR……………… |
| 11 | Regular updating | Hourly rate | EUR……………… |
| 13 | Support for web publishing | Hourly rate | EUR……………… |
| 14 | Archiving/relocation | Hourly rate | EUR……………… |
| 15 | Application for mobile internet devices | Hourly rate | EUR……………… |
| 16 | Design | Hourly rate | EUR……………… |
| 17 | Digital marketing | Hourly rate | EUR……………… |
| 18 | Interactive services | Hourly rate | EUR……………… |
| 19 | Online content monitoring and analysis | Hourly rate | EUR……………… |
| 20 | Regular evaluation | Hourly rate | EUR……………… |

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| **Services for LOT II.** | | | |
| **Please specify the requested information in the empty spaces.**  **The prices per product shall include all costs needed to supply each services.** | | | |
| **Ref** | **Description** | **Unit** | **Net Price** |
| 1 | Conception | Hourly rate | EUR……………… |
| 2 | Planning | Hourly rate | EUR……………… |
| 3 | Coordination | Hourly rate | EUR……………… |
| 4 | Provision of venues for training sessions | Hourly rate | EUR……………… |
| 5 | Venues for large scale conferences and communications events | Hourly rate | EUR……………… |
| 6 | Equipment and technical assistance | Hourly rate | EUR……………… |
| 7 | Event promotion | Hourly rate | EUR……………… |
| 8 | Event website | Hourly rate | EUR……………… |
| 9 | Conference material | Hourly rate | EUR……………… |
| 10 | Engaging speakers, jury members, masters of ceremonies, moderators and rapporteurs | Hourly rate | EUR……………… |
| 11 | Meeting facilitation | Hourly rate | EUR……………… |
| 12 | Interactive tools | Hourly rate | EUR……………… |
| 13 | Networking among participants | Hourly rate | EUR……………… |
| 14 | Participants management | Hourly rate | EUR……………… |
| 15 | Welcome/registration desk | Hourly rate | EUR……………… |
| 16 | Transport and storage | Hourly rate | EUR……………… |
| 17 | Webinars | Hourly rate | EUR……………… |
| 18 | Exhibition stands | Hourly rate | EUR……………… |
| 19 | Signposting | Hourly rate | EUR……………… |
| 20 | On-site assistance | Hourly rate | EUR……………… |
| 21 | Press relations support | Hourly rate | EUR……………… |
| 22 | Participation in third party events | Hourly rate | EUR……………… |
| 23 | Event proceedings | Hourly rate | EUR……………… |
| 24 | Follow-up of the event | Hourly rate | EUR……………… |
| 25 | Monitoring and evaluation | Hourly rate | EUR……………… |
| 26 | Small-scale media events | Hourly rate | EUR……………… |
| 27 | Interpretation services | Hourly rate | EUR……………… |

**PRICE SIMULATION**

**Lot I.: Website management, development and hosting**

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| --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Unit** | **Quantity (estimated over one year)**  **(A)** | **Unit price**  **(B)** | **Total price**  **(A) x (B)** |
| 1 | Project manager | Person/hour | 40 |  |  |
| 2 | Web developer | Person/hour | 320 |  |  |
| 3 | Graphic web designer | Person/hour | 50 |  |  |
| 4 | Content manager | Person/hour | 600 |  |  |
| 5 | Hosting of a website with 20K visitors on average + 20 hours/month of technical support and maintenance for the first 3 months (applicable exclusively during the first 3 months of hosting, maintenance and support of the website) | Month | 3 |  |  |
| 6 | Hosting of a website with 20K visitors on average + 20 hours/month of technical support and maintenance for the subsequent months (applicable for the remaining maximum possible duration of the framework contract) | Month | 9 |  |  |

**Lot II: Events management services**

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| --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Unit** | **Quantity (estimated over one year)**  **(A)** | **Unit price**  **(B)** | **Total price**  **(A) x (B)** |
| 1 | Organisation of event with 30 participants and up to 10 speakers, taking place at CEPOL's premises in Budapest, 4 to 5 days | Price per event | 30 |  |  |
| 2 | Organisation of event with 90 to 200 participants and up to 20 speakers, taking place at CEPOL's premises in Budapest, 4 to 5 days | Price per event | 10 |  |  |
| 3 | Management and follow-up of participants for an event up to 30 people | Price per event | 30 |  |  |
| 4 | Management and follow-up of participants for an event up to 200 people | Price per event | 10 |  |  |
| 5 | Creation of event website in English | Price per product | 10 |  |  |
| 6 | Creation of a PowerPoint presentation (input provided) based on the visual identity of CEPOL for which a charter and templates will be /conference provided to the contractor | Price per product | 40 |  |  |
| 7 | Simultaneous interpreting (excluding travel and subsistence)  in EU official languages | Person/day | 100 |  |  |
| 8 | Simultaneous interpreting (excluding travel and subsistence)  in other languages | Person/day | 50 |  |  |
| 9 | Recording and transcribing debates | Person/day | 150 |  |  |
| 10 | Drafting a summary of debate proceedings | Person/day | 150 |  |  |
| 11 | Compilation of two-day event proceedings on digital support (including all available information and documentation: presentations, programmes, photographs, visuals of the produced material, etc.) | Price per event | 50 |  |  |
| 12 | Conception and realisation of 1 exhibition stand (without platform floor), including fitting out the stand (fixed/modular structures in wood/medium density fibre board/metal or other decorative panels), cabling general signage, cabling, flooring, lighting, panelling, document displays, shelving, storage space | Price per event | 10 |  |  |

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)