ANNEX H2

Note on how to fill in the financial order form – specimen quotation

General Principle

The added value a PCO framework contract offers to Cedefop is that it can plan its events in a flexible manner without tendering for each individual event or tying up excessive internal resources.

Quotation of prices

The financial form is structured in a way to allow for price quotations according to relevant parameters (e.g. number of participants or event duration).

Service fee

Where the quotation of a **service fee** (for example, service 2.Catering, meals and refreshments) is requested, please note that this concerns only the contractor's fee for arranging the required service. It does NOT include the real cost of the related service.

Total service cost

Where a **total service cost** is requested, please note that the price must include the contractor's **service fee** AND **all real costs** of the related service (for example, service 3.Communication with participants).

Unit price

Where **unit price** is requested, this price includes **the cost per item or per piece (for example, service 13.1 Technology support services and equipment and service 5.12 Folding one time A3 to A4 between 30 and 200 pieces)**.

Some details regarding the financial offer for each of the 15 services (the description of requirements for each service is in section 2.3. of the tender specifications)

Service 1 **Accommodation**	All tasks described in this section should be included in the price quoted for the service fee per person per event category. Accommodation cost is not to be included in the price as it will be paid either directly by the participants or by the PCO in case of pre-paid accommodation
Service 2 **Catering, meals and refreshments**	Only the contractor's service fee is to be quoted here. Separate service fee prices are to be quoted according to the requirements given in 2.1 and 2.2 of the financial offer.
Service 3 **Communication with participants**	The full cost of this service should be included in the price according to the service requirements of the financial offer and the tender specifications. Cedefop will provide the PCO with the names and contact data of participants to be invited. All the tasks that follow and are described in the related section of the tender specification section are the responsibility of the contractor and should be taken into account in the price quoted.
Service 4 **Database of invitees and list of participants**	The full costs of this service including all the tasks described in the related section of the tender specifications should be reflected in the price quoted.
Service 5	For 5.1, 5.2, 5.3 5.4 of the financial offer, the full costs of this service including all the

Documents and materials	tasks described in the related section of the tender specifications should be reflected in the price quoted. For 5.5, 5.6, 5.7 5.8, 5.9, 5.10, 5.11, 5.12 and 5.13 of the financial offer, the unit price per piece is required.
Service 6 **Event website**	The full cost for all the tasks described in the related section should be included in the price. This includes the cost of the use of hardware, software and communication implicit in the use of the contractor's website as well as any other equipment or service needed in order to deliver the services requested.
Service 7 **Facilitation/ moderation**	Only the contractor's service fee is to be quoted here. The actual facilitation/moderation fee is not included.
Service 8 **Interpretation**	The full cost related to the contractor's service for selecting and hiring an interpreter must be reflected in the price. The price should include both the contractor's service cost for identifying and hiring the interpreter AND the interpreter's real rate for providing interpretation within the required duration.
Service 9 **Secretariat on site**	All the tasks described in the related section of the tender specifications should be included in the price except for the technical equipment (such as a printer, up-to-date PC's, multifunction photocopier and other secretariat technical equipment) that will be covered under the service - technology support services and equipment. Prices shall be requested per man-day per PCO staff member and be all-inclusive (service cost, travel, accommodation etc.). Cedefop will calculate the total cost for this service by multiplying the given price by the total number of PCO staff members required and the total number of days required.
Service 10 **Photographic services**	The full cost of this service including all the tasks described in the related section of the tender specifications should be reflected in the price quoted, i.e. both the contractor's service fee AND the photographer's real service cost.
Service 11 **Protocol and Security**	The full cost per person for carrying out the tasks described in the related section of the tender specifications should be taken into consideration in the price quoted (contractor's service cost AND real cost), including the liaison with the government authorities for the security arrangements warranted in consultation with Cedefop. The services are to be provided in Greece, mainly in Thessaloniki.
Service 12 **Special programme and entertainment**	For tasks under 12.1 and 12.2 and as described in the related section of the tender specifications, the contractor should quote only a service fee per person per event category. However, although a special event programme may include one or more meals, these are not to be included in this price.
Service 13 **Technology support services and equipment**	*A. Technology support services and equipment:* The price quoted shall cover all costs per unit item where so required. For the IT/audiovisual technician in Thessaloniki or in Brussels, the price should cover both the contractor's service fee AND the total cost for providing the technician. The cost of secretarial facilities (required technology support services and equipment), if applicable, will correspond also to the cost of Service 13 given in the financial offer. *B. Web and ICT related services at Cedefop premises* The price quoted should cover all related service costs per requested session.
Service 14 **Transfers and on-site transportation**	All the tasks described in the related section of the tender specifications and all associated costs of transport (for example the hiring of vehicles) should be included in the price requested in 14.1, 14.2, 14.3, 14.4, 14.5, 14.6, 14.7, 14.8 and 14.9. Transfers refer to transportation in Greece, mainly in and/or around Thessaloniki.
Service 15 **Event venue**	The price quoted includes only the contractor's service fee.

Meeting duration and meeting hours:

The duration of Cedefop meetings and events is typically between a half-day and two days.

Meeting hours

- Morning sessions may start between 8.30 and 10.00 hours and finish between 13.00 and 14.00 hours.
- Afternoon sessions may start between 14.00 and 15.00 hours and end between 17.00 and 19.00 hours.
- Lunch is usually between 13.00 and 15.00 hours.