

Annex IX a: Model price schedule

Prices are exclusive of VAT.

	<u>Unit price¹</u> (Management fee) (absolute numbers)	<u>Factor</u> <u>Weighting²</u>	<u>Price</u> <u>Criterion³</u>	<u>Remarks</u>
	(A)	(B)	(C) = (A) X (B)	
<u>1 – Negotiation and booking of meeting rooms, office space and associated services (provided exclusively by the location, such as coffee breaks, technical equipment, telecommunications services, etc.) (as specified in Annex I, paragraph 1.3.1)</u>	<u>...euros per event⁴</u>	<u>37</u>	<u>euros</u>	
<u>2 – Negotiation and booking of additional services (not provided exclusively by the location and not included in the initial tender). At least three quotes must be presented (as specified in Annex I, paragraphs 1.3.3 to 1.3.16).</u>	<u>...euros per type of service;⁵</u>	<u>37</u>	<u>euros</u>	
<u>3 – Additional last-minute services and requests (as specified in Annex 1, paragraph 1.5)</u>	<u>...euros per offer⁶</u>	<u>62</u>	<u>euros</u>	
<u>Total</u>			<u>Euros</u>	

¹ Unit price as set out in the specifications, chapter 8, paragraph 3.2. Please also note that before completing the price schedule:

- it is very important to take account of the provisions set out in the specifications (particularly point 8, Pricing) and the model contract (particularly Articles I.4 and I.5);
- the unit price schedule shall include a separate estimate of travel and subsistence expenses. This estimate shall be based on the rules common to the European Parliament. For further information, see annex X to the specifications. It shall cover any travel needed to meet the European Parliament departments concerned and shall represent the maximum amount of travel and subsistence expenses payable for all the services under the contract.
- the unit price schedule shall consist of a reference price list to be used in the framework contract concluded with the successful tenderer.

² These factors are based on an estimate of the services that it will be possible to provide during a time period equating to the initial duration of the framework contract. However, they do not affect the actual use to which this framework contract applies. The quantities indicated in the tender documentation may not in any circumstances be considered a commitment on the part of the European Parliament to conclude specific contracts for the services and associated quantities. They may not give rise to any right or legitimate expectation on the part of the contractor.

³ The purpose of the price criterion is to provide a fair, non-discriminatory basis on which to evaluate the tenders.

⁴ 'Initial' financial tender, as described in section (3) of Chapter I.3.1 and the first paragraph of Chapter 1.4 of Annex I – Technical Specifications

⁵ 'Supplementary' tender, as described in the second paragraph of Chapter I.4 of Annex I – Technical Specifications (audiovisual, IT, transport)

⁶ 'Additional' tender, as described in Chapter I.5 of Annex I – Technical Specifications