

ANNEX IV – PRICE LIST FOR THE FINANCIAL OFFER

Part 1: Fixed Service Fees for *Communication Consultancy Services*

Category of Service,	Service Fee UNIT	Service Fee
Senior consultant	man/hour	€
Consultant	man/hour	€
Junior consultant	man/hour	€
Senior media expert	man/hour	€
Media expert	man/hour	€
Press relations assistant	man/hour	€
General administrative staff	man/hour	€
Senior Media Trainer	man/hour	€
Content expert - copywriter	man/hour	€
Editor	man/hour	€
Web-writer / Social media expert	man/hour	€
Graphic designer (at least 5 years of experience)	man/hour	€
Junior graphic designer (at least 1 year of experience)	man/hour	€
Administrative support/ <i>General Administrative Staff</i>	man/hour	€
DO NOT COMPLETE BELOW THIS LINE		
	Totals	
		Grand total

Part 2: Fixed Service Fees for Events Organisation services

Fixed Service Fees (only quote your costs for arranging/organising/providing the item/service and not for the costs of the item/service itself).

Category of Service,	Service Fee UNIT	EVENT PARTICIPANTS		
		Less than 25	Between 25 & 60	More than 60
		Service Fee		
Venue - selection and reservation	per event	€	€	€
Technical equipment - selection and provision including support (if not provided by venue)	per venue	€	€	€
Catering services - selection and organisation	per venue	€	€	€
Restaurant - selection and reservation	per event	€	€	€
Accommodation - selection and reservation	per booking/ per participant	€	€	€
Transport/transfer services - selection and provision	per booking	€	€	€
Name badges and/or stands - preparation	per event	€	€	€
Providing security guard	per guard/per hour	€		
Providing representative/secretary on the spot	per representative/secretary/ per hour	€		
Providing hospitality staff / hostesses for an event	Per hospitality staff/hostess/per hour	€		
Participants travel arrangements - organisation and administration (from place of employment to/from the venue city respecting EBA travel guidelines)	Per booking/per participant	€		
DO NOT COMPLETE BELOW THIS LINE				
	Totals			
			Grand total	

Part 3: Fixed Service Fees for *Printing*

Fixed product fees and service fees: quote your costs for the item/service itself as well as your cost/agency fee if applicable for arranging/organising/providing the item/service separately and expressed in a percentage.

Description	Unit	Unit price € (excl. VAT)
Printing of publications (Core items)		
<i>Printing prices must be all inclusive (monitoring and following up of the printing process etc)</i>		
Printing of notepads (A4, 100 gr, 25 pages, 4 colours, glue on top edge, no front cover, carton back cover)		
Up to and including 500	Per item	
Between 501 and 1000	Per item	
Between 1001 and 5000	Per item	
Printing of notepads (A5, 100 gr, 25 pages, 4 colours, glue on top edge, no front cover, carton back cover)		
Up to and including 500	Per item	
Between 501 and 1000	Per item	
Between 1001 and 5000	Per item	
Printing of EBA calendar (A4 format, 400 gr. matt paper, 4 colours printing)		
Up to and including 200	Per item	
Between 201 and 500	Per item	
Between 501 and 1000	Per item	
Printing of branded folders (To contain A4 papers, double sided, 350 gr. paper, 4 colours printing, matt laminated, delivered folded)		
Up to and including 500	Per item	
Between 501 and 1000	Per item	
More than 1000	Per item	
Printing of branded desk blotters (400x450mm, 25 pages, 90 gr. matt paper, 4 colours printing, glue on bottom edge)		
Up to and including 100	Per item	
Between 101 and 200	Per item	
More than 200	Per item	
Printing of leaflets (A4, 4 pages (2 pages double sided), 200 gr. Coated silk or matt paper, 4 colours printing)		
Up to and including 200	Per item	
Between 201 and 1000	Per item	
Between 1001 and 5000	Per item	

More than 5000	Per item	
Printing of programme/brochure/factsheet (A4, 4 pages (2 pages double sided), 150 gr. Coated silk or matt paper, 4 colours printing)		
Up to and including 100	Per item	
Between 101 and 250	Per item	
Between 251 and 500	Per item	
More than 500	Per item	
Printing of programme/brochure/factsheet (A4, cover 250g. Brilliant stripping, interior 4 pages (2 pages double sided), 150 gr. Coated silk or matt paper, 4 colours printing, stapled)		
Up to and including 100	Per item	
Between 101 and 250	Per item	
Between 251 and 500	Per item	
More than 500	Per item	
Printing of programme/brochure/factsheet (A4, cover 250g. Brilliant stripping, interior 8 pages (2 pages double sided), 150 gr. Coated silk or matt paper, 4 colours printing, stapled)		
Up to and including 100	Per item	
Between 101 and 250	Per item	
Between 251 and 500	Per item	
More than 500	Per item	
Other		
Delivery cost in London	Per m3	
Delivery cost in any other EU country	Per m3	
Buying of stock imagery	Per picture	
Creation of packages including 1 notepad inserted into 1 EBA folder	Per 100 items	
<i>Agency fees if applicable – please specify percentage and on what service</i>		

Part 4: Fixed Product and Service Fees for *Promotional products*

Quote your costs for the item/service itself as well as your cost/agency fee if applicable for arranging/organising/providing the item/service separately and expressed in a percentage.

Calculation of the following items		
USB keys (good quality, plastic, credit card format, EBA's logo and /or URL, packing: in boxes)		
Up to and including 150	Per item	
Between 151 – 300	Per item	
Between 300 – 500	Per item	
More than 500	Per item	
Ballpoint to be distributed to stakeholders (good quality, plastic and metal, uniform colour, EBA's logo and /or URL, packing boxes, not individually)		
Up to and including 200	Per item	
Between 201 – 1000	Per item	
More than 1000	Per item	
Mugs (good quality, porcelain, uniform colour, EBA's logo and /or URL)		
Up to and including 50	Per item	
Between 50 – 100	Per item	
Between 100 – 200	Per item	
More than 200	Per item	
Lanyard (cotton and metal, uniform colour, EBA's logo and/or URL, 4 colours impression, packing: boxes)		
Up to and including 200	Per item	
Between 201 – 500	Per item	
More than 501	Per item	
Umbrella (good quality, compact automatic, polyester, with logo and/or URL/slogan, packaging: boxes)		
Up to and including 100	Per item	
Between 101 – 250	Per item	
Between 250 - 500	Per item	
More than 500	Per item	
Business card holder (good quality, aluminium, satin finish, engraved logo and/or URL/slogan, packaging: individual boxes)		
Up to and including 100	Per item	
Between 101 – 250	Per item	
Between 251 – 500	Per item	
More than 500	Per item	
Packaging and distribution		
Packaging and distribution of promotional material		
Packaging of promotional material	Per m ³	

Distribution of promotional material to London	Per m ³	
Distribution of promotional material anywhere else in Europe	Per m ³	
<i>Agency fees if applicable – please specify percentage and on what service</i>		

Part 5: Fixed Service Fees for

Webcasting

Task	Unit	Unit price in Euro (excl. VAT)
Webcasting real time + on demand + 1 year hosting + micro site	Price for the first hour	
Webcasting real time + on demand + 1 year hosting + micro site	Price per additional hour	
Webcasting on demand only + 1 year hosting + micro site	Price for the first hour	
Webcasting on demand only + 1 year hosting + micro site	Price per additional hour	
<i>Agency fees if applicable – please specify on what service</i>		

I the tenderer declare that all pages comprising this Financial Offer form have been completed without leaving any box blank.

Print name (of the Tenderer or authorised representative):

Signature:

Date: