**Please read the instructions below carefully**

INSTRUCTIONS FOR USING THE FORM

1. You may not in any other way than as instructed below add information to this document, or otherwise alter or modify this document.
2. Fill only out the fields indicated in blue (as applicable).
3. Mark with x in all blue fields where you don’t fill out information.
4. All sums shall be stated in euro only.
5. All sums shall be stated without Value added tax (VAT). EFI will, where applicable, pay VAT in addition to the sums stated.
6. Please note that all sums are binding for you and EFI is under no obligation to renegotiate these.

|  |
| --- |
| 1. **FEES**
* *the quoted fee shall be all-inclusive (with the exception of the reimbursable costs under B. below)*
* *full general conditions applicable to the payment of fees can be found in Annex 8*
 |
| **Name of the Expert** | **Daily rate (EUR)** | **Number of units** | **Unit** | **Total fee (EUR)** |
|  |  |  | day |  |
| **Total fees (EUR)** |  |
| 1. **WORK PLAN BUDGET**
* *It is meant to cover running cost related to administrative and financial support, field missions, rental and office costs (including costs for furniture, internet, electricity, water, cleaning and maintenance, etc.), national travel outside Brazzaville, international travel (including per-diems) and organization of meetings.*
* *The use of work plan budget requires prior approval from EFI in writing.*
 |
| **Cost item** | **Unit cost (EUR)** | **Number of units**  | **Unit** | **Total work plan budget****(EUR)** |
| **Workplan budget, which use needs prior approval from EFI in the quarterly work planning process** | 110,000 | x | x | 110,000 |
| **Total work plan budget (EUR)** | 110,000 |
| **TOTAL (EUR)****=Total fees + Total work plan budget***In the evaluation against the award criteria, this sum is Fo (“price”)* |  |

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**Signature**

Representative authorized to sign on behalf of the Tenderer/Consortium leader, as stated in the identification form