

Appendix1

To the Tender Specification Attached to the Invitation to tender EMSA/OP/20/2015

Provision of Interim Services

Price Grid per Category of Interim personnel

Name of the tenderer:						
Category	Period of relevant experience 0 - 4 years			Period of relevant experience 4+ years		
	Price per person per day (€) (gross, inclusive Agency fee and all other costs; without VAT)	Agency Fee (%)	VAT (€)	Price per person per day (€) (gross, inclusive Agency fee and all other costs; without VAT)	Agency Fee (%)	VAT (€)
Secretary *	(1A)			(2A)		
General Administrative Assistant *	(1B)			(2B)		
Office Management/ IT Infrastructure Assistant *	(1C)			(2C)		

Financial/ HR Support						
Technical and Operative Assistant						
Front Desk Receptionist						
Mail Handler						
Meeting/ Conference Host						
Data Manager						
Analyst						
TOTAL	1A+1B+1C+2A+2B+2C = price of the bid					

Important note:

1. Amount in the “**Price per person per day (€)**” column must be all inclusive of all service-related expenses, such as salaries of contracted personnel including social security, holiday and sickness allowances, untaken leave payments (e.g. ‘Subsidio de ferias’ in Portugal), insurance, in particular all social and pension contributions foreseen by the applicable law for the employer and any other administrative costs (such as agency fee or similar). Only the VAT amount is not included in this column.
2. ‘**Agency Fee**’ as a percentage of the gross amount indicated in the “Price per person per day (€)” column.
3. Amount in the ‘**VAT (€)**’ column: Tenderers are requested to indicate separately in their tender the applicable VAT.
4. Tenderers are requested to complete and sign this ‘Price Grid per Category of Interim personnel’. Categories indicated with the asterisk are compulsory. Failure to propose a daily rate for a compulsory category at the evaluation stage may lead to the rejection of the tender.
5. 1 working day equals to 8 hours (excluding lunch break). If less than a full working day is needed, the Agencies can place orders per hour (min ½ day) on the basis of a pro-rata calculation of the daily rate in this appendix.