**ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: RFP 20/013*

*The following section to be completed by bidders, outlining the pricing structure of proposed solution. Table format is a guide only to highlight key costings that may be included.*

1. **Proposed costs and pricing structure**

|  |  |
| --- | --- |
| **ITEM:** | **COST in EUROS** |
| **Unit costs if proposing lease or lease-buy** |  |
| **Full Implementation costs (including software, consultancy fees, travel, printer buy backs etc)** |  |
| **Colour click rate** |  |
| **B/W click rate** |  |
| **Any other costs, provide details** |  |

**Important:**

Bidders to include duration of service contract, general purchase and contractual terms and conditions, minimum monthly volume requirements, end-of contract and settlement protocols, probationary and/or transitional contract period, lease and ownership options, liability and insurance coverage in case of mishap and all other pertinent information necessary to ensure accurate and informed assessment and evaluation.

Should it be required, dedicated discussion, negotiation and consultation on final contractual service level agreements, responsibilities, financial terms and conditions, performance expectations and KPIs will be held between SPC and the successful bidder, entered into at the discretion of both parties.