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| **ANNEX VII****FINANCIAL PROPOSAL SUBMISSION FORM***Request for Proposal (RFP) no: RFP21-112* |

Below we ask service providers for reference prices for some of their services. The products provided by the selected preferred service provider will not be limited to this list.

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| **ITEM** | **COST in EUR** |
| Enterprise Content Management software design and development  |   |
| Information Management services |   |
| SharePoint Online |   |
| Document and Records Management |   |
| Digitisation of physical records |   |
| Data Migration |   |
| Enterprise Change Management |   |
| Quality Assurance |  |
| Iterative/Agile delivery |  |

**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.

**Certification**

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal/Stamp (if any)

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