

**SCIENTIFIC HIGH-THROUGHPUT AND UNIFIED TOOLKIT
FOR TRACE ANALYSIS BY FORENSIC LABORATORIES IN
EUROPE**

PRE-COMMERCIAL PROCUREMENT (PCP)

TENDER DOCUMENT 6 (TD 6) :

FINANCIAL OFFER AND COST BREAKDOWN

Deadline to submit an offer:

20th November 2019 at 12 p.m (EET)



This Tender Document 6 (TD 6)-Annex G, should be read in conjunction with other documents related to this Pre-Commercial Procurement (PCP), listed hereunder:

Tender Document 1 (TD 1): Call for Tenders

Tender Document 2 (TD 2): Use cases and Specifications-Annexes K & L

Tender Document 3 (TD 3): Background IPRs-Annex H

Tender Document 4 (TD 4): Tender Forms- Annexes A, B1, B2 & C

Tender Document 5 (TD 5): Technical Offer-Annex F

Tender Document 7 (TD 7): Framework Agreement-Annex D

Tender Document 8 (TD 8): PCP Specific contract for Phase 1-Annex E

Tender Document 9 (TD 9): End of phase report-Annex I

Tender Document 10 (TD 10): Contractor details & project abstracts-Annex J

All documents are available on the SHUTTLE website www.shuttle-pcp.eu



ANNEX G
Financial Offer and Cost Breakdown



GENERAL INSTRUCTIONS - Mandatory reading

Please read section of 4.5 'Financial Section of the Tender' of the Request for Tenders .

Tenderers must specify binding unit prices for all items needed for carrying out Phase 1 and for items that are expected to be needed for Phases 2 and 3 (given in euros, excluding VAT, but including any other taxes and duties).

Tenderers must quote binding unit prices for each category of R&D resources needed, e.g. junior, senior researchers, developers, product owner, testers, etc. (hourly rates) and specify other costs. Tenderers must also quote binding unit prices for their own resources for Phases 2 and 3 that are not expected to be used in Phase 1 and quote estimated unit costs for resources of third parties to be used in Phases 2 and 3.

The unit prices quoted for each category of items remain binding for all Phases (i.e. for the duration of the Framework Agreement).

Tenderers must provide a cost breakdown for Phase 1, resulting in a fixed total price for Phase 1 and an estimated total price for Phases 2 and 3 broken down to show unit prices and the number of each unit needed to carry out the Phases (given in euros, excluding VAT, but including any other taxes and duties).

The Cost Breakdown shall provide:

- 1 a % of the labour price allocated to R&D services. Note that the price must comply with the R&D definition and the total sum of the material/equipment/other Costs offered in each Phase must be less than 50 % of the total value of Total Price of each Phase)
- 2 the location or country in which the different categories of activities are carried out (e.g. x hours of senior researchers in country L at a euro/hour; y hours of junior developers in country M at b euro/hour). Demonstrate compliance with the compliance criteria related to the place of performance .
- 3 a financial compensation valuing the transfer of ownership of the IPRs generated during the PCP to the Tenderer, by giving an absolute value for the price reduction between the price offered in the tender compared to the exclusive development price (i.e. the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group).

The financial compensation for IPRs must reflect the market value of the benefits received (i.e. the opportunity that the IPRs offer for commercial exploitation) and the risks assumed by the contractor (e.g. the cost of maintaining IPRs and bringing the products onto the market).

To ensure that a fair market price is offered, Tenderers must state two prices:

- 1 the "virtual" price that they would have quoted if all Intellectual Property Rights, including the ownership of results under the PCP, would be fully retained by the Buyers Group and tenderers would not have the possibility to exploit the results; and
- 2 the "actual" price that takes into account the fact that the Tenderers keep ownership of the Intellectual Property Rights attached to the results under PCP, in accordance with the provisions of the contracts, and that they can exploit these results.

Note that the price must comply with the R&D definition and the total sum of non Personnel costs (such as material/Travelling/Subcontracting/Other costs) offered in each Phase must be less than 50 % of the total value of Total Price of each Phase.

Actual prices quoted for each phase must respect the maximum budgets specified per Contractor per each Phase. All offers above those amounts shall be excluded from the process.



ANNEX G: Financial offer and Cost Breakdown

The purpose of this Annex is to provide the Buyers Group with:

A) A fixed total Price for Phase 1, broken down to show unit prices and the number of each unit needed to carry out phase 1 (given in euros, excluding VAT but including any other taxes and duties).

B) and set binding unit prices for the entire duration of the Framework Agreement.

C) An estimated total price for phases 2 and 3

For the above purpose a Total Cost and a Cost Breakdown shall be submitted.

Financial Offers which are not submitted using this Annex will be excluded. All six sections of this document must be presented. Tenderers should however add further fields (rows and columns) with additional cost elements, as needed. Full justifications and details must always be provided.

Declaration

The Lead Tenderer is assumed to have discussed the tender within their own company and any other body whose co-operation will be required to deliver the project.

The Lead Tenderer will need to obtain consent from an authorised officer or appropriate signatory who will sign the contract if successful. The contract is a legally binding document and subject to the outcome of this competition.

By submitting the Tender, you are confirming that the information given in this application is complete, that you are actively engaged in this project and responsible for its overall management and agree to administer the contract if made.

You are confirming that

- your organisation is prepared to carry out this project at the stated price,
- you are not subject to the Exclusion criteria, and
- that the services offered are within Research and Development as mentioned, and
- that you comply with the Compliance criteria stated in the SHUTTLE Request for Tenders.

Name of Lead Tenderer	
Name of Authorised Signatory	
Function	
Signature	
Date	
Stamp, if available	



COST BREAKDOWN - Phase 1: Solution Design (Binding)

Provide the cost breakdown for your proposed solution for Phase 1.
This information will be used to check if you are indeed proposing R&D Services. It will also be used for the overall Tender evaluation.

Type	A. Personnel costs	Description of activities	Virtual Price				Country or location of performance	Actual Price
			Price per hour	Amount of hours	Total price	% of labour allocated to R&D services		
A.1	[e.g. Senior Researcher - 1]	[link to proposed work activities]				[e.g. 100%]		
A.2	[e.g. Senior Researcher - 2]					[e.g. 100%]		
A.3	Commercial representative - 1					[e.g. 0%]		
...								
							> add rows as needed	
Sub-Total Personnel costs			0,0	- €				€ -
Type	B. Materials & Equipments	Description of activities	Virtual Price				Actual Price	
			Unit price	Amount	Total price			
B.1	[e.g. Hardware, licenses, storage, ...]							
B.2								
B.3								
...								
						> add rows as needed		
Sub-Total Materials & Equipments			0,0	- €				€ -
Type	C. Subcontracting	Description of activities	Virtual Price			Country or location of performance	Actual Price	
			Unit price	Amount	Total price			
C.1	[e.g. Graphic designer]	[link to proposed work activities]						
...								
						> add rows as needed		
Sub-Total Subcontracting			0,0	- €				€ -
Type	D. Other costs	Description of activities	Virtual Price				Actual Price	
			Unit price	Amount	Total price			
D.1	[Travel cost]							
D.2	[General and administration costs (overheads)]							
D.3								
...								
						> add rows as needed		
Sub-Total Other costs			0,0	- €				€ -
Phase 1 TOTAL Costs								
						Virtual Price (exc. VAT)		
						Actual Price (Exc. VAT)		
						Actual Price (inc. 24% VAT)		
Comments, clarifications and remarks								



COST BREAKDOWN - Phase 2: Solution Prototype (Estimated)

*Provide envisioned cost breakdown for your proposed solution for Phase 2. Only unit prices are binding. Overall resources are merely estimations.
This information will be used to check if you are indeed proposing R&D Services. It will also be used for the overall Tender evaluation.*

Type	A. Personnel costs	Description of activities	Virtual Price					Actual Price
			Price per hour	Amount of hours	Total price	% of labour allocated to R&D services	Country or location of performance	
A.1	[e.g. Senior Researcher - 1]	[[link to proposed work activities]]				[e.g. 100%]		
A.2	[e.g. Senior Researcher - 2]					[e.g. 100%]		
A.3	Commercial representative - 1					[e.g. 0%]		
...								
					> add rows as needed			
Sub-Total Personnel costs			0,0	-	€			-
Type	B. Materials & Equipments	Description of activities	Virtual Price			Actual Price		
			Unit price	Amount	Total price			
B.1	[e.g. Hardware, licenses, storage, ...]							
B.2								
B.3								
...								
					> add rows as needed			
Sub-Total Materials & Equipments			0,0	-	€			-
Type	C. Subcontracting	Description of activities	Virtual Price			Actual Price		
			Unit price	Amount	Total price		Country or location of performance	
C.1	[e.g. Graphic designer]	[[link to proposed work activities]]						
...								
					> add rows as needed			
Sub-Total Subcontracting			0,0	-	€			-
Type	D. Other costs	Description of activities	Virtual Price			Actual Price		
			Unit price	Amount	Total price			
D.1	[Travel cost]							
D.2	[General and administration costs (overheads)]							
D.3								
...								
					> add rows as needed			
Sub-Total Other costs			0,0	-	€			-
Phase 2 TOTAL Costs - Estimated								
						Virtual Price (exc. VAT)		
						Actual Price (Exc. VAT)		
						Actual Price (inc. 24% VAT)		
Comments, clarifications and remarks								



COST BREAKDOWN - Phase 3: Operational Validation(Estimated)

Provide envisioned cost breakdown for your proposed solution for Phase 3. Only unit prices are binding. Overall resources are merely estimations.

This information will be used to check if you are indeed proposing R&D Services (see Section 3.5 of the Request for Tenders, TD1). It will also be used for the overall Tender evaluation.

Type	A. Personnel costs	Description of activities	Virtual Price				Country or location of performance	Actual Price
			Price per hour	Amount of hours	Total price	% of labour allocated to R&D services		
A.1	[e.g. Senior Researcher - 1]	[[link to proposed work activities]				[e.g. 100%]		
A.2	[e.g. Senior Researcher - 2]					[e.g. 100%]		
A.3	Commercial representative - 1					[e.g. 0%]		
...								
								> add rows as needed
Sub-Total Personnel costs			0,0	-	€			€ -
Type	B. Materials & Equipments	Description of activities	Virtual Price			Country or location of performance	Actual Price	
			Unit price	Amount	Total price			
B.1	[e.g. Hardware, licenses, storage, ...]							
B.2								
B.3								
...								
								> add rows as needed
Sub-Total Materials & Equipments			0,0	-	€			€ -
Type	C. Subcontracting	Description of activities	Virtual Price			Country or location of performance	Actual Price	
			Unit price	Amount	Total price			
C.1	[e.g. Graphic designer]	[[link to proposed work activities]						
...								
								> add rows as needed
Sub-Total Subcontracting			0,0	-	€			€ -
Type	D. Other costs	Description of activities	Virtual Price			Country or location of performance	Actual Price	
			Unit price	Amount	Total price			
D.1	[Travel cost]							
D.2	[General and administration costs (overheads)]							
D.3								
...								
								> add rows as needed
Sub-Total Other costs			0,0	-	€			€ -
Phase 3 TOTAL Costs - Estimated								
						Virtual Price (exc. VAT)		
						Actual Price (Exc. VAT)		
						Actual Price (inc. 24% VAT)		

Comments, clarifications and remarks

