

EMSA/NEG/10/2019 – Provision of Training Services for EMSA Staff in the field of Quality Audit Management

Appendix 1 – Financial Proposal

NAME OF TENDERER: _____

Tenderers must complete and use the following tables to submit pricing.

- **Table 1: Standard Courses (delivered at EMSA Headquarters)**
- **Table 2: Tailor-made Courses (delivered at EMSA Headquarters)**
- **Table 3: Lump-sum for travel costs (round-trip), accommodation costs, and subsistence allowances (one person delivering Training or Consultancy at EMSA Headquarters)**
- **Table 4: Broking fee percentage**

All prices are to be indicated:

- In EUR;
- VAT free;
- All inclusive as per the Tender Specifications.

Course title (1 day = 7 hours)	Column 1 Cost per Training for 15 participants maximum	Column 2 Cost of Certification or/and Examinations <u>per</u> <u>person</u> (if applicable)	TOTAL (Sum of columns 1 and 2)
1- IRCA certified ISO 9001:2015 Auditor/ Lead Auditor Training Course – 5 days			
2- ISO 9001:2015 Internal Auditor Course – 2 days			
3- ISO 27001:2013 Implementation Information Security Management System (ISMS) – 2 days			
4- ISO /IEC 20000:2018 Information technology - Service management system requirements (IT SMS) – 2 days			
5- ISO 14001:2015 Environmental Management System (EMS) - 2 days			
6- Integrated Management System (IMS) – 1 day			
TOTAL			

2) Tailor-made Courses (delivered at EMSA Headquarters) for 15 participants maximum

Time Units of Course Delivery 0.5 Day (4 hours) 1 Day (7 hours)	Cost for Course Development/Adaptation (including all support materials and manuals)	Cost of Course Delivery	TOTAL
1 hour			
0.5 days			
1 days			
2 days			
3 days			
4 days			
5 days			
TOTAL			

3) Lump-sums for travel costs (round-trip), accommodation costs, and subsistence allowances (one person delivering Training or Consultancy delivered at EMSA Headquarters per day (1 day = 7 Hours). (If no costs are applicable, please complete using zeros).

Travel costs (round-trip)	Accommodation cost per day	Subsistence allowance per day	TOTAL

- a) Effective days of training delivered will be used as measurement unit to define the costs. Should the duration of the training or services be less than 1 day, the amount of these costs shall be calculated based on the minimum measurement unit of one day;
- b) Should more than one trainer/consultant be necessary to deliver the services required by EMSA, the costs will be calculated proportionally using as a unit those under table 3.

4) Broking fee percentage on total fee of the course, all inclusive, that the future contractor will charge for using another company to deliver a specific training or service (in addition to the price offered by the other company)

Percentage that will be applied:

5) Price of the bid for Evaluation Purposes

Total of table 1)	Total of table 2)	Table 3) applied to a single training course of 5 days	Broking fee in 4) applied to EUR 30,000	TOTAL

Date: Signature of Authorised Representative:

Name and Surname:

Position: