# ANNEX II - MODEL FINANCIAL OFFER

Tender Publication Reference: EASA.2013.OP.21

Title of the Contract: Outsourcing of certification tasks to National Aviation Authorities and Qualified Entities – LIMITED RE-OPENING

**NAME OF TENDERER:**  ……………………………

The financial offer is split into two parts. The first part requires the provision of a standard hourly rate which will form the basis of the financial evaluation of this tender procedure and therefore its provision shall be compulsory for all tenderers. The second part shall not be mandatory and requires the provision of certain flat rates which shall be used during allocation. If the tenderer is able to provide such flat rates the Agency would welcome an offer to that respect.

**Part I: Hourly Rate (MANDATORY)**

The tenderer is requested to provide an **hourly rate, applicable to both lot 1 & 2,** which shall correspond to **an hour of performed technical work** comprising all related costs (e.g. salary scheme, overhead and administrative costs, etc.) but excluding any costs relating to either travel or subsistence incurred when carrying out assignments away from the PCM/expert’s normal place of work. In support of the financial offer, this hourly rate should be **substantiated** by means of a numerical explanation/description of how the hourly rate has been composed – **please note this substantiation is mandatory[[1]](#footnote-1)**.

***Reimbursements of travel costs:***

*The provisions for the reimbursement of travels costs are described in Annex C to the draft framework service contract (Annex I to these tender specifications). It is important to note, in line with the current fees & charges regulation, that* ***travel time*** *within EASA Member States shall not be reimbursed.*

**Hourly Rate:**

|  |  |
| --- | --- |
|  | **Price per hour in EURO (without VAT)** |
| **Hourly Rate (Lot 1 & 2):** |  |

**Note:**

* The hourly rate must be quoted in EURO and should include **ALL** expenses necessary for the performance of the contract with the exception of travel costs, which shall be reimbursed in line with the provisions of the draft contract.
* Revisions to this price shall be subject to the provisions of Article I.8 – CHARGES of the draft contract (Annex I to these tender specifications).
* NO additional costs, except those for working time and travel related costs as described above may be charged to the Agency.
* **Existing CSPs –IMPORTANT NOTICE**:
* In line with section 2.3 existing contractors who have valid contracts with the Agency resulting from the tender procedure EASA.2011.RP.06 **may submit a new financial offer only and exclusively should they wish to reduce their prices**.
* If no new financial offer is submitted, the contractual prices existing in the current contract shall remain valid and apply also to the new areas covered by the present tender.
* If a new financial offer is received from existing CSPs where an increase in the prices is found, such financial offers shall be deemed invalid and the existing contractual prices shall remain valid and apply also to the new areas covered by the present tender.

**Part II: Flat Rates (OPTIONAL)**

If applicable (i.e. if within the scope for which a tender is submitted) the tenderer is requested to propose ‘**flat rates**’ for:

1) Certain project categories (in the area of products certification) that are expected to be relatively high in frequency and low in work-volume and,

2) For fixed travel times to destinations outside the territories of the EASA Member States.

An offer for such flat rates is to be **expressed as a number of working hours** which will be charged to the Agency at the above hourly rate. The provision of these flat rates is encouraged as they serve not only to simplify the forecasting of related costs but also streamline & simplify the administration of projects/tasks for both parties.

Although the provision and value of the flat rates shall not be strictly evaluated as part of the tender procedure they shall serve as a clear indicator of **relative efficiency & costs** at the **stage of allocation** i.e. for the day to day assignment of tasks in line with the allocation criteria.

Should the tenderer be in a position to offer further flat rates for lot 1, beyond the categories indicated in the table below, information to this respect would be welcomed by the Agency.

It is important to note that it shall be understood by both parties that the offers herewith may subsequently lead to binding agreements, in which case both parties undertake to monitor the agreements and review them on a periodic basis.

**Flat rates related to allocated projects:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Certification Task** | **Type of Product** | **Price per unit expressed in: NR OF WORKING HOURS** |
| 1 | Minor Change/Repair | All CS: |  |
| Aeroplane Flight Manuals (AFM) | All CS: |  |
| Flight Conditions (for a Permit to Fly) | All CS: |  |
| Simple and Standard Major Change/Repair | CS-25: |  |
| CS-VLA, CS-22, LSA, CS-23: |  |
| CS-VLR, CS-27, CS-29: |  |
| Balloons, Airships: |  |
| Simple and Standard STC | CS-25: |  |
| CS-VLA, CS-22, LSA, CS-23: |  |
| CS-VLR, CS-27, CS-29: |  |
| Balloons, Airships: |  |
|  | **Description** | **Region** | **Price expressed in: HOURS** |
| 2 | Fixed travel time (return journey) for destinations outside the territories of the EASA Member States | Russia (west): |  |
| Russia (east): |  |
| North America (east coast): |  |
| North America (west coast): |  |
| South America (north): |  |
| South America (middle): |  |
| South America (south): |  |
| North Africa: |  |
| Middle Africa: |  |
| South Africa: |  |
| Middle East: |  |
| Australia, New Zealand: |  |
| Far East: |  |
|  | **Description** | **Region** | **% of hourly rate (Part I)** |
| 3 | **Rebate** for travel time (return journey) for destinations outside the territories of the EASA Member States | All |  |

1. **Important**: It is strictly required that such substantiation to the hourly rate be included as part of the financial offer submitted - failure to respect this requirement may constitute a formal error and could result in the rejection of the tender. [↑](#footnote-ref-1)