**[Specific Contract Reference Number and Title]
Document A – Fees Schedule**

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| This template is to be used for the leasing of printers/ scanners under the DPS established for the leasing of the mentioned equipment. Fields highlighted in **yellow** are to be filled in/ removed accordingly and instructions notes highlighted in **grey** are to be removed prior issuing the Specific Contract. After award of the Specific Contract, the successful bidder’s Fees Schedule is to be included in Appendix A of the Letter of Engagement template.Where optional quantities are involved, adherence to DoC Circular No 10/2021 is to be ensured when filling out this Fees Schedule template. **This text box is to be removed upon finalization of Fees Schedule.** |

1. Participant is to fill in the fields highlighted in green in the table below, and copy the value of the **Total Cost of leasing** highlighted in **blue** at the bottom of the **Fees Schedule**, on to the Financial Section of the response in the on-line submission.
2. Should the Participant make any changes (including any additions, omissions, conditions or qualifications) to the published Fees Schedule, the Participant’s offer shall be disqualified. Any arithmetical matters and errors shall be treated in line with the provisions of the General Rules Governing Tenders.
3. Estimated value for Printer/Copier copies over the period of leasing. The total number of copies shown in the price schedule is only indicative and for evaluation purposes only. The Contracting Authority shall not be committed to this same amount or with any minimum number of copies during the contracting period, and shall not be liable to any claims for damages or revision in price.\*
4. No cost shall be incurred for scanning function.
5. The fees quoted shall factor all costs related to the delivery of the services/supplies as detailed in the Letter of Engagement.
6. The financial evaluation of this Specific Contract shall be done on the Total Cost of Leasing.
7. Three decimal points do not exist in the Euro currency; therefore such offers cannot be accepted. All amounts quoted in the financial bid are to be submitted up to two decimal points.
8. All fees quoted in the Fees Schedules shall be inclusive of all duties, taxes, levies, ECO Contribution and other charges as may be applicable **but exclusive of VAT.**

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| **Fees Schedule** | **[Rate per Copy** **or****Rate per 100 copies]**in € (EURO) inclusive of all taxes and charges (exclusive of VAT). | **Aggregate Quantity of Copies over period of leasing\*** | **Total**in € (EURO) inclusive of all taxes and charges **but exclusive of VAT**. |
| Black prints/photocopies |  | [indicative amount of copies]  |  |
| Color prints/photocopies[add any further rows as required] |  | [indicative amount of copies] |  |
| **Total Cost of leasing**  |  |

**Invoicing and Payment Terms**

**Invoicing:**

**Total Cost of leasing:** To issue an invoice for the monthly consumption on a monthly basis.

**Payment Terms:**

The Contracting Authority shall submit payment within sixty (60) days of receipt of a proper invoice unless the Contracting Authority protests such an invoice during this period.