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

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| --- |
| This template is to be used for the outright purchase of printers/ scanners under the DPS established for the purchase 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 Purchase Order 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/s below copy the value of the **Total Cost of Procurement**, 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. The fees quoted shall factor all costs related to the delivery of the supplies/services as detailed in the Purchase Order.
4. The financial evaluation of this Specific Contract shall be done on the Total Cost of Procurement.
5. 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.
6. 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.**

**Supply of Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price** in € (EURO) inclusive of all taxes and charges **but exclusive of VAT.** | **Total**  in € (EURO) inclusive of all taxes and charges **but exclusive of VAT.** |
| [insert equipment type] | **[insert quantity]** |  |  |
| [insert equipment type] [replicate/ remove according to whether more than one equipment type is required] | **[insert quantity]** |  |  |
| **Total Cost** | | |  |

**Table 1: Supply of Equipment**

**Maintenance and support: [to remove if no maintenance and support is required]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Preventive Maintenance for the equipment in line with the Service Levels defined in the maintenance schedule.** | **Rate per Year/Quarter**  in € (EURO) inclusive of all taxes and charges **but exclusive of VAT**. | **Number of Years/ Quarters** | **Total**  in € (EURO) inclusive of all taxes and charges **but exclusive of VAT**. |
| Preventive Maintenance |  | [Number of Years/ Quarters] |  |
| **Total Cost of Preventive Maintenance** | | |  |

**Table 2: Preventive Maintenance and Support**

|  |  |  |  |
| --- | --- | --- | --- |
| **Corrective Maintenance for the equipment in line with the Service Levels defined in the maintenance schedule.** | **Rate per Hour**  in € (EURO) inclusive of all taxes and charges **but exclusive of VAT**. | **Indicative Number of Hours** | **Total**  in € (EURO) inclusive of all taxes and charges **but exclusive of VAT**. |
| Business Hours |  | [indicative amount of hours] |  |
| Non-Business Hours |  | [indicative amount of hours] |  |
| **Total Cost of Corrective Maintenance** | | |  |

**Table 3: Corrective Maintenance**

|  |  |
| --- | --- |
| **Total Cost** | **Cost in € (EURO) excluding VAT** |
| Total cost of supply of equipment (Table 1) |  |
| Total cost of preventive maintenance and support (Table 2) |  |
| Total cost of corrective maintenance (Table 3) |  |
| **Total cost of procurement** |  |

**Table 4: Total Cost of Procurement**

**Invoicing and Payment Terms**

1. **Invoicing:**

**Equipment:** To issue an invoice on acceptance of delivery of the equipment.

**Preventive/Corrective Maintenance and Support:** To issue an invoice [every six (6) months or every quarter] in advance.

1. **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.