**Annex F** (Amendment 1)

**Pricing Format**

Please use the below table to submit your Financial Proposal separately from the Technical Proposal; additional pricing information can be provided on separate page.

Please include **all** cost items and additional information in your proposal. **The initial duration of the Contract is 3-year and the possible maximum duration of the Contract is 5 year.** The minimum committed number of clicks per year by OSCE is 2,5 Mil clicks. If exceeded the agreed click price shall be used to bill for a yearly consumption above. If an annual consumption is not reached, the OSCE shall be billed at a minimum 2,5 Mil. clicks.

The click price offered shall include

* Toner;
* Staples;
* Other consumables, spare parts, maintenance kits and alike;
* Any other components and service, annual updates and maintenance in the lifecycle of the device.

The price per click shall also include any cost associated to any device management software, which should not be priced separately.

The Bidder shall not include:

* A minimum or maximum lump sum of clicks as part of a rent price per device.
* A monthly rent price per device, we don’t expect a monthly rental fee to be able to charge departments for clicks only.
* A price for paper.

**Table no. 1 – Cost Table Lot I**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Service | Price EURO  VAT exclusive  3 years + 2 years (annual extension beyond 3 years) | Price EURO  VAT exclusive  5 years |
| 1. | *No installation fee (to be included in clicks)* | n/a | n/a |
| 2. | *No setup fee (to be included in clicks)* | n/a | n/a |
| 3. | *No cost for any spares, supplies,and paper excluded too, to be included in clicks* | n/a | n/a |
| 4. | Minimum 2,5 Mil. A4 clicks b/w per year |  |  |
| 5. | Click price per b/w click exceeding commit |  |  |
| 6. | Click price per A4 colour click |  |  |
| 7. | *A3 expected to be billed max as 2x A4.*  *Double sided A4 expected to be billed max as 2x A4.* | n/a | n/a |
| 8. | Trainings (cost per training session, including training materials):   * Admin training * Printer focal point training * End user training |  |  |
| 9. | Providing final printing policy document 6 months after contract signature |  |  |

**Table no. 2 – Additional Mandatory Items**

**LOT II**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | planned  Quantity | Equipment | Price EURO  VAT exclusive |
|  | 1 pack | 1.5mm, 200 pcs/unit per year |  |
|  | 3 pack | 3mm, 180 pcs/unit per year |  |
|  | 3 pack | 6mm, 160 pcs/unit per year |  |
|  | 3 pack | 9mm, 140 pcs/unit per year |  |
|  | 3 pack | 15mm, 110 pcs/unit per year |  |
|  | 1 unit | Bindomatic 7000 – just purchase and no maintenance |  |

Currency stated in EUR only and VATax exempt.

**Company Name:**

**Name of Authorized Official:**

**Validity of the proposal:**

**Signature:**

**Date:**