FIN–1 Form:  
Summary of Fees

**FIXED PRICE**

|  |  |  |
| --- | --- | --- |
| **Item** | **Price** | |
| *Euro* | *Other currency if necessary* |
| **Total flat rate price of the financial proposal excluding taxes[[1]](#footnote-1) :** | | |
| * **Activity 1**: Desk review and institutional regulatory analysis with quantitative data collection |  |  |
| * **Activity 2**: Questionnaire design and follow-up |  |  |
| * **Activity 3**: Semi-structured interviews with sellers and FSC/PEFC/OLB representatives |  |  |
| * **Activity 4:** Data analysis and synthesis |  |  |
| **Total price excluding taxes1 of the Financial Proposal:** |  |  |
| **Taxes[[2]](#footnote-2) estimated in the Client's country – to be reviewed and finalised during contract negotiations (if awarded)** | | |
| * Value added tax (VAT) or equivalent |  |  |
| * Withholding tax[[3]](#footnote-3) |  |  |
| * Contract registration fees[[4]](#footnote-4) |  |  |
| * Customs duties |  |  |
| **Estimated total taxes, duties and fees in the Client's country:** |  |  |

**NB: Payments will be made in the currency/currencies indicated above**

Form FIN–2:  
Breakdown of Remuneration

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Remuneration:** | | | | | | |
| **No.** | **Surname** | **Position (see TECH–4)** | **Remuneration per expert/day[[5]](#footnote-5) s (excluding VAT)** | **Total contribution per expert/day (see TECH-4)** | *[Foreign currency – see FIN–2]* | *[National currency – see FIN–2]* |
| \_\_\_\_ | **Key personnel** | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| K-1 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | *[Headquarters]* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| *[Land]* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| K-2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Total costs excluding VAT** | | | | |  |  |

FIN–3 Form:  
Other Expenses

***[NB****:*

* *For time-based contracts, this form will serve as the basis for payment.*
* *For fixed-fee contracts, the information provided in this form will not be used for payment of services, except in the case of reimbursable expenses (see "Nature" column).]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Other Expenses:** | | | | | | | |
| **No.** | **Type of Expense[[6]](#footnote-6)** | **Unit** | **Nature[[7]](#footnote-7)** | **Unit Cost Excluding VAT** | **Quantity** | *[Foreign currency – see FIN–2]* | *[Domestic currency – see FIN–2]* |
| \_\_ | **Per diem[[8]](#footnote-8)** | Day | Flat rate | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \_\_ | **International travel** | Ticket | Flat rate |  |  |  |  |
| \_\_ | **Local travel** | Ticket | Flat rate |  |  |  |  |
|  | **Other (specify)** |  |  |  |  |  |  |
| **Total cost excluding VAT** | | | | | |  |  |

1. Taxes, duties and fees to be excluded from the financial proposal and presented separately are specified in Article 16.3 of the IC. [↑](#footnote-ref-1)
2. List here the taxes, duties and fees to be presented separately, in accordance with Article 16.3 of the IC. [↑](#footnote-ref-2)
3. On invoices from the Consultant based outside the Client's country. [↑](#footnote-ref-3)
4. Add a line here if there are other similar duties such as a public procurement levy or equivalent. [↑](#footnote-ref-4)
5. Unlike short-term Experts, who will be charged on an Expert/day basis, long-term Experts will be charged on an Expert/month basis. [↑](#footnote-ref-5)
6. Delete any items that are not relevant to the Services. [↑](#footnote-ref-6)
7. Replace "flat rate" with "reimbursable" if the Client prefers to reimburse expenses incurred at their actual cost. [↑](#footnote-ref-7)
8. A per diem is paid for each night spent by staff away from their usual place of residence and required by the Contract. It shall include meals, accommodation, local transport and other mission expenses. The Client may set a ceiling. [↑](#footnote-ref-8)