**Please read the instructions below carefully**

INSTRUCTIONS FOR USING THE FORM

1. You may not in any other way than as instructed below add information to this document, or otherwise alter or modify this document.
2. Fill only out the fields indicated in blue (as applicable).
3. Mark with x in all blue fields where you don’t fill out information.
4. All sums shall be stated in euro only.
5. All sums shall be stated without Value added tax (VAT). EFI will, where applicable, pay VAT in addition to the sums stated.
6. Please note that all sums are binding for you and EFI is under no obligation to renegotiate these.

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| 1. **FEES**
* *the quoted fee shall be all-inclusive, with the exception of the reimbursable costs below. Therefore, please note that the following costs are included:*
	+ *all taxes and costs related to the employment of the Expert*
	+ *travel costs for entering Vietnam at the start of the contract and for leaving Vietnam at the end of the contract*
	+ *office rental and operational costs*
* *please note that EFI will make available funds (in the form of reimbursable costs and per diem) as specified in an approved work plan budget for the Contractor to implement the work plan, as stated in the Terms of Reference in the Tender Specifications , as further specified in article 3 of the draft contract (Annex 8).*
 |
| **Name of Expert** | **Monthly rate (EUR)** | **Number of units** | **Unit** | **Total fee (EUR)** |
|  |  | 30 | months |  |
| **Total fees (EUR)** |  |
| 1. **PER DIEM**
* *per diem may be proposed up to the maximum levels as specified in Annex 9*
* *per diem includes**accommodation, meals, local travel (including, but not limited to, travel to and from airports and sundry expenses)*
* *full general conditions applicable to the payment of per diem can be found in Annex 8*
* *lines may be added as needed*
 |
| **Location** | **Per diem rate (EUR)** | **Number of days** | **Total per diem (EUR)** |
|  |  |  |  |
|  |  |  |  |
|  **Total per diems (EUR)** |  |
| 1. **REIMBURSABLE COSTS**
* *you may not state cost of equipment*
* *full general conditions applicable to the reimbursement of costs can be found in Annex 8*
 |
| **Cost item** | **Unit cost (EUR)[where applicable]** | **Number of units[where applicable]** | **Unit** | **Total reimbursable cost****(EUR)** |
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| * **Total reimbursable costs (EUR)**
 |
| 1. **WORK PLAN BUDGET**

*The work plan and the specified work plan budget are subject to approval by EFI as defined in the terms of reference.* | **Unit cost (EUR)** | **Number of units**  | **Unit** | **Total work plan budget****(EUR)** |
| **Cost item** | x | x | x | 92,000 |
| *The work plan budget cover costs related for example to interpretation, translation, short-term consultancies, domestic travel and costs of meetings.* | 92,000 |
| **Total work plan budget (EUR)** |  |
| **TOTAL (EUR)****=Total fees + Total reimbursable costs+work plan budget***In the evaluation against the award criteria, this sum is Fo (“price”)* |  |

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**Signature**

Representative authorized to sign on behalf of the Tenderer/Consortium leader, as stated in the identification form