

the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Union is exempt from VAT;

- (3) Prices shall not be conditional and be directly applicable by following the technical specifications.
- (4) Prices shall be fixed and not subject to revision
- (5) The reference price for the award of the contract shall consist of the sum of two amounts:
 - a) the amount in payment of the tasks executed, as stated in Article I.4.1 of the contract.

For each category of staff to be involved in the project, the tenderer must specify:

- the total labour costs;
- the daily rates and total number of days (man-days) each member of staff will contribute to the project;
- other categories of costs, *except for the costs specified under point b) below*, indicating the nature of the cost, the total amount, the unit price and the quantity. Flat-rate amounts should be avoided. If, exceptionally, they are used, specimen quotations for the flat-rate amounts must be provided.
 - Meetings with the Commission: the contractor should foresee travel expenses for up to 2 representatives for each meeting in Brussels (one kick off and two stocktaking meetings).

Please note that the travel, accommodation and subsistence costs for the contractor's staff shall be included in the unit price for staff costs.

- b) the amount corresponding to the reimbursable expenses (EUR 155.000).

This amount, referred to in Article I.4.3 of the draft service contract, corresponds to the expenses directly connected with the execution of the tasks under the contract, as actually incurred by the Contractor

This amount should cover the accommodation costs of EU operators participating to B2B events in China (2 nights for 1 person per operator and event, with a maximum price per night of €155)