Annex 3: Prices

**[Tenderer's name]**

Instructions for tenderers: Please insert name of tenderer or consortium in the text field above. The tenderer must fill in all the fields where it says “Insert Price”.

All price slots must be filled out. Additional price slots added by the Contractor will not be accepted. The prices include installation, taxes, surcharges and all other cost in connection with the Delivery. Tenderers are not allowed to add slots for additional prices in the tender, but are obligated to calculate any potential extra costs into the offered price in one of the price slots.

The Contractor cannot invoice the Contracting Authority for costs other than those below.

**Article 1. Delivery of the Website**

The following prices shall cover the development of the releases of the website including, amongst other things, the building, the testing, consultancy hours required, the migration of data from the old website, the training of the Contracting Authority’s personnel and everything else necessary in order to deliver the releases in accordance with this contract. The Contracting Authority will provide the content of the website.

|  |  |  |  |
| --- | --- | --- | --- |
| **Releases** | **Optional for Contracting Authority** | **Price in EUR  (excluding VAT)** | **Price in EUR  (including VAT)** |
| Releases 1 & 2 (including training) | No | [Insert price] | [Insert price] |

**Article 2. Maintenance and Operations, and Support**

The following prices will cover the operations and maintenance of the website, with everything specified as operation and maintenance in this contract in addition of everything the Supplier has offered to include as part of their offer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Optional for Contracting Authority** | **Price per. month in EUR (excluding VAT)** | **Price per month in EUR  (including VAT)** |
| Operations and Maintenance | No | [Insert price] | [Insert price] |
| Support | No | [Insert price] | [Insert price] |

**Article 3. Right to use the server**

The following price shall include the right to use the server in order to host the website and any additional costs of hosting the website on the Supplier's server.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Optional for Contracting Authority** | **Price per month in EUR (excluding VAT)** | **Price per month in EUR (including VAT)** |
| Server | No | [Insert price] | [Insert price] |

**Article 4. IT Consultants hourly rates**

The following prices will cover the hourly rates of work regarding development, beyond what is included in the Releases and Operations and Maintenance, such as changes to the website. The Supplier can charge the following rates when doing changes to the website, according to the terms of the Contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee category** | **Description of category** | **Price per hour in EUR (excluding VAT)** | **Price per hour in EUR (including VAT)** |
| IT/solution architect | Systematizes the content and shape of the project, develops site architecture diagrams. | [Insert price] | [Insert price] |
| Front-end Junior web developer | Develops user-side of the website and ensures its elements function correctly | [Insert price] | [Insert price] |
| Front-end Senior web developer | Develops user-side of the website and ensures its elements function correctly | [Insert price] | [Insert price] |
| Back-end Junior web developer | Writes server-side code powering website features and creates databases and CMS features | [Insert price] | [Insert price] |
| Back-end Senior web developer | Writes server-side code powering website features and creates databases and CMS features | [Insert price] | [Insert price] |
| Full-stack web developer | Can build both the user-side and the server side of the solution | [Insert price] | [Insert price] |
| UI/UX designer | Takes care of user interface and user experience design | [Insert price] | [Insert price] |
| Web graphic designer | Creates layouts and graphic assets for the website that can also be used in Social Media (e.g. infographics, simple graphs, etc.) | [Insert price] | [Insert price] |

**Article 5. Compensation for Customer's withdrawal**

In case of Customer's withdrawal in the Discovery phase according to the Contract Article 6. Implementation, the Supplier will receive compensation in the amount of 5000 EUR (including VAT).

**Article 6. Terms of payment**

Invoicing in connection with the Contract must take place electronically in accordance with the requirements in this contract annex. This requirement can only be waived if this is agreed in writing between the Customer and the Supplier.

**For Suppliers based in Denmark**

The invoice - as well as any credit notes and reminders - are sent electronically in OIOUBL format or CEN EN/PEPPOL BIS format to the EAN/GLN number stated on the order and in accordance with the legislation in force at all times. It is recommended that the invoice is not sent as a "read-in invoice".

Reminders and bank statements must be sent separately for each EAN number.

The invoice must comply with applicable regulations and contain:

* Date of issue of the invoice (invoice date)
* A consecutive number based on one or more series and which identifies the invoice (invoice number)
* The Supplier's CVR number (or SE or P number – the number to which the Supplier's NEM account is linked)
* Name and address of the supplier
* The ordering institution's name, address and EAN/GLN number for invoicing (as stated on the order)
* Delivery address (as stated on the order)
* Requester number and name and/or personal reference
* Purchase order number as stated on the Customer's purchase order (No other information, signs or symbols may be entered in this field. Only the order number itself)
* The product's full name (product name), which must agree with the product name in the Contract. A product may not be split into several product lines.
* Item number, which must match the item number stated in the Contract.
* The quantity of the delivered Products. Invoices must be made in the same unit in which we ordered.
* Price per unit excl. VAT less discounts
* Price at product line level excl. VAT less discounts
* Discounts (the discount must be stated for each individual product line, unless otherwise agreed)
* Total price excl. VAT less discounts
* Applicable VAT rate
* The amount of VAT to be paid
* Payment terms (according to the Contract)

**For Suppliers based outside Denmark**

Invoices from abroad may be sent as e-invoices.

Regarding invoice information, please refer to the above section on payment terms which also applies to invoices from abroad, however both the Supplier's and Customer's VAT number must be stated (instead of CVR no.).

In addition, IBAN and SWIFT must be indicated.

Suppliers who are domiciled in a country outside the EEA must send customs clearance together with the invoice and credit note.

**Payment terms**

The payment term is 30 days from the invoice date, provided that the Customer has received a correct and complete electronic invoice.

The invoice date for Release 2 must not be earlier than the Deployment Date.

The invoice date for Maintenance and Service, and Operation must not be ahead of the Maintenance and Service, and Operation. However, it is up to the Supplier if they invoice the Customer for these on a monthly or quarterly basis. The invoice date for hours spent must not be ahead of the delivered hours.