

**ANNEX V - PRICE SCHEDULE**  
**TO REQUEST FOR PROPOSALS N° PTD/10/037**

1. Your financial offer must be quoted in **Swiss francs** (excluding VAT) and should not contain any clause linking those prices to any future fluctuation of the exchange rate between the Swiss francs and another currency for the services indicated under the Terms of Reference (see Annex III). WIPO requests a clear breakdown of all cost-elements.

2. Please note that WIPO will not accept any form of advance and/or progress payment unless it is guaranteed by a first demand performance bond or an equivalent guarantee issued by a financial institution that is considered acceptable by WIPO.

**Please have your firm/institution's authorized representative confirm and sign your financial offer and the period of its validity.**

Date	
Company name	
Address	
Telephone and Fax number	
Company Web Home Page address (if available)	
Name of authorized representative	
Signature of authorized representative:	
Contact name	
Contact phone and fax numbers	
Contact e-mail address	

Please fill in the table below, as applicable. The invited companies are free to adapt the price schedule to their own commercial price structure. However, WIPO requests a clear breakdown of all cost-elements and indication of the overall project costs, as well as any other technical or pricing information deemed relevant by the invited companies.

(1) an **overall fixed price component** for the **full implementation** of the requirements stated in Annex III Terms of Reference, quoted in Swiss francs and excluding VAT, with a detailed cost breakdown; and

(2) a complete breakdown and explanation of **recurring post-implementation costs** such as annual license fees, maintenance services costs, etc, as applicable.

Please indicate any other special price conditions that you wish to bring to the attention of WIPO.

If consulting days are included in your proposal, you are required to submit a fixed daily **all-inclusive** rate. Per diem and travel time to and from WIPO Headquarters shall be covered by the quoted fixed daily all-inclusive rate and may not be subject to additional cost claims. A working day corresponds to 8 hours worked.

Please be sure to mention any applicable discounts, special conditions your company may apply or assumptions applicable to the rates below.

PRICE QUOTATION RELATED TO RFP No. PTD/10/037 for the WIPO National Collections Data Quality Improvement Project			
Description	Unit Price (in Swiss francs)	Quantity	Total (in Swiss francs)
<b><u>Overall fixed price</u></b>	NA	NA	
<p><b><u>Cost breakdown</u></b></p> <p><b>Please provide a clear breakdown of the above overall fixed price, listing the number of estimate resources, their overall daily rate and any number of estimated days and any other related costs such as installation, training, etc..</b></p> <p><i>Please elaborate and add as many lines as needed.</i></p> <p>(a) .....</p> <p>(b) .....</p> <p>(c) .....</p>			
<p><b><u>Post implementation costs</u></b></p> <p>Annual license fee Annual maintenance cost Additional services</p> <p><i>Please elaborate and add as many lines as needed.</i></p> <p><b>Total annual costs (after full implementation)</b></p>			