

**ANNEX VII - PRICE SCHEDULE
TO REQUEST FOR PROPOSALS N° PTD/10/039**

1. 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.
2. **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 | |

3. Please fill in the table hereafter, 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.

- (a) One time costs and any other initial set up cost with a detailed cost breakdown; and
- (b) a complete breakdown and description of all annual **recurring post-implementation costs** such as annual license fees, maintenance services costs, etc, as applicable.
- (c) a complete breakdown and description of all costs associated with the quantity of surveys to be executed and or the number of users.

4. 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.

5. Please indicate any other special price conditions that you wish to bring to the attention of WIPO. 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/10/039 | | | |
|---|---------------------------------|----------|----------------------------|
| Software as a Service Solution for WIPOSTAD Surveys | | | |
| Description | Unit Price (in Swiss francs) | Quantity | Total (in Swiss francs) |
| <p><u>One time Costs</u> Please provide a clear breakdown of the overall fixed price and any other related costs such as setup cost installation, training, etc..</p> <p><i>Please elaborate and add as many lines as needed.</i></p> <p>(a)</p> <p>(b)</p> <p>(c)</p> | | | |
| <p><u>Post implementation costs</u> Annual license fee Annual maintenance cost Additional services</p> <p><i>Please elaborate and add as many lines as needed</i></p> <p>(a)</p> <p>(b)</p> <p>(c)</p> | | | |
| <p><u>Usage Related Costs</u> Costs linked to the number of users Costs linked to the number of surveys</p> <p><i>Please elaborate and add as many lines as needed</i></p> <p>(a)</p> <p>(b)</p> <p>(c)</p> | | | |