Annex 2: 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. Hourly Rates**

The following prices will cover the hourly rates of Works to be delivers in accordance to this Contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee category** | **Description of category** | **Hours for the purpose of evaluating the offer** | **Price per hour in EUR (excluding VAT)** | **Price per hour in EUR (including VAT)** |
| Communication strategist | Provides communication and editorial advice for the content of the website | 20 | [Insert price] | [Insert price] |
| Copywriter for the web | Writes, edits and proofreads copy for the website (e.g. content for additional pages or sections, articles, etc.) This includes conducting research to learn about article topics  and interviewing professionals in different fields for article content. | 40 | [Insert price] | [Insert price] |
| Animator | Creates animation videos for the website including all the tasks required to have a published product. | 80 | [Insert price] | [Insert price] |
| Graphic designer | Produces creative layout for infographics, simpler illustrative graphics, etc. | 92 | [Insert price] | [Insert price] |
| Photographer | Research, pre-production, shooting and post-production of photography | 40 | [Insert price] | [Insert price] |
| Video producer | In charge of overall video product project management, idea generation, scriptwriting, shooting, editing, etc. | 30 | [Insert price] | [Insert price] |
| Videographer | Handles all technical aspects of filming and editing | 30 | [Insert price] | [Insert price] |
| Video art director | Works with producers and videographers to craft the look and style for each video project | 20 | [Insert price] | [Insert price] |
| Audio engineer | Oversees sound design, music selection, voiceovers, microphones, mixing. | 20 | [Insert price] | [Insert price] |
| Voice narrator | Lends his/her voice to bring written content to life through expressive storytelling. | 20 | [Insert price] | [Insert price] |
| Podcast producer | Researches, writes scripts, records interviews and voice and provides post-production. | 40 | [Insert price] | [Insert price] |
| Digital journalist | Gathers and produces stories for the Interreg.eu website using digital narratives. | 40 | [Insert price] | [Insert price] |

**Article 2. 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 hours spent must not be ahead of the delivered hours.