

Eidgenössisches Departement für auswärtige Angelegenheiten EDA Département fédéral des affaires étrangères DFAE Dipartimento federale degli affari esteri DFAE Departament federal d'affars exteriurs DFAE Federal Department of Foreign Affairs FDFA

## Offer type B

! Attention: This is a PC File!

### Information to help you fill in the Offer form:

#### **General indications**

- 1. In order to electronically fill in the "Offer type B" file that you have just opened, click on the required page at the bottom margin of this worksheet.
- 2. All of the pages are "read only" to the degree that you can only fill in the fields that need to be filled in.
- 3. By pressing the TAB key, the cursor will automatically skip over to the next field that can or must be filled in.
- 4. By using your mouse, you can click directly on the fields that you can or must fill in.
- 5. How can I print out the full offer?
  - a) While pressing down the Ctrl key with your finger, click on pages 1 through 4 at the bottom margin of this worksheet with your mouse.
  - b) Now proceed to give the "print" command and the full offer will be printed.

#### Information concerning the **Subcontractor (S/C)**:

- S/C 6. Before filling in the desired line, please enter the letters (S/C) into the space in column A that has been marked in light blue.
- S/C
   Please enter total amounts for the Subcontractor (S/C) only into the fields that have been marked in light blue.

#### Indications for the individual pages

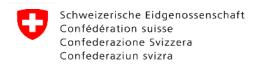
#### Page 1:

8. The totals cannot be entered manually. Excel will calculate them automatically as soon as pages 2 - 4 have been filled in electronically.

### Page 2:

9. Fees

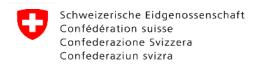
The total amount will be automatically calculated by Excel as soon as you have entered the number of hours/days together with the pay rate.



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# Offer for mandate type B

Details:			
Compar	ny/Firm:	Intended duration o	f contract:
Name/F	irst name(s):	from:	
VAT-Nu	mber:	to:	
Street:		Place:	
Posteco	ode/Place:	Date:	
Country	<b>:</b>		
Telefon	no	Signature of the cor	ntracting party:
Fax no.			
E-Mail:			
Person	to contact in the firm/company and phone no.:	The offer was estab	lished in the following currency:
1.	REMUNERATION		
1.1	Consultant and/or international consultant		Total Fees of employees
	TOTAL REMUNERATION		SUM 1.
2.	DIRECT COSTS		
۷.	DIRECT COSTS		Total Travel and expenses
	Travel and expenses (consultant)		of employees
2.1	Expense allowances for accommodation and food		1 7
2.2	Travel expenses		
2.3	Additional travel expenses		
2.4	Other costs		
	TOTAL DIRECT COSTS		SUM 2.
3.	TOTAL MATERIAL (consultant)		SUM 3.
4.	SUB-CONTRACTING		
4.1	Remuneration of sub-contractor		Total Fees of sub-contractor(s)
			Total Travel and expenses
4.2	Travel and expenses (sub-contractor)		of sub-contractor(s)
4.2.1	Expense allowances for accommodation and food		(4)
4.2.2	Travel expenses		
4.2.3	Additional travel expenses		
4.2.4	Other costs		
4.3	Material (sub-contractor)		
	TOTAL SUB-CONTRACTING		SUM 4.
5.	VAT		Amount due
	GRAND TOTAL		SUM 1. + 2. + 3. + 4. + 5.



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Posteco	ode/Place:	Date:	
Country	<b>:</b>		
Telefon	no	Signature of the cor	ntracting party:
Fax no.			
E-Mail:			
Person	to contact in the firm/company and phone no.:	The offer was estab	lished in the following currency:
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	Travel and expenses (consultant)		of employees
2.1	Expense allowances for accommodation and food		1 7
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	TOTAL DIRECT COSTS		SUM 2.
3.	TOTAL MATERIAL (consultant)		SUM 3.
4.	SUB-CONTRACTING		
4.1	Remuneration of sub-contractor		Total Fees of sub-contractor(s)
			Total Travel and expenses
4.2	Travel and expenses (sub-contractor)		of sub-contractor(s)
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4.2.4	Other costs		
4.3	Material (sub-contractor)		
	TOTAL SUB-CONTRACTING		SUM 4.
5.	VAT		Amount due
	GRAND TOTAL		SUM 1. + 2. + 3. + 4. + 5.

2.2 <u>Travel Expenses Employee(s)</u>4.2.2 <u>Travel Expenses Sub-contractor(s)</u>

Description (Train and air travel costs, kilometre reimbursement when using private car)	Total	Total (SC)
Total Travel Expenses Employee(s)		
Total Travel Expenses Sub-contractor(s)		

viltrananart avnanaaa)	Total	Total (SC)
xi/transport expenses)		

	Total	Total /C
	Total	Total (S
Total Other Costs Employee(s)		
Total Other Costs Sub-contractor(s)		
SUM 4.2		
	Total	Total (S
SUM 3.		
SUM 4.3		
SUM 4.1 + 4.2 + 4.3		
9		
SUM 5.		
_		
IM 1. + 2. + 3. + 4. + 5.		
	Total Other Costs Employee(s)  Total Other Costs Sub-contractor(s)  SUM 2.  SUM 4.2  SUM 4.3  SUM 4.1 + 4.2 + 4.3	SUM 2. SUM 4.2  Total  SUM 3. SUM 4.3  SUM 4.1 + 4.2 + 4.3