

### ANNEX III

## Financial Proposal Form

Tenderers must use the following format to submit their Financial Proposal.

The prices should be submitted in EUR or GBP excluding VAT. Any VAT amounts shall be quoted separately (if applicable).

Name of the Tenderer \_\_\_\_\_

Currency of the tender \_\_\_\_\_

Signed (authorised signature) on behalf of the Tenderer	
Name of the representative	
Position	
Signature	
Date	

Signature of the tenderer \_\_\_\_\_

**TRANSACTION FEES**

- The fees charged by the tenderer must be expressed as a **fixed amount (flat fee) in Euro or Pounds Sterling**;
- The figures should be rounded up to two decimal places e.g. €10.25;
- The Cost Simulation Scenario is based upon current and estimated future annual spending on travel arrangement services

No.	Transaction Type	Transaction Fee (a)	COST SIMULATION SCENARIO (NB. for EBA use only)	
			Estimated Number of Transactions (b)	Annual Cost of Transaction Fees to EBA (a x b)
1	Issuing a flight ticket (intra Europe return journey)		392	
2	Issuing a flight ticket (outside Europe return journey)		11	
3	Changing a flight ticket which has already been issued		14	
4	Cancelling a flight ticket which has already been issued		14	
5	Issuing a train ticket (for UK rail network only)		3	
6	Issuing a train ticket (for Eurostar train and for all other European rail networks)		303	
7	Changing a train ticket which has already been issued		2	
8	Cancelling a train ticket which has already been issued		2	
9	Issuing other types of tickets (road, ferry transport)		2	

Signature of the tenderer\_\_\_\_\_

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10	Making a hotel reservation		380	
11	Changing a hotel reservation		2	
12	Cancelling a hotel reservation		2	
13	Assistance with visa applications		1	
14	Emergency assistance/hotline services 365 days per year etc		5	
<b>TOTAL ANNUAL COST OF ALL TRANSACTION FEES TO EBA</b>				

Signature of the tenderer\_\_\_\_\_