**ANNEX 4 (Pricing offer)**

**General information:**

1. Please be aware that we will run first a pilot in our Benelux environment only, and only after a successful pilot and according time table in RfP perform a roll-out to the other entities.
2. Therefore we would like you to offer your pricing per entity, the different countries and amount of employees / interns are presented in our RfP. You could offer price per headcount, range of headcounts, fixed fee, combination of those elements as long as InnoEnergy is able to understand clearly the total price per entity and per different work scope.
3. We would also need a pricing offer per work scope we presented in our RfP, being:

* Payroll and payroll related services
* Time writing, holiday-, sick- and other absence administration
* HR system (repository)
* Please notice that InnoEnergy could choose to procure only one of the three above mentioned work scope (or a mix of them).

1. All additional cost that need to be charged (like implementation-, license cost etc.) need to be mentioned in your pricing offer. Cost not mentioned in your pricing offer will **not** be accepted by InnoEnergy during project execution. (Clarify how you present your pricing offer (Monthly or annually for example)
2. InnoEnergy need occasionally payroll (in broader sense) consultancy / advise. As we don’t know the max. needed hours per year / per entity and difficult to be estimated, we would like to ask you to offer us an **hourly rate** that will be charged for Ad Hoc service requests by InnoEnergy.

This could be done in levels (hourly rate per levels: Partner-, Senior-, Medior- and Junior staff) or a blended rate. The allocation between the levels is unknown and for comparison reasons the price evaluation will be done according the average approach (25% each).

1. Please specify your pricing offer in a clear and transparent way to able to evaluate this correctly.
2. Please indicate any discount you would like to provide InnoEnergy per entity or group of entities in case you offer InnoEnergy a group (quantity) discount.
3. All pricing offers need to be presented in EURO.

Example of a clear pricing offer table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Entity | 1. Payroll activities | 1. Time writing | 1. HR System | 1. Installation (or any additional) costs (A/B/C) | 1. -/-Discount | 1. TOTAL |
| NL |  |  |  |  |  |  |
| BE |  |  |  |  |  |  |
| LUX |  |  |  |  |  |  |
| ES |  |  |  |  |  |  |
| PT |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |