



Single Source  
Regulations Office

# **Single source defence contracting statutory reporting: appraisal and evaluation methodology**

Appendix 3: Pricing Schedule

[Name of Bidder]

# Pricing Schedule

## 1. Fixed Price

- 1.1 The pricing forms 40% of the overall award criteria.
- 1.2 Please state a fixed price (excluding VAT) in Table 1 for delivery of the service requirement set out in the Specification (Appendix 1). The SSRO will only use the information in this table for the price evaluation.

Table 1: Bid price

<b>Bid price in £ excluding VAT</b>	<b>£</b>
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- 1.3 Suppliers are also asked to complete the Fixed Price Rate schedule in Appendix 1 of this document. This information will not form part of the pricing evaluation, but the SSRO may use it as part of the assessment of question 2 of Response to Tender Questions.

## 2. Pricing notes to bidders

- 2.1 The fixed price set out in table 1 must be inclusive of all disbursements, including travel and subsistence. The SSRO expects the contractor's appointed personnel will be able to deliver the services from their office or remotely.
- 2.2 Bidders are strongly advised to check all figures and arithmetical calculations before submitting their Tender. The SSRO will not allow bidders to amend their pricing after the deadline. If the tender is accepted the supplier will not be entitled to claim, and the SSRO will not allow, any increase in the rates or price.
- 2.3 The SSRO will investigate bids where the price appears to be abnormally low. If the bidder cannot provide substantial reasons for the low prices (which may include justifying the sustainability of the bid over the life of the contract), then the SSRO may reject the Tender.
- 2.4 The tender must be based on prices which exclude Value Added Tax. This tax, if applicable, will be paid by the SSRO as an addition at the appropriate rate on the invoices when submitted.

## Appendix 1: Fixed price rates

- Please provide rates which make up the bid price in Table 1. The SSRO will use this information as part of the assessment of question 2 of Response to Tender Questions.

Table 2: Rates and contributions by grades

Seniority	A. Daily rate in pounds	Expected % average contribution expressed as a decimal figure
[insert grade]	£	
[insert grade]	£	
[insert grade]	£	
[insert grade]	£	
[insert grade]	£	

- The expected percentage average contribution of each grade of officer must total 100 per cent. Bidders should reflect their own structure of seniority when completing the table. Rates and contributions must be offered for the following broad levels of seniority in order to ensure that the SSRO has access to appropriate levels of expertise;
  - Junior advisor;
  - Senior advisor;
  - Director; and
  - Partner.

### Example showing grades and contributions (for guidance only)

Seniority	A. Hourly rate in pounds	Expected % average contribution expressed as a decimal figure
Junior analyst/advisor	£	0.2
Analyst/advisor	£	0.4
Senior analyst/advisor	£	0.2
Director	£	0.1
Partner	£	0.1
		1.0