**Annex A:**

**Pricing Schedule**

*Instruction: Please complete this annex and include it as a separate attachment to your submission.*

*Please complete multiple versions of this if your submission includes variations or options.*

Please do not include pricing information anywhere else in your tender submission.

**Part A – Staff/project team charges**

|  |  |
| --- | --- |
| Set up Costs – please specify    |   |
|   |   |
| Expenses    |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*Grade/level of staff**  | **Daily rate** **(ex VAT)**   | **No. days offered over course of contract**   | **Tasks to be undertaken on this project**  | **Total price offered per staff member (ex VAT)**   |
|   | £  |   |   | **£**  |
|   | £  |   |   | **£**  |
|   | £  |   |   | **£**  |
|   | £  |   |   | **£**  |
|   | £  |   |   | **£**  |
| **Sub-total**  |   | **£**  |

[\*Suppliers should also include sub-contractors]

**Part B – Non-staff/project team charges**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **No. of items**  | **Price per item** **(ex VAT)**  | **Total price offered (ex VAT)**   |
|   |   | £  | £  |
|   |   | £  | £  |
|   |   | £  | £  |
|   |   | £  | £  |
|   |   | £  | £  |
| **Sub-total**  | **£**  |

**Part C – Sub-contractor charges**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **No. of items**  | **Price per item** **(ex VAT)**  | **Total price offered (ex VAT)**   |
|   |   | £  | £  |
|   |   | £  | £  |
|   |   | £  | £  |
|   |   | £  | £  |
|   |   | £  | £  |
| **Sub-total**  | **£**  |

**Part D – Full price offered**

|  |  |
| --- | --- |
| **Sub-total (Part A + Part B + Part C)**  | **£**  |
| **TOTAL (Sub-total excluding VAT)**  | **£**  |

**Invoicing Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity**  | **Date of Invoice**  | **Price (£)**  | **VAT**  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| Total  |   |   |