**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 | |  |  |