Preparation of landscape-led design principles and guidance for new reservoirs and associated infrastructure (ref. RDP)

Please complete Table 1 (overleaf), to show a breakdown of your cost per output or unit of time (i.e. ‘rates’), the number of days / hours for each output, and the total cost for each output required to deliver the output. You may insert additional output lines if required.

Please state the total overall cost for this requirement. Prices should be inclusive of VAT.

Table 1: Commercial Response (to be completed by Supplier)

|  |  |  |  |
| --- | --- | --- | --- |
| Descriptions of outputs | Cost per output  / or cost per hour / day (i.e. rate) | No of outputs/ hours / days | Total cost per output |
| Task 1:  Water company and relevant industry bodies engagement |  |  | £ |
| Task 2:  Report - produced and illustrated as set out in paragraph 2.1 of the RFQ |  |  | £ |
| Task 3:  Presentation - Webinar |  |  | £ |
| Meetings: |  |  |  |
| Steering group meetings (inception; progress; presentation of draft report) |  |  | £ |
| Fortnightly updates (email or phone) |  |  | £ |
| Workshops / meetings with water companies and relevant industry bodies (including one face to face) |  |  | £ |
| Consultative group meetings (3 no. in total) |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Total Costs | | | £ |
| Expenses or other costs (please detail type, e.g. travel, consumables | | | £ |
| Discounts applied (please detail) | | | £ |
| Total Overall Cost | | | £ |

NOTE: Please submit this document in Word and .pdf format.