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

Please state the total overall cost for this requirement. Prices should exclude VAT.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Descriptions of Tasks and / or Products | Cost per product  / or Cost per Hour / Day (i.e. rate) | No of products / Hours / Days | Total Cost per Task |
| 1a - Facilitate design meeting(s) |  |  | £ |
| 1b - Produce draft structure for SONC report |  |  | £ |
| 2a - Facilitate internal workshop(s) |  |  | £ |
| 2b - Produce key message lists |  |  | £ |
| 3a - Scope and mock-up additional communications materials |  |  | £ |
| 3b - Agree list of additional communications materials |  |  | £ |
| 4a - Produce final report |  |  | £ |
| 4b - Produce final additional communication and engagement materials |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Total Costs | | | £ |
| Expenses or other costs (please detail type, e.g. travel, consumables | | | £ |
| Discounts applied (please detail) | | | £ |
| Total Overall Cost | | | £ |