

# UK Shared Business Services **[Requirement Title]** Quotation Request – Appendix B

## Framework Details

Title:	Energy and Climate Change Behavioural Science Framework
Reference:	PS21172
Framework End Date:	<b>29<sup>th</sup> November 2024</b>

## Call-Off Contract Details

Call-Off Contract Reference:	<b>[Insert Call-Off Reference Number]</b>
Date of Issue:	
Date of Return:	

UK Shared Business Services (UK SBS) on behalf of The Department for Business, Energy and Industrial Strategy (BEIS) invites you to submit a quotation for the services as outlined below.

## Requirement

Please see below full details of our requirement:

[Provide a full description of the services required, ensuring that you have covered all mandatory elements / deadline dates / GDPR information / any criteria that you need to ensure is met.]

Please return your quotation to [Professionalservices@uksbs.co.uk](mailto:Professionalservices@uksbs.co.uk) by **[Time, Day, Date, Year]**.

Any questions or correspondence regarding this Quotation request should be directed to **[Buyer's Name]** via [Professionalservices@uksbs.co.uk](mailto:Professionalservices@uksbs.co.uk)

## Supplier Response – Annex B

### Timescales

The timescales of this Project are:

Start date:	
End date:	

Please confirm that you are able to complete by the timescales detailed above: **Yes / No (Please delete as appropriate).**

***Please note that the timescales for completion are mandatory, should you be unable to complete by the end date, we will be unable to award this project to you and will move to the next ranked Supplier on the Framework.***

### Price

Please confirm your Firm and Fixed price for completion of this project (you are required to ensure that your rates do not exceed the maximum rates submitted for the Framework):

***N.B. This should include all costs relating to the projects as well as Travel, Subsistence Overhead costs and any discounted savings provided. (For clarity, only the figure quoted will be accepted as firm and final):***

Firm and Fixed Price:	<b>£ [Supplier to confirm]</b>
Savings against schedule of standard rates (please include a breakdown):	<b>£</b>

Please confirm that in addition to providing your firm and fixed price above, that you have also attached a breakdown of the Staff to deliver, hours and rates applicable (so these can be cross referenced with the Framework rates)

Breakdown of staff to deliver, hours and rates provided with quotation response:	<b>[Yes / No] please delete as appropriate</b>
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### Special Clause(s)

*Where special contract clauses are required for an individual Call-Off Contract these will be provided here. Please note that if utilised, a special contract clause agreement will be mandatory and therefore should the Supplier be unable to accept (unless there is a legal, statutory or regulatory justification), we will be unable to award this project to you and will move to the next ranked Supplier on the Framework.*

[Insert clause]

Please confirm your acceptance to the special clause:	<b>[Yes / No / No with justification] please delete as appropriate</b>
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### Supplier Signature

Supplier Name:	
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Signature	
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