Attachment 8 - Pricing Schedule

1. **GENERAL INSTRUCTIONS**
2. The rates contained within the Pricing Schedule are, unless otherwise expressly agreed between the parties, firm.
3. The rates agreed shall be deemed to include complete provision for full compliance with the requirements of the Contract.
4. The rates entered in the Pricing Schedule shall include all travel and subsistence costs.

Expenses will only be approved if supported by original receipts.

1. The Authority will only pay for expenses claimed that are in line with the Department’s guidelines for expenses.
2. The Authority will only make payment for overnight stays that have been authorised beforehand in writing by the Authority’s Representative.
3. The rates exclude VAT.
4. Original receipts will need to be provided for all expenses.

**2. PRICING SCHEDULE**

**ROUTINE (EXPECTED) AVERAGE MONTHLY COSTS**

Table 1 - Routine (Expected) Average Monthly Costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice Code** | **Description of work to be undertaken** | **Estimated average number of hours per month** | **Forecast cost per month** |
| **DOH 1** | **Safety Reviews and Periodic Safety update Report (PSUR)** |  | **£\*** |
| **DOH 2** | **Compliance and Inspection related** |  | **£** |
| **DOH 3** | **Weekly Literature Searches** |  | **£** |
| **DOH 4** | **Case Handling / Safety Database** |  | **£** |
| **DOH 5** | **Enquiry Handling** |  | **£** |
| **DOH 6** | **Administration** |  |  |
| **DOH 7** | **Pharmacovigilance System Master File (PSMF) Production and Maintenance** |  | **£** |
| **Total** | | |  |

\* we assume that no PSUR Submissions shall be required until 2025 according to current advice.

**SERVICE DELIVERY COSTS**

The following hourly rates will apply for the period of contractual period October 2017 to September 2019 - the remaining 6 month period shall be confirmed in writing prior to the contract variation being issued.

The following rates would apply to any ad hoc or unexpected work required to ensure legal compliance or if instructed by the Department.

Table 2 - Service Delivery Costs

|  |  |
| --- | --- |
| **Service Delivery Cost** | **Cost per Hour (ex vat)**  **October 2017 - September 2019** |
| **Technical** | **£** |
| **Advisor** | **£** |
| **Administrator** | **£** |