

**Please ensure that you DO NOT alter this spreadsheet. Any alterations may result in your Pricing being disqualified.**



<b>SOURCING REFERENCE:</b>	PS21271
<b>SOURCING DOCUMENT TITLE:</b>	Access to Sector-specific Communications Expertise for the Smart Sustainable Plastic Packaging Challenge
<b>BIDDER NAME</b>	
Please complete the shaded yellow sections only.	

Please note that the staff costs in section 1 cell C21 should equal the staff costs outlined in section 2. Section 2 provides further detail around the project team and the distribution of staff days.

The figure used for evaluation is the total Cost (ex VAT) provided in Section 1 (cell D26). The total cost is the total staff costs (ex VAT) and the total Travel and Subsistence, Overhead costs, cost of production of materials and any/all costs associated with the delivery of the project (ex VAT).

## Section 1: Total Project Costs (Summary)

Objective	Number of Days	Total Staff Cost Per Objective (ex VAT)	Total Cost (Ex VAT)
1. Research	0	£	-
2. Data Collection/Compilation	0	£	-
3. Drafting	0	£	-
4. Analysis	0	£	-
5. Project management	0	£	-
6. Meetings	0	£	-
7. Other Costs	0	£	-
<b>TOTAL</b>	<b>0</b>	<b>£</b>	<b>-</b>

Optional Deliverables	Number of Days	Total Staff Cost Per Objective (ex VAT)	Total Cost (Ex VAT)
1. Development of engagement and communication plans and Ad hoc tasks	0	£ -	£ -

Total Cost Excluding VAT	£	-
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## Section 2: Total Staff Costs (Please complete)

[illegible]**TOTAL STAFF COSTS**

**Notes:**  
Day rate is for 8 hr day.  
Half day rate is for 4 hrs.