

AW5.2 Price Schedule for Professional Services

SOURCING REFERENCE:	PS16026
SOURCING DOCUMENT TITLE:	ACAS SEO Web Content and Social Media
BIDDER NAME	[Bidder to add name]

Please note that the staff costs in section 1 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.
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).

Please complete the shaded yellow sections only

Section 1

Requirements	Number of Days	Fixed Cost (ex VAT)	VAT	costs, cost of production of materials and any/all costs associated with the delivery of the project.	Total Cost (Inc VAT)	Comments
1. Strategy - Strategic Advice		£ -	£ -	£ -	£ -	
2. Content Production		£ -	£ -	£ -	£ -	
3. Social Media Content		£ -	£ -	£ -	£ -	
4. Account Management		£ -	£ -	£ -	£ -	
5. Measurement, Analytics & Evaluation		£ -	£ -	£ -	£ -	
6. Other - Please provide comments		£ -	£ -	£ -	£ -	
TOTAL FIXED PRICE		£ -	£ -		£ -	

Name of Staff Member	Job Title (Please select from the dropdown options)	Contract Rate/Fees excluding VAT (£/Day)	Requirement	Number of Days	Total Cost (ex VAT)	VAT	Total Cost (Inc VAT)
	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
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	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
	Job Title	£ -			£ -	£ -	£ -
TOTAL FIXED PRICE					£ -	0.00	£ -

Section 2

Please complete the shaded yellow sections only

<u>Objective</u>	<u>Financial Year 1 (Fixed Cost ex VAT)</u>	<u>Financial Year 2 (Fixed Cost ex VAT)</u>
1. Run Yearly Validation	£ -	£ -

<u>Fixed Cost Financial Years 1 & 2 (ex VAT)</u>	<u>VAT</u>	<u>Total Cost (Inc. VAT)</u>
£ -	£ -	£ -

All prices are firm and fixed and include person fees, travel and subsistence costs, overheads and cost of any materials produced.
All prices are exclusive of VAT