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TENDER DOCUMENTATION

Appendix 10

Bidders Pricing Response

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| **Prison Resettlement Service** |

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| Contract Price  |

The price offered by the Applicant in this Volume shall be firm and fixed for the period as stated for the duration of the Contract. Any percentage discounts that may be applied must be detailed in the same. Price variation during the term of Contract will be by negotiation only via formal performance review meetings. Any price variations will not take effect until they have been mutually agreed by both Authority and Applicant and the former receives confirmation in writing from the latter.

All prices submitted shall be in pounds sterling and shall be exclusive of Value Added Tax (VAT).

The Applicant’s price will be evaluated in accordance with the criteria and weightings as set out in the tender instruction letter.

Applicants with the lowest price will score maximum marks (worth 30%) out of a possible one hundred (100) and Applicants submitting higher prices will be awarded marks proportionate to their distance from the lowest price.

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| Pricing Schedule |
|  | **Cost per** **Quarter** | **Year 1****(April 17 – Apr 18****Total Costs** | **Year 2****(April 18 – Apr 19****Total Costs** |
| Direct service management (salaries, pension, NI) |  |  |  |
| Direct support staff (salaries, pension, NI) |  |  |  |
| Locum staff (only applies where sickness or annual leave are covered) |  |  |  |
| Training (for direct support staff only) |  |  |  |
| Travel (for direct support staff only) |  |  |  |
| Mobile phone (for direct support staff only) |  |  |  |
| Materials (printing, information technology, etc.) |  |  |  |
| Accommodation costs (for direct support staff only |  |  |  |
| Other direct support costs – please explain below |  |  |  |
| Indirect costs attributable to the Contract – please explain below |  |  |  |
| **Total direct cost** |  |  |  |
| **Total indirect costs** |  |  |  |
| **Cumulative Total** |  |  |  |
| If you have identified ‘other direct support costs’ please state what these are |
| Recruitment, postage, literature, DBS checks, payroll |
| If you have identified ‘indirect costs’ please state what these are |
| Central management (inc governance), insurances, accounts and auditing, database, annual report, website, subscriptions |

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| Price Review Framework |

# Price Validity Period

Prices will remain valid and firm for the 24 month contract period.

# Price Review Proposals

The Authority does not expect the Applicant to apply for any price increases throughout the life of this Contract and would conversely look to explore ways of reducing costs throughout its duration through a series of joint service review meetings. The Applicant’s signature below will be assumed to be an acceptance of this condition. Applicant’s whose price review proposal differs from the Authority’s expectations under this 3.2 Price Review Proposals must state their proposal below.

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| --- |
| Price Review Proposal if different from above: n/a |

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|  3.3 Pricing Schedule Declaration |

I / We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

|  |  |
| --- | --- |
| Signed\*:  | Date: |
| Name *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| Organisation name and postal address:  |
| Telephone No: | Fax No:  |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).* |