

Politics and civil affairs services

Appendix 3: Pricing Schedule

[Name of Bidder]

Pricing Schedule

## Fixed Price

* + 1. Price forms 30% of the overall award criteria.
    2. Please state a fixed price (excluding VAT) in Table 1 for delivery of the service requirement set out in the Specification (Appendix 1) for the entire contract period.

Table 1: Bid price

|  |  |
| --- | --- |
| **Bid price in £ excluding VAT** | **£** |

## Pricing notes to bidders

* + 1. The fixed price set out in table 1 must be inclusive of all disbursements. The SSRO expects the contractor’s appointed personnel will be able to deliver the services from their office or remotely.
    2. Bidders are strongly advised to check all figures and arithmetical calculations before submitting their Tender. The SSRO will not allow bidders to amend their pricing after the deadline. If the tender is accepted the supplier will not be entitled to claim, and the SSRO will not allow, any increase in the price, including any inflationary uplifts.
    3. The SSRO will investigate bids where the price appears to be abnormally low. If the bidder cannot provide substantial reasons for the low prices (which may include justifying the sustainability of the bid over the life of the contract), then the SSRO may reject the Tender.
    4. The tender must be based on prices which exclude Value Added Tax. This tax, if applicable, will be paid by the SSRO as an addition at the appropriate rate on the invoices when submitted.
    5. Please refer to the ITT for further details, including the guidance on evaluation methodology.