

**PROCUREMENT FOR THE PROVISION OF FIELDWORK TO SUPPORT QUALITATIVE
RESEARCH WITH CHILDREN AND YOUNG PEOPLE IN CUSTODY**

IICSA: 1145

Invitation to Tender (ITT) - ANNEX C: PRICE SCHEDULE

(To be completed by the Tenderer)

General Instructions for Tenderers

Tenderers must insert the name of the tendering organisation in the designated box at the end of this document.

Tenderers must enter the required price detail in each of the Tables shown below.

Tenderers must note that **ONLY** the prices detailed in this Pricing Schedule, ITT Annex C will be accepted as their tender bid price.

Tenderers may add additional rows to table 2 and 3 as required.

All prices contained in this Schedule should be quoted exclusive of VAT and state whether VAT will be charged.

Tenderers should use Table 1 to indicate the costs associated with undertaking the Contract.

Costs shall be paid within 30 days after the receipt of a fully itemised invoice at the completion of each milestone as outlined in Annex A.

Price Weighting and Evaluation

The total weighting allocated to Price is 25%. The cost entered in table 1 only will form the evaluation

Tenderers are required to complete Tables 1, 2 and 3, by proposing a firm price with payments split according to the percentages allocated for each of the milestones as outlined in Annex A

Where this Annex C or Annex A refers to the requirement output of up to 45 depth interviews, the supplier should price based on the maximum number required. Actual figures are to be determined during the inception meeting with the Authority.

The cost will therefore be reduced, in line with tables 2 and 3, depending on the number of

interviews required/undertaken.

Table 1

Tender Price ex. VAT

Milestone	Milestone Activity	Percentage allocation to of tender costs	Key Staff allocated to the milestone	Description of non-staff costs	Total Cost (£)
1	Inception meeting and review of research materials and two ethics applications pre-submission. First supervision session.				£
2	Conduct of fieldwork in Site 1 Second supervision session				£
3	Conduct of fieldwork in Site 2 Third supervision session				£
4	Conduct of fieldwork in Site 3 Fourth supervision session				£
5	Conduct of fifth and sixth supervision session				£
TOTAL COST					£

Table 2

Breakdown of non-staff costs

Description of non-staff costs	Cost
Please itemise	£
Please itemise	£
Etc.	£
Total	£

Table 3

Grade and daily rates of staff allocated to the project
(note: these rates are not in addition to the costs in Table 1)

Grade of staff	Daily rate
Please list	£
Please list	£
Etc	£

Travel and Accommodation

No travel or accommodation expenses will be paid for venues in London, and reasonable pre-agreed travel and accommodation expenses will be paid in addition for out of London hearing venues. Travel and accommodation will be payable at the rates shown in Annex D of this ITT and should be excluded from the columns below relating to Non-Staff Costs. Travel and accommodation must be approved by the Inquiry in advance of any bookings.

Name of tenderer:
