

## **APPENDIX F**

### **PROPOSAL REPLY FORM: Pricing Schedule**

- 1.1 Respondents should read these instructions carefully before completing the Pricing Schedule.
- 1.2 You are responsible for ensuring the correctness and sufficiency of the rates and prices stated in your quotation, which shall, except insofar as is specifically provided in the Terms and Conditions, cover all obligations under the Contract. No claim for additional payment shall be allowed on the grounds of misunderstanding, alleged misrepresentation or lack of knowledge or other requirement.
- 1.3 Respondents must make themselves familiar with the project brief before completing the Pricing Schedule.
- 1.4 Prices submitted must be net and remain fixed and firm for a period of 12 months from the commencement date.

All prices and fees quoted must be fixed and firm and **exclusive** of Value Added Tax.

**Please submit your best and final offer, the council is unable to negotiate following the submission of bids.**

### **Pricing Basis & Terms of Payment**

1. All prices and fees quoted must be fixed and firm and **exclusive** of Value Added Tax.
2. Payment will be made following the receipt of a correct and valid invoice.
3. No interest charges will accumulate on invoices under dispute.
4. All invoices should include a description of the services delivered, the net and VAT sums of the charges together with the VAT registration number, and quote the council's official purchase order number, which will be issued upon award.