

SOURCING REFERENCE:	PS16217
SOURCING DOCUMENT TITLE:	Supply of Queen's Awards for Enterprise Winners Trophies
BIDDER NAME	[Bidder to add name]

Please complete the shaded yellow sections only

Section 1:

Fixed Cost for Creative Concept of Trophy, applicable to the initial contract duration of one year ONLY

Bidder Guidance

Cell H31 shall be used for evaluation purposes.

All prices are firm and fixed and are exclusive of VAT.

Please be advised that the evaluation is based on providing 200 trophies. This is a realistic ESTIMATE for the volume of trophies required for the initial contract duration of one year, this could fluctuate however the volume will be confirmed on announcement of the winners on 21st April of each year.

If the option to extend is utilised, the cost per trophy shall remain fixed for the full duration of the contract to include all extensions.

Objective	Job Title	Number of Days	Fixed Day Rate (ex VAT)	Fixed Staff Cost (ex VAT)	Fixed Non Staff Cost (ex VAT), to include ALL travel and subsistence (If applicable please detail in the notes and comments section)	Total Cost (ex VAT)	Notes and Comments
1. Design, development and finalisation of Trophy concept			£ -	£ -	£ -	£ -	
			£ -				
			£ -				
			£ -				
			£ -				
			£ -				
			£ -				
			£ -				

Section 2:

Cost per Trophy (To include presentation box and courier delivery and packaging). This shall remain fixed for the full duration of the contract to include any extension.

Requirement	Quantity of Units	List Price (ex VAT)	Discounted Price (ex VAT)	Total Price (ex VAT)	Notes and Comments
Engraved Trophy	200	£ -	£ -	£ -	
Presentation Box	200	£ -	£ -	£ -	
Fixed courier delivery cost to any UK Lieutenancy Office and companies in greater London.	200	£ -	£ -	£ -	

Fixed cost - This will be the figure used for evaluation

£

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