# Commercial Response Template

Please complete Table 1 below to show a breakdown of your cost per product or unit of time (i.e., ‘rates’), the number of days/hours for each task, and the total cost for each task required to deliver this requirement. You may insert additional task lines if required.

Please state the total overall cost for this requirement. Prices should **exclude VAT**.

**Table 1**. Commercial Response (to be completed by the Supplier).

|  |  |  |  |
| --- | --- | --- | --- |
| Description of task(s) | Cost per hour/day (i.e., rate) | No. hours/days | Total cost per task |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Total costs | | | **£** |
| Expenses or other costs (please detail e.g., travel, consumables) | | | **£** |
| Discounts applied (please detail) | | | **£** |
| Total overall cost | | | **£** |