

**Security and information Risk Advisor (SIRA) services**

Appendix 3: Pricing Schedule

[Name of Bidder]

Pricing Schedule

Please complete Table 1 which must contain the fixed day rate for each the required competency levels.

**Table 1: Day rates**

|  |  |  |
| --- | --- | --- |
| Please complete the day rates in this table | | |
| **Competency Level** | **Day Rate** | **Weighting (50%)** |
| Lead Practitioner | £ | 10% |
| Senior Practitioner | £ | 40% |

## The rates evaluated are those to be inserted in the “Day Rate” column in Table 1 and designated as either Lead Practitioner or Senior Practitioner.

## Bidders must quote on a fixed day rate basis for each competency level.

## The day rates are to include all disbursements, including travel and subsistence when commuting to the SSRO’s offices. The SSRO estimates that half of the services can be delivered remotely or from the contractor’s site, with the other half delivered from the SSRO’s offices with occasional visits to the offices of the MOD DAIS or DefCARS supplier.

## A “day” in the context of the rate submitted shall equate to 7.5 hours of service delivery. For the purposes of calculating payment under clause 6 of the Terms and Conditions, the day rate shall be apportioned on a pro-rata basis for any part of a day. Time spent travelling to the SSRO’s offices shall not be charged and does not form part of the day rate.

## 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 rates or price.

## The SSRO reserves the right to reject a bidder whose rates appear to be unreasonably distributed between the personnel. This would cover, for example, a bid which offers a price which is disproportionately low for a high-weighted competency level and high for a low-weighted competency level.

## 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.

## 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.

## Please refer to the ITT for further details, including the guidance on evaluation methodology.