

Guidance to bidders:

1. Please refer to specification for a detailed description of the requirements
2. This pricing schedule reflects pricing for a 12 month period. Please note that the maximum value of the initial year 1 contract is £150,000 excl VAT including options. Any bid received in excess of this maximum value will be deemed an over bid and will subsequently not be evaluated.
3. Table 2 Bidder day rates prices will be fixed and firm for a period of 2 years from contract start
4. This is a scenario based price schedule. It is based on 86.5 days' assumed effort which may be split between the activities in the 'Activity Description' column of table 1. If you add or amend the activity descriptions in the 'Activity Description' column please ensure that the total number of days in column G remains at the total 86.5 days allocated between each of the 3 core requirements as follows: Core Requirement 1 = 71 days, Core Requirement 2 = 10 days, Core Requirement 3 = 5.5 days.
5. The total price in column H will be used for evaluation purposes only. The total price is calculated on the assumed number of total days required.
6. The assumptions used in table 1 are those which have been defined in the specification. Assumptions are subject to change by the contracting authority. (These will be calculated in accordance with the provided staff rates and T&S information provided- see note 8)
7. For itemised pricing of activity descriptions please provide explanation of anticipated resource allocation to include distribution of workload between team member job titles. Please populate the job title of the team member who will be assigned to each activity in the notes and comments so that activity prices can be correlated with the rate card.
8. The breakdown of rates on Table 2 shall be used as a method of calculation for any additional services which fall within the scope of the project and will also constitute the rates applied to year 2 requirements on a rates multiplied by effort basis. These rates will also be applied to year 1 & 2 services on a rates multiplied by effort basis. Please state the AWE2 quantity for each day rate prices are firm and fixed, and should include on the total day rates cost plus overhead costs, cost of production of materials and any all costs. Please note that the day rates provided plus 2.45% on the total price in column H will be used to determine the maximum value of the contract, should your bid be successful. All prices exclusive of VAT
9. Travel, Subsistence and Expenses costs shall be clearly stated and must be agreed with the successful bidder in line with the UKSA T&S policy, as referred to within the section 4

TOTAL	Total days	86.5	Total price	£	-
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Table 3: - Optional Work Packages

100% 90% 80% 70% 60% 50% 40% 30% 20% 10% 0%

TOTAL	Total days	0	0	-
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