

Schedule 2 (Schedule of Requirements) Cost Breakdown

Cost Breakdown

1. (REDACTED). A full breakdown of cost information drawn from your submission is required and is a mandatory requirement and failure to provide the information will deem your bid non-compliant and you will not proceed in the evaluation process.
2. Your Tender must provide a cost breakdown that clearly indicates the way in which the proposed costs for the work described have been derived.
3. Your cost breakdown must be constructed to enable the Authority to understand the relationship between the costs you have provided and the Contract Terms and Conditions. Any assumptions and dependencies that have a bearing on the allocation of commercial risk must be detailed.
4. Your cost breakdown should indicate the amounts quoted for each of the main cost types broken down by cost Centre / department / division.
5. Your Tender must provide the following detail:
 - a. the direct costs associated with each hourly rate. In this respect, a direct cost is one that can be completely attributed to the delivery of the work package concerned, including materials costs, labour costs, sub-contract costs, other direct costs and any capital costs relating to expenditure on special to type equipment. You must also include spend profiles for labour and materials broken down by Financial Year;
 - b. the direct labour hours used to estimate the cost of each work package, broken down by band / grade and indicating the charging rates applied. Where applied, the annual utilisation rates used to derive the direct labour hour estimates. Any annual escalation applied to the rates must be detailed separately and the rationale provided;
 - c. any overhead and / or indirect costs relating to the general conduct of your business and which have been attributed to each work package. You must provide the methodology used to attribute indirect costs to work packages, if not already provided.
6. The format of the breakdown needs to clearly define the cost breakdown and you must provide evidence of how you have produced your hourly rates
7. An attachment to DSP providing the above information is required and can be provided in MS Word or PDF format along with supporting MS Excel documents and must be clearly identified as follows:

SUBMISSION Of PRICING Cost Breakdown Schedule 2 (Schedule of Requirements)