****

**All prices should be Exclusive of VAT**

**Part A – Staff/project team charges** *(excluding data collection and survey work package to be detailed in Part C and D)*

Please use the table below to provide a breakdown of staff charges for each of the indicative work packages not involving data collection outlined in Section 5 of the Specification – these are WP1, WP2, WP3, WP4, WP6, and WP7. This should not include the work outlined in indicative WP5, instead Parts C and D should be used for pricing this work package.

For non-staff/project team charges related to the non-data collection work packages please use Part B below.

If you have proposed an alternative work package breakdown please make sure work package referencing in this table is consistent with the work packages proposed in your bid.

|  |  |
| --- | --- |
| Set up Costs – please specify  |  |
|  |
| Expenses *(excluding survey related expenses) – please list* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package** | **\*Staff member name/role**  | **Daily rate** **(ex VAT)** | **No. days offered over course of contract** | **Total price offered per staff member for work package** |
| WP1 |  | £ |  | £ |
| WP1 |  | £ |  | £ |
| ***WP1*** | ***Work Package Sub-total***  | **£** |
| WP2 |  | £ |  | £ |
| WP2 |  | £ |  | £ |
| ***WP2*** | ***Work Package Sub-total***  | **£** |
| WP3 |  | £ |  | £ |
| WP3 |  | £ |  | £ |
| ***WP3*** | ***Work Package Sub-total*** | ***£*** |
| WP4 |  | £ |  | £ |
| WP4 |  | £ |  | £ |
| ***WP4*** | ***Work Package Sub-total*** | ***£*** |
| WP6 |  | £ |  | £ |
| WP6 |  | £ |  | £ |
| ***WP6*** | ***Work Package Sub-total*** | ***£*** |
| WP7 |  | £ |  | £ |
| WP7 |  | £ |  | £ |
| ***WP7*** | ***Work Package Sub-total*** | ***£*** |
|  | **Sub-total (Part A - all work packages above)** | **£** |

[\*Suppliers should also include sub-contractors]

**Part B – Non-staff/project team charges** *(excluding data collection & surveys to be detailed in Part C and D)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package** | **Item** | **No. of items** | **Price per item** **(ex VAT)** | **Total price offered per item in work package** |
| WP1 |  |  | £ | £ |
| WP1 |  |  | £ | £ |
| ***WP1*** | ***Work Package Sub-total***  | **£** |
| WP2 |  |  | £ | £ |
| WP2 |  |  | £ | £ |
| ***WP2*** | ***Work Package Sub-total***  | **£** |
| WP3 |  |  | £ | £ |
| WP3 |  |  | £ | £ |
| ***WP3*** | ***Work Package Sub-total*** | ***£*** |
| WP4 |  |  | £ | £ |
| WP4 |  |  | £ | £ |
| ***WP4*** | ***Work Package Sub-total*** | ***£*** |
| WP6 |  |  | £ | £ |
| WP6 |  |  | £ | £ |
| ***WP6*** | ***Work Package Sub-total*** | ***£*** |
| WP7 |  |  | £ | £ |
| WP7 |  |  | £ | £ |
| ***WP7*** | ***Work Package Sub-total*** | ***£*** |
|  | **Sub-total (Part B - all work packages above)** | **£** |

**Part C – Non-Domestic Data Collection & Survey Costs** *(Indicative Work Package 5 or equivalent)*

Please complete this for each non-domestic sector identified in the specification scope. Should the survey costs be the same across all sectors this section can be completed with a single line with ‘All’ in the sector column to make clear that this is the total across all sectors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sector** | **Survey overhead costs1**  | **No. of surveys proposed** | **Price per survey** **(ex VAT)** | **Total price per sector** |
| Agriculture | £ |  | £ | £ |
| Arts and Leisure | £ |  | £ | £ |
| Commercial | £ |  | £ | £ |
| Community | £ |  | £ | £ |
| Education | £ |  | £ | £ |
| Emergency | £ |  | £ | £ |
| Excluded | £ |  | £ | £ |
| Factory | £ |  | £ | £ |
| Health | £ |  | £ | £ |
| Hospitality | £ |  | £ | £ |
| Miscellaneous | £ |  | £ | £ |
| MoD | £ |  | £ | £ |
| Office | £ |  | £ | £ |
| Shop | £ |  | £ | £ |
| Sport | £ |  | £ | £ |
| Transport | £ |  | £ | £ |
| Utilities | £ |  | £ | £ |
| Warehouse | £ |  | £ | £ |
| Other data collection costs\* *(itemise in table below)* | - | - | - |  |
| **Sub-total (Part C)** |  |  | **£** |

1This would include for example any IT infrastructure used for collecting and storage of responses, survey administration costs, but not any other data collection or access costs or processing of results and data engineering which should be accounted for in the table below or Parts D below respectively

*Detail of Other Data Collection Costs*

Use this table for additional breakdown of other data collection costs. The total sum of itemised costs in this table must match the value in the“Other data collection costs” row above. Don’t add the total of this table into the overall bid total below (Part E) as it is counted in the sub-total for Part C above.This table is purely for providing additional detail on the breakdown of other detailed costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sector** | **Item Description** | **No. Of Items** *(if applicable)* | **Item Unit Cost** | **Total price offered per item** |
|  |  |  | £ | £ |
|  |  |  | £ | £ |
|  |  |  | £ | £ |
|  |  |  | £ | £ |
|  |  |  | £ | £ |
|  |  |  | £ | £ |

**Part D – Staff/team member charges for Non-Domestic Data Processing & Engineering** *(Indicative Work Package 5 or equivalent)*

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Staff member name/role**  | **Daily rate** **(ex VAT)** | **No. days offered over course of contract** | **Total price offered per staff member for work package** |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
| **Sub-total (Part D)** | **£** |

**Part E – Full price offered**

|  |  |
| --- | --- |
| **Sub-total (Part A + Part B + Part C + Part D)** | **£** |
| **VAT** | **£** |
| **TOTAL (Sub-total + VAT)** | **£** |