

Tenderers are required to input their pricing (in £) in the 2 green boxes in the worksheet. The Tender Sum Total, which will be used in the evaluation will be calculated automatically and is shown in the yellow box.

NOTE : The number and duration of interview minutes for the optional requirement are BEST ESTIMATES only for evaluation purposes.

Overall Weighting for Price: 30%

				Year 1 - 1 September 2020 to 31 July 2021	
				Fixed price to deliver entire requirement (£)	
Item 1	Base Requirement - Scottish ESS (based on UK ESS)				
			Estimated number of additional interview minutes required	Price Per additional minute (£) (including all associated costs)	Estimated total Cost of Optional Requirement to be used for evaluation
Item 2	Optional Requirement - additional questions		5		
Tender Sum total to be used for price evaluation					

***Note 1:** Tenderers should include a unit cost per additional interview minute in their financial proposals. This should encompass all costs associated with delivering an additional minute in the survey – e.g. designing and piloting the questions, the additional fieldwork (i.e. asking the additional questions to the full sample), analysis, QA, additional project management etc.

*Note: 2 The Total Fixed Price will form the basis of the commercial evaluation of Tenderers' proposals. The 'Total Firm Price' will taken forward to the Technical/Commercial calculation which will identify the preferred Tenderer.

*Note: 3 Tenderers must also provide a breakdown of the staff costs and applicable overheads involved in providing the Base Requirement ESS services:

Breakdown of Costs - for information purposes

Table 1 - Price for Staff Costs

Personnel	Grade/Job Role	Days/Hours Input	Activity	Hourly Rate £
Total Price for Staff Costs (excl. VAT)				£0.00

Table 2 – Other Activities and Costs Related to the Delivery of Service

Activity	Day Rate	Price £ (Ex VAT)		
Total Price for Other Activities and Costs related to Delivery of Service (excl. VAT)		£0.00	Overall Base Fixed Price Requirement	£0.00

Table 3 – Optional Requirement - Additional Question - Costs including all associated costs related to the Delivery of Service

Personnel	Grade/Job Role	Days/Hours Input	Activity	Hourly Rate £

***Note:** Tenderers may adjust Table 3 to equate the Costs associated for an Additional Question(s) to a Price Per Additional Interview Minute