Community Services Directorate

No First Night Out

Pricing Schedule

This document is to be completed in accordance with the Invitation and Instructions for Tendering, and returned via the Tender Portal, for receipt with all relevant documentation by no later than **noon on Friday 27 October 2017.**

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Pricing Schedule

# INTRODUCTION

This document contains 2 sections:

**SECTION 1 –** Where the tenderer is required to say how much they will charge.

**SECTION 2 –** Where the Council gives details of how payment is to be made.

# SECTION 1 – CHARGES AND RATES

1.1 It is expected that the successful tenderer will begin provision of the service(s) on Wednesday 31 January 2018. The contract is for total period of two years with an option to extend for a further year at the Council’s discretion.

1.2 Indicate the price you would charge the Council for the services, fixed over the two years of the contract and broken down by the various elements. These costs must be exclusive of VAT, which is recoverable by the Council, but inclusive of all other costs and expenses referred to in the Contract.

1.3 The Council supports the establishment of the London Living Wage, set at a level calculated by the Greater London Authority Living Wage Unit to avoid poverty wages being paid in the capital.

1.4 Local authorities have a duty under the Local Government Act 2003 to obtain best value in the procurement of works, services and supplies and to secure continuous improvement in the way they carry out their functions, having regard to a combination of economy, efficiency and effectiveness.

1.5 This means that when procuring contracts, the Council will, on a case by case basis, weigh up the costs of the contract against the benefits of fair employment terms for contractors’ employees and any resulting benefit to the Council.

1.6 For this procurement exercise tenderers are required to submit two sets of rates. One

inclusive of the London Living Wage, the other at the tenderer’s normal rate of pay.

Further information on the London Living Wage can be found at:

http://www.london.gov.uk/mayor/economic\_unit/workstreams/living-wage.jsp

1.7 If organisationally, your staff are remunerated at a rate which is equal to, or above the London Living Wage, as standard, then you may choose to only submit one set of rates. If this is the case then you must state clearly in your response that you are only submitting one set of rates which is inclusive of the London Living Wage. If this is the case, Lewisham Council shall use your submitted price, which is inclusive of the London Living Wage, to evaluate both the inclusive and exclusive price.

1.8 You should note that if the Council award London Living Wage contracts then it will be a contractual requirement that organisations maintain the London Living Wage, year on year, if it is decided that this should increase.

1.9 The hourly rate should be calculated at a rate that includes the London Living Wage/ normal rate of pay as appropriate, pension contribution and all other work benefits.

1.10 For the avoidance of doubt, the No First Night Out is a new service and therefore there are no TUPE implications to consider.

**PRICING SCHEDULE:**

Evaluation of Tenderer’s Financial Proposals will be undertaken based upon the total price over a two-year contract period.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Breakdown** |  |  |  |
| **Initial Mobilisation Costs** | | | |
| **Item (e.g. training, induction etc.)** | | | **Cost** |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
| **Staffing Costs (list position, number of roles and cost)** | | | |
| **Position and number of roles** | **Year 1 Cost** | **Year 2 Cost** | **Year 1+2 Total Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Totals:** | **£** | **£** |  |
| **Any other expected costs including management fees and overheads if applicable** | | | |
| **Cost Item** | **Year 1 Cost** | **Year 2 Cost** | **Year1+2 Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub Totals:** | **£** | **£** |  |
| **Totals:** | **£** | **£** |  |

**SECTION 2 - PAYMENT PROCEDURES**

**2.1 Frequency of payments**

2.2 Payment will take the form of quarterly instalments towards the agreed total price quoted. The Housing Strategy team at the London Borough of Lewisham will raise purchase orders for you to invoice against on a quarterly basis and on receipt of invoice will initiate payment within 28 days.

2.3 **Justification**

The Authorised Officer will require the Provider to justify the Account by giving whatever further details the Authorised Officer thinks fit. The Provider shall at its own expense supply the Council with all information and facilities required by the Authorised Officer for that purpose.

2.4 **Deductions**

Where it appears to the Authorised Officer that the amount claimed in the Account is greater than the value of the Service performed, or where the service provided has not been provided in accordance with the provisions of the Agreement between the Provider and the Council, the Authorised Officer is entitled to decide on the value of the work for which payment is due under the Agreement.

If the Authorised Officer decides that the value of the work is less than that set out in the Account, s/he must write to the Provider setting out the figure which the Authorised Officer has decided is the correct figure and explaining why that figure is less than that set out in the Account.

2.5 **VAT**

Where any deduction is made from the Account under the previous provision, and where the Provider has issued a VAT invoice against the higher figure claimed in the Account, the Provider must cancel that VAT invoice and issue a fresh invoice in the sum decided on by the Authorised Officer.

2.6 **Price Increase**

The fees, charges and rates contained in the Pricing Documents shall be on a fixed price basis for the first three years of the contract. If legislation is passed by the UK Government that will have a material effect on the costs charged by the Provider, then the Council will review the fees, charges and rates applied and agree with the Provider new fees, charges and rates to be applied at the next anniversary of the contract.

2.7 **Disputes**

Any disputes about the payment will be dealt with under the dispute procedure set out in the Agreement.

**Signed for Tenderer:**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Print name in full** | **Position held by each signatory (in the case of a company)** |
|  |  |  |
|  |  |  |
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|  |  |  |

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Full name of organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for correspondence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State whether sole proprietor YES / NO (*delete as appropriate*)

In case of partnership please provide the full names and address of each partner:

|  |  |
| --- | --- |
| **Name** | **Address** |
|  |  |
|  |  |
|  |  |
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