



# Supplier Response Document

## Part H – Price

**Provision of High Support & Training Accommodation for Young People  
age 16-25**

**REFERENCE: DN254611**

**PROCUREMENT PROCEDURE: EU OPEN, Light Touch Regime**

<b>Name of Tenderer:</b>	<<Complete full name of tenderer submitting the information>>	
<b>Deadline for submission:</b> (UK date and time)	<b>DATE:</b>	<b>11<sup>th</sup> May 2017</b>
	<b>TIME:</b>	<b>23:30</b>

<b>Status:</b>	Issued
<b>Version:</b>	1
<b>Date:</b>	07/04/2017

To be completed by the tenderer

## Please confirm the number of Units being offered as part of your Tender Submission:

### Provision of High Support Accommodation for Young People

Minimum Number of Units required: 6

Number of Units offered *:	
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### Provision of Training Supported Accommodation

The maximum number of units you can provide within allocated budget.

Number of Units offered :	
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**\* No additional funds are available if the number of units offered is more than the minimum. Where you do offer more than the minimum this will be reflected in the scoring of the Added Value evaluation criteria.**

### Declaration:

Please confirm you have either;

☐ **Accommodation in place to service the minimum number of units above**

Or

☐ **A commitment to have accommodation in place at the point of implementation.**

# Budget Plan

## Guidance for completion:

Please note this list is not exhaustive.

### Staff Costs

The total cost to the Organisation of members of staff including Managers who will spend some or all of their time on the specified services and work directly for the organisation.

This cost should be broken down line by line and include:

- Staff salaries
- All 'on costs' for these staff (e.g. NI, pension)
- Annual leave and sickness
- Training

Where staff are employed to deliver several different functions, an appropriate apportionment of the cost to this service should be made.

### Premises Costs

- Rent/mortgage
- Council tax/rates
- Electricity/gas/water
- Furniture/IT & Phone Hardware
- Building insurance

### Supplies and Services Costs

The costs specifically related to providing the specified service, for example:

- Stationery and postage
- Insurances
- Telephones/Broadband
- DBS Check fees
- Recruitment costs

### Business Costs

The costs not recorded above which are required to maintain the business such as consultancy, subscriptions, accreditations etc.

### One – Off Costs

These are fixed one-time expenses that may be incurred in order to help deliver the service.

**Providers may wish to refer to the TUPE information when considering the staffing costs.**

**Supplier Name:** .....

<b>Income</b>	<b>£</b>	<b>£</b>
<b>Contract Sum</b>		
<b>Rental Income</b>		
<b>Added Value</b>		
<b>Total Income</b>		

<b>Expenditure</b>	<b>£</b>	<b>£</b>
<b>Staff Costs</b>		
Salaries		
Employers NIC		
Pensions		
Annual leave & Sickness		
Training		
<i>Other Costs Please Specify</i>		
<b>Premises Costs</b>		
Rent/mortgage		
Council tax/rates		
Electricity/gas/water		
Furniture/IT & Phone Hardware		
Building insurance		
<i>Other Costs Please Specify</i>		
<b>Supplies and Services Costs</b>		
Stationery and postage		
Telephones/Broadband		
Insurances		
DBS Check fees		
Recruitment costs		
<i>Other Costs Please Specify</i>		
<i>Other Costs Please Specify</i>		
<b>One off Costs</b>		
<i>Please Specify</i>		
<b>Business Costs</b>		
<i>Please Specify</i>		
<b>Total Expenses</b>		

<b>Surplus / Loss</b>		
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