**SUPPLY & DELIVERY OF BEDFRAMES & MATTRESSES**

**REQUEST FOR PRICE VARIATIONS**

|  |  |
| --- | --- |
| Company Name:  |  |
| Supplier Contact completing this proposal:  |  |
| Telephone Number:  |  |
| E-mail Address:  |  |
| Date of Application: |  |

**PLEASE SUBMIT YOUR COMPLETED** **FORM TO GOSPORT BOROUGH COUNCIL AUTHORISED OFFICER FOR THE CONTRACT**

**PRICE VARIATIONS WILL ONLY BE CONSIDERED ONCE THIS FORM HAS BEEN FULLY COMPLETED WITH SUPPORTING EVIDENCE AND JUSTIFICATION. APPLICATIONS FOR VARIATIONS MADE VIA ANY OTHER MEANS WILL NOT BE CONSIDERED.**

# INTRODUCTION

This form should be used in the event that a supplier/service provider wishes to seek a price variation.

Please consult the guidance given in each of the sections (A-B) that follow which apply depending on whether you are making a proposal to decrease your prices or increase your prices.

Please confirm in the table below what variation your organisation is submitting (please delete as appropriate).

|  |  |  |
| --- | --- | --- |
| Price Decrease | YES/NO | If price decrease complete Section A |
| Price Increase | YES/NO | If there is a price increase please complete Section B |

**In addition to completing the relevant sections above, please ensure you complete Section C (Declaration) in all instances, with name printed, date and signature clearly visible.**

# SECTION A: PRICE DECREASES

This section should be completed if you are proposing to decrease any of your existing prices. You must make clear exactly which products/services the proposed decreases apply to and make clear from what date the decreases will be effective from.

The table below must be completed in full, with as much supporting detail as required provided.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product Description** | **Supplier reference Code** | **Quantity** | **Existing GBC Price to GBC** | **New Price to GBC** | **Cost Difference** | **% Difference** |
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 (Extend and continue table if necessary)

Price decrease effective date: dd/mm/yy

Price decrease firm until date: dd/mm/yy

Please state the reasons for the decrease(s) and please provide supporting evidence to substantiate that the price decrease is sustainable.

# SECTION B: PRICE INCREASES

Below are some guidance notes to support your request for an increase. **The Supplier must note that not all the points listed below will be applicable for the price increase; however you must provide us with as much information as possible so that we are able to ratify the price increase.** Price increase requests that are not supported by sufficient evidence will not be reviewed.

Suppliers are reminded that GBC requires written evidence of the justification for each price review, with at least 3 months’ notice.

The evidence/justification provided must include the following:

1. a breakdown of the profit and cost components that comprise the relevant Price (Section B1);
2. details of the movement in the different identified cost components of the relevant Price (Section B1);
3. reasons for the movement in the different identified cost components of the relevant Price (Section B2); and
4. evidence that the Supplier has attempted to mitigate against the increase in the relevant cost components (Section B3).
5. Confirmation of revised prices (Section B4)

In addition to the above, suppliers should provide the following information in support of their price increase application:

* Any other relevant information to support this request e.g. market reports and index data.

Note: GBC may seek to clarify aspects of the price variation request where insufficient information has been submitted to enable GBC to make a decision in relation to your request. This may impact on the date of your application.**B.1 Please provide a cost and profit breakdown.**

Please complete the cost element table below for the products/services you are proposing to increase the prices for;

Please also indicate in the table below other factors (with evidence supporting any statements) that are contributing to any requests for price increases in relation to the delivery of this product/service:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost component** | **Unit of measurement (UOM)** | **Current price per UOM £ as at DD/MM/YYYY** | **Increased price per UOM £ as at DD/MM/YYYY** | **% difference** | **Total impact £’s per month** | **% of Total Cost** | **% Profit Margin on cost prices** |
| *Diesel cost increase* | *Litre* | *£1.00* | *£1.35* | *35%* | *£350* | *20%* |  |
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(Extend and continue table if necessary)

**B.2 Please explain in the box below your reasons for submitting a price increase**

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| --- |
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Please ensure that you provide supporting evidence in relation to the increase e.g. invoices. Failure to provide sufficient supporting evidence may result in your price increase application being rejected by GBC.

**B.3 Please detail below the mitigating actions your organisation has undertaken to reduce the impact of the price increase**

|  |
| --- |
|  |

**B.4 Using the table below, please list the products that you intend to increase the prices for.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product Name** | **Product Ref Code** | **Current Price** | **New Price** | **Cost Difference £** | **Difference %** | **Evidence Provided YES/NO** |
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 (Extend and continue table if necessary)

Price increase effective date: dd/mm/yy

**B.5 Please detail below anything else in support of your request not already captured in B1 to B4 above.**

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# SECTION C: DECLARATION

**Guidance:**

This declaration must be completed and signed by a Director, Partner or other senior authorised representative in their own name and on behalf of the organisation.

I confirm that all of the information in this request for a variation is a true and accurate account of my organisation’s current circumstances.

NAME ……………………………………………………………………………………………………………..

POSITION ……………………………………………………………………………………………………………..

SIGNATURE ……………………………………………………………………………………………………………..

DATE ……………………………………………………………………………………………………………..