



Working together

Supplier Response Document Part C – Price

Community Learning Project & Partnership
Approved List
Ref: **DN350865**

Name of Tenderer:	<<Complete full name of tenderer submitting the information>>
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To be completed by the tenderer

Project Expenditure

Guidance for completion:

Please complete your breakdown of the Project Expenditure.

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:

Income	£	£
Contract Sum		
Added Value		
Total Income		

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

Surplus / Loss		
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