**Appendix 2**

**PRICING SHEET**

**Pricing and Costs**

The available budget for this procurement exercise is up to £50,000. Please insert your costs in the table below. The costs can be broken down into components with a full description of each component and its associated time and costs. The total cost must be the tendered value or less.

|  |  |  |
| --- | --- | --- |
| **[Component]** | **[Delivery by]** | **[Costs (£)]** |
| Cost delivery of project |  |  |
|  |  |  |
|  |  |  |
| Any additional costs not specified above (please specify) |  |  |
|  | **Total Cost to meet requirements of the RFQ (£):** |  |

Freedom of Information, Signature and Date

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** a Traveller Information Screen Software

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |