

Price Schedules

The objectives of the Price Schedules are:

- (a) to provide Participants with sufficient information and the details of the Services to be performed in order to price their proposals correctly;*
- (b) to facilitate Proposal evaluation by the Client; and*
- (c) to enable efficient administration of invoicing and payments under the Contract by the Parties.*

In order to attain these objectives, the Services should be appropriately broken down in sufficient detail to distinguish between the different activities to be undertaken and reports or other products to be delivered, as well as between services of different nature, services carried out in different locations, or for other reasons, which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Price Schedules should be appropriate to the needs of the Contract, and especially its payment terms.

The Price Schedules should normally be divided into the following sections:

- Preamble;*
- Summary;*
- Price Schedules for Services.*

The consultancy services contracts have a broad variety of pricing approaches. This document provides the basis for preparation of Price Schedules for both time-based contracts and lump sum contracts. Equally this document can be used for preparation of Price Schedules for a hybrid or alternative pricing approaches. Time-based types of contracts are normally based on the remuneration rates of the Experts and other Consultant's Personnel as well as the rates for reimbursable expenses.

In all cases, and especially in the cases where the price adjustment is envisaged under Section VII, Contract Terms and Conditions, the Provisional Sums, often referred to as the provisions sums, in a reasonable amount shall be provided for to cover potential price increase or variations in scope of the services. The Provisional Sums may be expressed as a percentage of the sub-total of the price for the services, or as an amount in the appropriate currency. The Contract conditions shall provide for unambiguous and controlled mechanism of using the Provisional Sums.

The following considerations shall be reflected in the Price Schedules, as appropriate:

Preamble – *The preamble should indicate the inclusiveness of the lump sums or the unit prices and should be linked to the methods of acceptance of the services.*

The Price Schedule items do not generally give a full description of the services. Participants shall be deemed to have read the Requirements and parts of the Procurement Document and prior to filling in the rates and lump sum prices. The entered rates and lump sum prices shall be deemed to include for the cost of full scope of the respective services, as well as overheads and profit.

ESHS measures – Where appropriate the Price Schedules shall include a special section to cover pricing of ESHS measures management as per the Environmental, Social, Health and Safety plans for and the terms and conditions of the Contract. The ESHS costs must cover operations on and off the Site. The Price Schedules and payment methods items shall provide for regular payments of ESHS costs in arrears throughout the contract implementation ensuring the consistent execution of the Environmental, Social, Health and Safety plans in compliance with the Contract.

Provisional Sums – Where appropriate, especially in the cases where the price adjustment is envisaged under Section VII, Contract Terms and Conditions, the Provisional Sums in a reasonable amount shall be provided for to cover potential price increase or variations in the scope of the Services. The Provisional Sums may be expressed as a percentage of the sub-total of the price for the Services, or as an amount in the appropriate currency. The Contract conditions shall provide for unambiguous and controlled mechanism of using the Provisional Sums.

Pricing – The pricing of the Price Schedule must be consistent with the manner, pricing and currency provisions in the Procurement Document and the resulting Contract. Usually, rates and prices are entered in the currency(ies) of the proposal, specified in Section II, Data Sheet. Prices given in the Schedules for each item shall be for the scope covered by that item as detailed in the Requirements or elsewhere in the Procurement Document.

Where there are discrepancies between the total of the amounts in the column for the price breakdown and the amount in the column for the total price, the former shall prevail and the latter shall be corrected accordingly. Where there are discrepancies between the total of the amounts of Schedules the amount given in the Summary, the former shall prevail and the latter shall be corrected accordingly. Where there are discrepancies between amounts stated in figures and amounts stated in words, the amounts stated in words shall prevail.

Items left blank will be deemed to have been included in prices for other items.

The total for each schedule and the total of the Summary shall be deemed to be the total price for executing the Works and sections thereof in accordance with the Contract, whether or not each individual item has been priced.

When requested by the Client for the purposes of evaluation of the proposals; or making payments, calculating price of modification, evaluating claims under the Contract; or following other Client's reasonably request, the Participant/the Consultant shall provide the Client with a breakdown of any composite price or lump sum amounts included in the Price Schedules.

Summary – The Summary should contain a tabulation of the separate parts of the Price Schedules carried forward, with the provisional sums.

Price Schedules

Preamble

The Price Schedules shall be read in conjunction with Section I, Instructions to Participants, Section II, Data Sheet, Section VI, Requirements and Section VII, Contract Terms and Conditions.

The Price Schedules do not provide a full description of the Services to be performed or the reports, documents, software or other materials to be produced under each item. Participants shall be deemed to have read the Requirements and other parts of the Procurement Document to ascertain the full scope of the requirements included in each item prior to filling in the rates and prices.

The entered rates and prices shall be deemed to include for the full scope as aforesaid and shall include overheads and profit. If Participants are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the Procurement Document prior to submitting their proposal.

Items left blank will be deemed to have been included in prices for other items. The total for each schedule and the total of the Summary shall be deemed to be the total price for carrying out the Services and delivering required results in complete accordance with the Contract, whether or not each individual item has been priced.

[The Price Schedules shall explicitly include the line item for managing the ESHS measures as per the Environmental, Social, Health and Safety plans for the Contract. The ESHS costs must cover operations on and off the Site.]

Proposal prices shall be quoted in the manner indicated and in the currencies specified in the Procurement Document.

Price Schedules

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

Dear Sir or Madam,

Herewith we submit our Price Schedules, which consist of the following parts:

- (i) Summary;
- (ii) Price Schedule No 1, Remuneration;
- (iii) Price Schedule No 2, Reimbursable Expenses;
- (iv) Price Schedule No 3, Services by Subcontractors;
- (v) Price Schedule No 4, Deliverables;
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- (x) Price Schedule No *[insert the number]* *[insert the title]*.

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

Summary

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

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	Price Summary	Total Price <i>[currency]</i> ¹
1.	Schedule No 1, Remuneration	
2.	Schedule No 2, Reimbursable Expenses	
3.	Schedule No 3, Services by Subcontractors	
4.	Schedule No 4, Deliverables	
5.	Schedule No ...	
Sub-Total		
6.	Provisional Sums ²	
Grand Total (to be carried forward to the Letter of Tender)³		

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

¹ Specify currency in accordance with the DS. If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall add a separate column for each currency.

² State the percentage of the sub-total of the price for the works, or the amount in the appropriate currency, as Provisional Sums.

³ Where necessary add a separate line for VAT (and other taxes and duties, as appropriate).

Price Schedule No 1

Remuneration

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

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No	Position	Name	Time Inputs (days) ⁴		Rate [currency] ⁵	Amount
			Home	Filed		
EXPERTS ⁶						
Key Experts						
1.	[insert position]	[insert name]				
2.	[insert position]	[insert name]				
	[insert position]	[insert name]				
	[insert position]	[insert name]				
Sub-Total						
Other Experts						
1.	[insert position]	[insert name]				
2.	[insert position]	[insert name]				
	[insert position]	[insert name]				
	[insert position]	[insert name]				
Sub-Total						

⁴ The number of person-days shall be consistent with the information provided in the Team Composition the Experts' and Consultant's Personnel Inputs Form of the Technical Proposal.

⁵ Specify currency in accordance with the DS. If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall add separate columns for each currency.

⁶ The inputs should be stated individually for every Expert and Consultant's Personnel.

Other Consultant's Personnel						
1.	[insert position]	[insert name]				
2.	[insert position]	[insert name]				
	[insert position]	[insert name]				
	[insert position]	[insert name]				
Sub-Total						
Total (to be carried forward to the Summary)						

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

Price Schedule No 2

Reimbursable Expenses

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

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Item	Description ⁷	Unit	Quantity	Rate [currency] ⁸	Amount
	<i>[Per Diem allowances]</i>	<i>[Day]</i>			
	<i>[International Flights]⁹</i>	<i>[Round trip]</i>			
	<i>[Airport transfers in the Client's country]</i>	<i>[Trip]</i>			
	<i>[Local transportation]</i>	<i>[km]</i>			
	<i>[Communication costs]</i>	<i>[Day]</i>			
	<i>[Reproduction of documents]</i>	<i>[100 pages]</i>			
	<i>[Office rent]</i>	<i>[Month]</i>			
	<i>[Car rental]</i>	<i>[Day]</i>			
Total for Schedule No 2 (to be carried forward to the Summary)					

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

⁷ Where appropriate, add any distinct items, which are expected to be paid separately under the Contract.

⁸ Specify currency in accordance with the DS. If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall add separate columns for each currency.

⁹ *[Economy]* class or equivalent.

Price Schedule No 3

Services by Subcontractors

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: *[Insert the legal names of JVCA partners, if applicable]*

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

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Item	Description	Unit	Quantity	Rate <i>[currency]</i> ¹⁰	Amount
1.	<i>[Insert service]</i>	<i>[Lump sum]</i>			
2.	<i>[Insert service]</i>	<i>[Lump sum]</i>			
3.	<i>[Insert service]</i>	<i>[Lump sum]</i>			
Total for Schedule No 3 (to be carried forward to the Summary)					

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

¹⁰ Specify currency in accordance with the DS. If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall add separate columns for each currency.

Price Schedule No 4
Deliverables

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: *[Insert the legal names of JVCA partners, if applicable]*

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

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Item	Description	Unit	Rate [currency] ¹¹	Amount
	<i>[Initial Report]</i>	Lump Sum		
	<i>[Concept Design]</i>	Lump Sum		
	<i>[Engineering Design, Stage ED]</i>	Lump Sum		
	<i>[Detailed Design, Stage WD]</i>	Lump Sum		
	<i>[Completion Report]</i>	Lump Sum		
Total for Schedule No 4 (to be carried forward to the Summary)				

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

¹¹ Specify currency in accordance with the DS. If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall add separate columns for each currency.

Price Schedule No [insert the number]¹²

[Insert the title]

To: [Insert the Client's name]

Participant's Name: [Insert the Participant's legal name]

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]]

Procurement Process: [Insert the Procurement Process title]

Contract: [Insert the Contract title]

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Item	Description	Unit	Quantity	Rate [currency] ¹³	Amount
Total for Schedule No [insert the number] (to be carried forward to the Summary)					

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

¹² Create an additional Price Schedule, where deemed necessary

¹³ Specify currency in accordance with the DS. If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall add separate columns for each currency.