

## Price Schedules

*The objectives of the Price Schedules are:*

- (a) to provide Participants with sufficient information on the quantities of Goods to be supplied and Related 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 Goods and Related Services should be appropriately broken down in the Price Schedules in sufficient detail. 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 Schedule for Goods; and*
- *Price Schedule for Related Services.*

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

**Preamble** - *The preamble should provide necessary explanatory information to clarify the scope of the pricing and specific unit prices as well as appropriate delivery basis.*

**Quantities** - *Quantities should be clearly stated, as appropriate.*

**Units of measurement** - *The metric system shall be used.*

**Goods and Related Services** - *The items in the Price Schedules should be grouped into sections, as necessary, to distinguish between the Goods supply by nature, destination, timing or any other special characteristics, which shall reflect different considerations of cost. The Price Schedules shall be consistent with the information contained in the other parts of the Procurement Document, and do not need to provide a full description of the Goods and Related Services to be supplied under each item.*

*Participants shall be deemed to have read Section VI, Requirements, and Section VII, Contract Terms and Conditions, as well as other section of the Procurement Document to ascertain the full scope of the requirements included in each item prior to filling in the rates and prices.*

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

**Pricing** - The pricing of the Price Schedules must be consistent with the delivery terms, price basis, payment terms and currency provisions in the Procurement Document. Rates and prices shall normally be entered in the currency(ies) of proposals, 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.

The entered rates and prices shall be deemed to include for the full scope as aforesaid, including overheads and profit.

Items left blank shall be deemed to have been included in prices of other items.

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.

The total for each schedule and the total of the Summary shall be deemed to be the total price for supply of the Goods and provision of the Related Services 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 Supplier 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 individual Price Schedules carried forward, and reasonable contingencies, where appropriate.

## **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 Goods and Related Services to be supplied and performed 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 as well as to cover 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 executing the Works in complete accordance with the Contract, whether or not each individual item has been priced.

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 for Goods; and
- (iii) Price Schedule for Related Services.

|  |  |
|--|--|
| 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<br><i>[currency]</i> <sup>1</sup> |
|--|-----------------------------------|---|
| 1.   | Goods                             |   |
| 2.   | Related Services                  |   |
| <b><i>[Sub-Total]</i></b>  |                                   |   |
| <i>[3.</i>   | <i>Contingencies</i> <sup>2</sup> |   |
| <b>Grand Total (to be carried forward to the Letter of Tender)<sup>3</sup></b> |                                   |   |

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

<sup>1</sup> 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.

<sup>2</sup> State the percentage of the sub-total of the price for the Goods and Related Services, or the amount in the appropriate currency, as the contingencies.

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

## Price Schedule for Goods

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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Currency: *[specify currency in accordance with the DS]<sup>4</sup>*

| Item  | Description                              | Unit | Delivery terms | Quantity | Unit Price<br><i>[currency]<sup>5</sup></i> | Total Price<br>(1x2) |
|---|--|------|----------------|----------|---|----------------------|
|   |  |      |                | 1        | 2   | 3                    |
| 1.  | Goods                                    |      |                |          |   |                      |
| 1.1   | <i>[insert the title of Goods]</i>       |      |                |          |   |                      |
| 1.2   |  |      |                |          |   |                      |
| [2.   | <i>Mandatory spare parts and tools]</i>  |      |                |          |   |                      |
| 2.1   | <i>[insert the title of spare parts]</i> |      |                |          |   |                      |
| 2.2   |  |      |                |          |   |                      |
| 2.3   | <i>[insert the title tools]</i>          |      |                |          |   |                      |
| 2.4   |  |      |                |          |   |                      |
| <b>Total (to be carried forward to the Summary)</b> |  |      |                |          |   |                      |

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

<sup>4</sup> If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall prepare and complete a separate form per each currency.

<sup>5</sup> 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 for Related Services

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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Currency: *[specify currency in accordance with the ITP]<sup>6</sup>*

| Item  | Description                          | Unit | Quantity | Unit Price<br><i>[currency]<sup>7</sup></i> | Total Price<br>(1x2) |
|---|--------------------------------------|------|----------|---|----------------------|
|   |                                      |      | 1        | 2   | 3                    |
| 1.  | <i>[insert the title of service]</i> |      |          |   |                      |
| 2.  |                                      |      |          |   |                      |
|   |                                      |      |          |   |                      |
|   |                                      |      |          |   |                      |
|   |                                      |      |          |   |                      |
|   |                                      |      |          |   |                      |
| <b>Total (to be carried forward to Summary)</b> |                                      |      |          |   |                      |

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

<sup>6</sup> If more than one currency is allowed and used, the Client, or a Participant, as appropriate, shall prepare and complete a separate form per each currency.

<sup>7</sup> 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.