

Attachment 7 – Price Matrix Instructions

Bidder’s Guidance

[INSERT PROCUREMENT NAME]

Further competition under [Lot 1a/1b/1c] of Facilities Management and Workplace Services RM6232

Version 1.0

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# INTRODUCTION

## This document provides Bidders with guidance and instructions on how to complete ‘Attachment 4 – Price Matrix’.

## Failure to adhere to the instructions and guidance within this Attachment 7 may deem your Bid non-compliant and you will no longer be able to continue in this Further Competition process.

## If any guidance in this document is unclear or further explanation is required, please ensure that all clarifications are submitted prior to the deadline.

# GENERAL

## Yellow shaded cells indicate that your input is required. No other cells must be amended.

## There are prompts and error messages throughout the Price Matrix to highlight where the spreadsheet has not been correctly filled out. The Price Matrix you submit should be error free. If errors are found, the Bid may be deemed as non-compliant and you may no longer be able to continue in this Further Competition process.

## Green tabs require input and red tabs do not, as these are either pre-populated by the Buyer or contain calculations.

## It is suggested that you complete the Price Matrix from left to right.

## All costs input in to the Price Matrix should be entered in real terms.

## The maximum rates the Bidder may input must not exceed those that they have previously agreed within the Framework Agreement.

## There are drop down validation lists throughout the Price Matrix. You should choose from these drop down validation lists. You should not copy and paste the required selection into, or over cells, containing these lists.

# COVER SHEET

## The only cell that require populating on this tab is the ‘Bidder Name’.

# SERVICE MATRIX

## This tab is pre-populated and requires no adjustment or update by the Bidder. The Bidder should note that the buildings and associated details for each, should reconcile with the information provided within the ‘Attachment 3 - Annex B – RM6232 Deliverables Matrix’ of the supporting Bid Pack.

# PLANNED DELIVERABLES

## The ‘Planned Deliverables’ tab is where you input your rates and costs for the required deliverables.

## Cells that require an input are coloured yellow and will be located in the ‘Volume’ and/or ‘Rate’ column.

# REACTIVE MAINTENANCE

## The Buyer will stipulate what Inclusive Repair Threshold (IRT) level they require and this will either be the same value applied across the estate or differ by building.

## The Buyer may also wish to obtain a price for two different (IRT) scenarios.

## Cells that require an input are coloured yellow and will be located in the ‘Labour’ and ‘Other’ rows.

# VARIABLES

## Yellow cells related to Corporate Overhead and Profit need populating.

## Cells related to London Location Variance (LLV), CAFM and Helpdesk may also need populating, dependent on the Buyer’s requirement.

## There is an optional ‘Efficiency Savings’ table where Bidders can discount the planned deliverables value year on year.

# MANAGEMENT OVERHEAD

## There are three table to be populated where you itemise your overhead costs.

## The values you input will be used to calculate a percentage on the ‘Variables’ tab which will be used for compliance purposes against the framework rate.

# MOBILISATION

## If you wish to include mobilisation costs as part of your bid select ‘Yes’ from the relevant drop down.

## Populate the relevant table(s) with your itemised costs across the estate.

## The Buyer will stipulate how mobilisation is to be paid for in the ‘Payment Schedule’ table.

# TUPE

## The Buyer will stipulate whether TUPE is applicable to the requirement and which price methodology they are using.

## Based on the Buyer’s prior input the relevant cells to be populated will be coloured yellow.

# BILLABLE WORKS

## There are potentially five tables to be populated on this tab, dependent on the Buyer’s requirement.

## All cells that require populating will be coloured yellow.

# YEAR 1 DELIVERABLES

## The ‘Year 1 Deliverables’ tab is for information purposes only and shows a summarised position of the year 1 costs across the Buyer’s estate, for both reactive maintenance scenarios.

# TOTAL CHARGES

## The ‘Total Charges’ tab is for information purposes only and shows the final summarised position of the Bidder’s bid.

# FRAMEWORK RATES (SERVICES, VARIABLES AND BILLABLE WORKS)

## The three framework rates tabs should be populated with the Bidder’s framework rates. These will be used as the basis for compliance checking the bid.

# Price LIST (IRT OPTION 1 AND 2)

## The price list tabs are for information purposes only and will be extracted to form part of the contract for the successful bidder.

# COMPLIANCE

## The ‘Compliance’ tab shows whether the bid is compliant or not and identifies the areas where issues occur.

# ANALYSIS

## The ‘Analysis’ tab is for information purposes only and provides an analysis of the rates bid to aid Buyer’s with the price evaluation process.