**Annexure B: Format for fee proposal (Pricing Example)**

1. Bidders are required to submit their fee schedule (quotation) using the example below (the quotation must be on the letterhead of the bidder). The proposed fee must include all costs for providing outsourcing services to the ECIC as described in this bid.

**NB: Please highlight a clear distinction between once off costs and recurring costs**

| **Description** | **Year 1****(R)** | **Year 2****(R)** | **Year 3****(R)** | **Year 4****(R)** | **Year 5****(R)** |
| --- | --- | --- | --- | --- | --- |
| Strategy Review |  |  |  |  |  |
| Policy Review |  |  |  |  |  |
| Reporting |  |  |  |  |  |
| Monitoring & Evaluation and Consolidated Report |  |  |  |  |  |
| Implementation plan |  |  |  |  |  |
| Identification, screening and evaluation of strategic SED and CE initiatives |  |  |  |  |  |
| Project management fees / Retainer fee. |  |  |  |  |  |
| Any other costs not included above |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Subtotal** |  |  |  |  |  |
| **Value Added Tax (at current rates)**  |  |  |  |  |  |
| **Total (including Value Added Tax at 15%, where applicable)** |  |  |  |  |  |

1. Bidders are required to provide their quotation using the example above as a basis. ECIC will not accept any other costing other than the method indicated in the table above.
2. The quotation must be on the letterhead of the bidder.