

Invitation to Tender

Part C

Pricing Schedule

This Part C to be submitted

[Project Title]

Reference: BMDC/[No.]

ORGANISATIONS DETAILS

Company:

Address:

Contact Name:

Position:

Telephone:

Email:

METHOD OF PAYMENT

The tenderer should also refer to the Standard Conditions of Contract in Part A of this ITT.

1. The contractor shall not provide any goods, services or works to the Council without receiving an official purchase order. Where goods, services or works have been provided without an official purchase order, the Council has no liability to pay for said goods, services or works.
2. The Council uses a single ordering system (SAP). The contractor **MUST** quote the appropriate purchase order number on the relevant invoice(s). It is required that the order number be PRINTED clearly on the invoice to facilitate electronic invoice scanning and processing.
3. All SAP official purchase order numbers comprise of 10 (ten) digits. Generally the SAP order number will begin with 45 e.g. 45XXXXXXXX.
4. Where necessary the standard format of the invoice shall be agreed between the Council and the contractor during the implementation phase of a Contract and/or prior to the supply of goods, services or works.
5. The Council reserves the right to refuse payment and return to the contractor any invoices received which do not quote the purchase order number as the Council will not be able to process those invoices.
6. Payment terms will start from the date that the Council receives a valid invoice from the contractor which quotes the relevant purchase order number as directed above, and sufficient information to allow payment to be made. Where there is a query relating to the invoice, payment terms will be deemed to start from the date of resolution and/or the re-submission of a valid invoice.
7. All invoices submitted for payment and invoice queries with respect to payment shall be sent / made to **Accounts Payable, Department 22, 4th Floor, Britannia House, Bradford, BD1 1HX** or as otherwise directed by the Council.
8. The Council's chosen method of payment is BACS, and wherever possible remittance advices will be sent by email. Contractors will therefore be required to provide bank details and an appropriate email address for this purpose.

When submitting this pricing schedule back onto the SCMS system, please clearly name this document **Company Name - Tender Part C – Pricing Schedule**.

I/We the undersigned hereby offer to provide the services described or referred to in the Tender documentation for the following costs, exclusive of value added tax:

(all costs to be quoted in pounds sterling)

Phase	Description of Service	Cost per Unit (excl VAT) £ []
1.		£
2.		£
Total Cost of Service		£

Please indicate below any discounts offered with this contract

The above costs must include all travelling/subsistence expenses applicable to this contract.

I/We hereby offer to supply goods and/or services as specified in the Pricing Schedule in accordance with the Council's Standard Conditions of Contract and/or Special Conditions contained in this ITT. All costs associated with the delivery of this contract are detailed above and will **remain fixed for the contract duration / be subject to increase only in accordance with ?** *delete/amend as applicable*

Please refer to the Specification in Part A of this ITT for further details of the services required under this contract.

Signed (tenderers signature): _____

Name (print tenderers name) : _____

For and on behalf of : _____

Date: _____