

1. PRICING SCHEDULE (PROFESSIONAL SERVICES) (MBD 3.3)

NAME OF BIDDER:.....BID NO.: TENDER 70/2021.....

CLOSING TIME 12:00

CLOSING DATE...11 February 2022.....

OFFER TO BE VALID FOR ...120.....DAYS FROM THE CLOSING DATE OF BID.

ITEM.....DESCRIPTION... PROVISION OF ACCOUNTING SERVICES FOR A PERIOD OF THREE (3) YEARS

PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION

Position	Experience	Rate/hour	*proportionate % of time on each task	Total
Director	10+ Years exp		10%	-
Senior Manager	7 - 9 Years exp		20%	-
Junior Manager	5 - 6 Years exp		30%	-
Senior Accountant	3 - 5 Years exp		40%	-
Averaged total rate			100%	-

Price per hour in the above table **includes** (VAT).

Please only complete the 3rd column which is the rate per hour

*For calculation purposes and consistency, the proportionate % column indicates the expected time to be spent on each task by each post occupant, this should not be changed by the bidders. The Municipality will then use this to calculate the average total rate per hour by multiplying each rate per hour by the proportionate % of time on each task. Thereafter these will be summed to a total average rate.

9.1 Travel expenses

Only actual costs are recoverable. Air travel is restricted to economy class. Proof of the expenses incurred must accompany certified invoices.

Description	Rate per km
Land Travel	

9.2 Other expenses

For example, accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.