

## **Annex 3 Pricing Approach - YMV Debate Hubs**

### **Bidder instructions for completion:**

1. Complete 'Costs' tab, ensuring all relevant costs are included and that prices are given both in the local currency and the Euro equivalent on the date of the submission. **Note that only line 11 (Per-diem for peer facilitators - cascade training) and line 12 (per-diem for peer facilitators - field visits) have fixed number of units, other budget lines can be changed by the Supplier.**

2. Ensure that you have confirmed the currency you will use and the exchange rate to Euros you have used.  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm)

3. Suppliers must list and explain any assumptions and/or exclusions they have made in relation to the costing's provided in the '*Assumptions and Exclusions*' tab.

4. Submit this document together with all other mandatory documentation to [YMV@britishcouncil.org](mailto:YMV@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of the RFP/ITT document

**Note: All pricing must include VAT (if applicable). Please indicate the rate of VAT you have included in the "*Assumptions and Exclusions*" tab.**

Pricing Approach 20% - Example Form used in Jordan

Add additional rows as needed.

Currency:	JOD
FX rate to EUR used	1.27
Source of FX rate	<a href="https://ec.europa.eu/budget/grants/info/euro.html">https://ec.europa.eu/budget/grants/info/euro.html</a>

Type	Unit rate including VAT	Number of Units	Total price local currency including VAT	Total price in EUR (equivalent to column E)	Comments/details (use if needed)
<b>Travel costs and per diems</b>					
Per-diem for peer facilitators - cascade training	50	9	450	572	Referring to Annex 4 Global Travel Rates, facilitators will be paid a full day per diem when working 7 hours and above, and half rate when working up to 4 hours. One Peer facilitator will deliver a 3-day face to face training during the cascade training. hubs are to deliver up to 3 cascade trainings. 3 days/training x 3 trainings x 1 facilitator = 9 days
Per-diem for peer facilitators - field visit	25	15	375	476	Referring to Annex 4 Global Travel Rates, facilitators will be paid a full day per diem when working 7 hours and above, and half rate when working up to 4 hours. Peer facilitators will deliver 3 face to face half day field visits to each debate club to deliver mock debates or to coach
Transportation for debaters during cascade training	2	225	450	572	Hubs required to organise cascade trainings to debaters. Total number of debaters; 15 debaters x 5 debate clubs = 75 debaters. half day=25 JD
subtotal travel and per-diems			1,275	1,619	debaters. 75 debaters x 3 days x 2 JD/person for roundtrip travel cost.
<b>Refreshment and Venue costs</b>					
Cascade Training (Venue hire, Catering cost, coffee break + lunch break)	2	225	450	572	Each cascade training take up to 30 debaters for 3 full days. Each hub to recruit 5 debate clubs. Hubs required to organise cascade trainings to debaters. Total number of debaters; 15 debaters x 5 debate clubs = 75 debaters. 75 debaters x 3 days x 2 JD/person.
field visit refreshments (coffee break and other costs)	20	15	300	381	refreshments and other costs associated with organising 3 field visits per debate club, 3 x 5= 15 visits. To budget 20 JD/visit.
subtotal refreshments and venue cost			750	953	
Stationery, Printing, branding, office cost 7% of costs			141.75	180.0225	7% to be added on subtotals to be used by hubs as operational expenditures.
Total Price			2,167	2,752	Should not exceed 3,000 EUR

Assumptions and Exclusions

Suppliers must list and explain any assumptions and/or exclusions they have made in relation to the costing's provided in the rows below

	Title / brief description	Description / Detail
1	VAT rate	
2		
3		
4		
5		
6		
7		
8		
9		
10		
n	Add additional rows as required	