**Appendix 1 – Pricing template payroll management and processing tender**

This Pricing template must be completed, signed and returned by Tenderers.

We have examined the Invitation to Tender and hereby offer to provide the services on the terms described therein, as and when required to do so for the following maximum rates:

|  |  |  |
| --- | --- | --- |
| **Services** | **Per employee (if applicable)\*** | **Fixed fee for 30 employees (if applicable)\*** |
| Payroll calculation costs (if applicable) |  |  |
| Payslip generation costs (if applicable) |  |  |
| Reporting costs (if applicable) |  |  |
| Record maintenance costs (if applicable) |  |  |
| Employee support costs (if applicable) |  |  |
| System and Software costs (if applicable) |  |  |
| Transition and implementation costs (if applicable) |  |  |
| Ongoing support costs (if applicable) |  |  |

*\*All rates quoted must be exclusive of VAT. Where VAT is applicable, the applicable VAT rate must be quoted.* ***The template can be customized to conform to your company’s specific standards and procedures.***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_