Hi

The below table will be use to adjudicate the tender price and the price for unit cost for year 1, 2 and 3 for both cost per BOX and storage fee must be added together and be transferred to SBD 1, 3.

Any other cost that you offer must be put separately and not be part of the bid price.

**Example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Record Storage | Box size | Number of Boxes | Rate per Box | Annual Storage fee |
| Total Year 1 | Normal archiving box | 1 | R 10 per Box | R2 per box |
| Total year 2 | Normal archiving box | 1 | R 11 per Box | R2.20 per box |
| Total Year 3 | Normal archiving box | 1 | R 12.10 per Box | R2.42 per box |
| Total for three years excluding VAT | Normal archiving box | 1 | R 33.10 | 6.62 |
| Vat 15% | Normal archiving box | 1 | If your vat vendor you add VAT | If your vat vendor you add VAT |
| Total for three years | Normal archiving box | 1 | R 33.10 | 6.62 |
|  |  |  |  | R33.10 +6.62 = R 39.72 total bid price to be transferred to SDB 1, SBD 3.3  |

NB: Other cost as per the scope of work and the service you think the NHBRC may require must be quoted separately and it will be up to the NHBRC to use the service on the quoted rates as and when required.