

Year 2 Operational Costs																	
Please detail your full costs for the period to 31 March 2020.																	
3. Note 3. Operational Costs and Expenditure - This means all operational expenditure of the Contractor.																	
This means all expenses in connection with the Contract: For example, Security, Travel by Road, Sea and Air, Office / Hotel Accommodation and corresponding expenditure in support of the Contract.																	
Activity by type and Operational activities to include a full description of the cost: all flights; all domestic \ international flight transfers; any transportation \ services (including rail, taxi, vehicle hire); all accommodation (including but not limited to property rentals, hotel accommodation, office utilities); office supplies, printing, photocopying, publications; general communications (fax, mobile, internet, landline); bank charges; postage; delivery; shipping; equipment maintenance and repairs; taxes, filing, audit and registration fees; security costs and any other living costs associated with this requirement.																	
Please do not include management fees, as this is included in Staff costs per Per Diems. Per Diems are included as separated lines e.g. food, travel or accommodation.																	
AIRLINE TRAVEL \ VISAS																	
As per SoR	Operational costs and expenses, broken down by activity. See Note 3.	Country/Region From: Please state Country/Region and, where applicable, Airport	To: Please state Country/Region and, where applicable, Airport	Total Quantity	Rate £	Period 19/20											Totals (£)
Examples	Flight Outward	UK - Heathrow	Kenya - Nairobi	10	£500.00	Monthly in arrears											
Examples	Flight Inward	Kenya - Nairobi	UK - Heathrow	10	£500.00	Monthly in arrears											
Year 2	UK Flight Outward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	UK Flight Inward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	International Flight Outward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	International Flight Inward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Travel i.e. Transfers			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Visas			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Work Permit			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																	
TRANSPORTATION AND PERSONAL EQUIPMENT																	
As per SoR	Activity by Type. See Note 3.	Item Description Please describe the equipment purchased / rented	Project Relevance Please describe the equipment purchased / rented	Quantity	Rate £	Period 19/20											Totals (£)
Examples	Equipment	Laptop	Collection of data	10	£300.00	Monthly in arrears											
	Transportation Vehicle Lease, Taxi Fuel, Maintenance, Insurance	86 Armoured Car	Protection of personnel	10	£3 200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Associated Supply Chain i.e. Logistics / Warehousing	Warehouse Storage	Equipment storage	10	£5000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 2	Equipment			9	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Transportation Vehicle Lease, Taxi Fuel, Maintenance, Insurance			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Associated Supply Chain i.e. Logistics / Warehousing			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Hardware (incl all electronics) exclude anything non electrical			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vehicle Lease			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Communications (Internet, Mobile Phones, Facsimile, Office Phone)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Communication (other)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Consumables			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																	
ON SITE EXPENSES																	
As per SoR	Activity by Type. See Note 3.	Daily Living Expense Please state Country/Region in which living cost is expected to be incurred	Project Relevance Please state the nature of the living cost - For example, Accommodation	Quantity	Rate £	Period 19/20											Totals (£)
Example	Office Rental including taxes and maintenance	Kenya	Office usage	10	£100.00	Monthly in arrears											
Year 2	Office Rent			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Office Training Suppliers			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Utilities (on-site)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Shared Accommodation			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Hotel Room			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Apartment			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																	
OTHER EXPENSES																	
As per SoR	Activity by Type. See Note 3.	Other Expenses Any other expense not detailed	Project Relevance How is this expenditure relevant to the project	Quantity	Rate £	Period 19/20											Totals (£)
Example	Office Furniture	Desk	Refurbishment	10	£50.00	Monthly in arrears											
Year 2				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																	
Up to 31 March 2020 Total Operational Cost																£0.00	