

**Mandatory Input\***

**Auto-calculation\***

Please ensure that any automatic calculations are inline with the desired bid value

All costs stated in GBP

**Project Budget Key Information**

Supplier	Torchlight Group Ltd
Project name	CSSF Lebanon, Morocco and Maldives - IDEA Project
ITT number	CPG/3267/2019
Project start date	October 2019
Project end date	March 2020
Prepared by	Ian Whillock

**Project Outputs**

Output	Output Description	Staff Cost	Operational Cost	Total Cost
<b>Total Contract Value</b>		<b>193,555</b>	<b>147,690</b>	<b>341,245</b>
All	Programme Support & Equipment Costs	0	45,690	45,690
1	Scoping report and agreed implementation plan	37,320	0	37,320
2	Training delivery and policy development	112,435	0	112,435
3	MEAL & Reporting	35,100	0	35,100
4	Stakeholder and programme management	4,500	0	4,500
5	Equipment procurement	4,200	102,000	106,200
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0
16	0	0	0	0
17	0	0	0	0
18	0	0	0	0
19	0	0	0	0
20	0	0	0	0

**Financial Totals**

Year	Staff Cost	Operational Cost	Total Cost
Year 1	193,555	147,690	341,245
Year 2	0	0	0
Year 3	0	0	0
Year 4	0	0	0
<b>Total Contract Value</b>	<b>193,555</b>	<b>147,690</b>	<b>341,245</b>

**Consortia Partner / Subcontractor Budget Split**

Consortia Partner / Subcontractor Split	Organisation Name	Tier (if applicable) - Tier 1 or Tier 2 Only	Total cost
<b>Total Contract Value</b>			<b>341,245</b>
Lead Supplier	Torchlight Group Ltd	-	341,245
Consortia Partner / Subcontractor One			0
Consortia Partner / Subcontractor Two			0
Consortia Partner / Subcontractor Three			0
Consortia Partner / Subcontractor Four			0
Consortia Partner / Subcontractor Five			0
Consortia Partner / Subcontractor Six			0
Consortia Partner / Subcontractor Seven			0
Consortia Partner / Subcontractor Eight			0
Consortia Partner / Subcontractor Nine			0
Consortia Partner / Subcontractor Ten			0
Consortia Partner / Subcontractor Eleven			0
Consortia Partner / Subcontractor Twelve			0
Consortia Partner / Subcontractor Thirteen			0
Consortia Partner / Subcontractor Fourteen			0
Consortia Partner / Subcontractor Fifteen			0
Consortia Partner / Subcontractor Sixteen			0
Consortia Partner / Subcontractor Seventeen			0
Consortia Partner / Subcontractor Eighteen			0
Consortia Partner / Subcontractor Nineteen			0
Consortia Partner / Subcontractor Twenty			0

**Phase Totals**

Phase	Staff Cost	Operational Cost	Total Cost
Inception	47,775	0	47,775
Implementation	125,620	147,690	273,310
Exit	20,160	0	20,160
<b>Total Contract Value</b>	<b>193,555</b>	<b>147,690</b>	<b>341,245</b>

**Daily Rate Fee**

Total Staff Costs (Fees)	Total Project Days	Average Daily Rate Fee
193,555	200	968

**Commercial Evaluation**

Evaluation	Weighting	Criteria / Calculation
Total Contract Value	150	Please see Attachment 1 (Instructions and Evaluation Criteria) of the Invitation to Tender
VfM Staffing Rates - Total Average Daily Rates	75	Please see Attachment 1 (Instructions and Evaluation Criteria) of the Invitation to Tender
Operational/Equipment Cost	75	Please see Instructions and Evaluation Criteria of the Invitation to Tender
<b>Total</b>	<b>300</b>	

**Price Schedule Instructions**

Tab	Field	Instructions	Examples
General	General	Projects delivered overseas outside of the EEC are not subject to VAT as the service is provided outside the scope of UK and EC VAT. Supply to the FCO is B2B (Business to Business), this is accepted by HMRC (FCO is VAT registered). Public Notice 741A "Place of Supply of Services" applies (Link to 741A - <a href="https://www.gov.uk/guidance/vat-place-of-supply-of-services-notice-741a">https://www.gov.uk/guidance/vat-place-of-supply-of-services-notice-741a</a> )  - Para 2.1 establishes an outside the Scope of UK and EC VAT for a supply of services that is made outside the EC - Para 3.6.1 Recipient with more than one establishment – An embassy is such an establishment.  On this basis of the above, generally supply is outside the scope of UK and EC VAT as services are enjoyed outside UK/EC. <small>The above is unchanged by who administers the invoices and payments etc.</small>	N/A
General	General	All costs within the budget must be in GBP. Beneficiaries operating in another currency must convert to GBP and the source and value of any exchange rates used should be referenced in the budget.	N/A
General	General	<b>Ineligible costs (applicable to all budget categories):</b>  - Lobbying UK government, i.e. activities which aim to influence or attempt to influence Parliament, UK government or political activity, or UK legislative or regulatory action - Input VAT reclaimable by the Contractor from HMRC - Activities which may lead to civil unrest; - Activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief - Interest payments or service charge payments for finance leases - Gifts - Statutory fines, criminal fines or penalties - Payments for works or activities that are fully funded by other sources whether in cash or in kind, for example if premises are provided free of charge, the FCO will not contribute to a notional rent - Activities in breach of EU legislation on State Aid - Bad debts to related parties - Payments for unfair dismissal or other compensation - Replacement or refund of any funds lost to fraud, corruption, bribery, theft, terrorist financing or other misuse of funds - The cost of any import, customs duties or any other taxes or similar charges applied by local Governments or by any local public authority - Fundraising (with the exception of any agreed allocated costs not attributable to the project (Non-project attributable costs - NPAC) - Inflation or foreign exchange rate fluctuations - Depreciation (with the exception of any agreed allocated NPAC costs) - Debt repayment - Costs associated with preparing bid prior to a formal agreement being executed - Costs incurred prior to a formal agreement being executed	N/A
General	General	The Authority reserves the right to invalidate offers if Daily Rates or tenders are deemed to be nominal or abnormally low.	
Staff Costs	Year	Applicable Financial Year (the FCO Financial Year is 1 April - 31 March)	1
Staff Costs	Project Stage	Please enter project stage under which the individual input is allocated (i.e. Inception, Implementation or Exit)	Inception
Staff Costs	Output	Number Output identified in the "Output.Activity" tab	1
Staff Costs	Activity	Number Activity identified in the "Output.Activity" tab in relation to each Output	1
Staff Costs	Band / Job Family / Job Role	<b>Band 1 : Project Director, Partners and Senior Consultants</b> with extensive (indicative guide of 8yr+) high-level international experience in their sector, including considerable experience of managing consulting teams. Accountable for overall quality of deliverables. Relevant post-graduate degree or equivalent <b>Band 2 : Project Manager or Consultants</b> with considerable international experience (indicative guide of 4yr+) in their sector, including experience of managing a consulting team and/or leading on work streams within a significant project. Relevant degree or equivalent <b>Band 3 : Junior Consultants or Analyst</b> with some relevant experience in their field and degree level qualification or equivalent. Assists work streams within a project. Undertakes research, analysis and fieldwork. <b>Band 4 : Admin Assistant.</b> A back office role but may be project based. Collates and manages project data and reporting, supervises meetings, travel and general administrative functions. (Project based, not part of central overhead costs.)	1
Staff Costs	Name	Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family.	John Smith
Staff Costs	Job Title	Please enter the Job Title for each of the allocated resource	Research Manager
Staff Costs	Consortium Partner / Subcontractor	Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for	Jo Blogs Limited
Staff Costs	Country / Region	Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work	Kenya
Staff Costs	Direct Labour	Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. <b>NB: In high risk locations project specific medevac should be included as an operational cost</b>	350
Staff Costs	Overhead	- Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance, Legal, Consultancy) - All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation i.e. Management, Sales, Licences and Royalties	100
Staff Costs	Margin/Surplus	Profit / Not-for-profit "Surplus". Express as a number rather than a percentage.	50
Staff Costs	Total Daily Rate Fee	Automatic Calculation. This figure must not exceed the Framework Rates.	500
Staff Costs	Framework Maximum Total Daily Rate Fee	Please enter the Framework Daily Fee Rate Maximum for the applicable Band/Job Family .	600
Staff Costs	Discount	Automatic Calculation. Discount applied to the Framework Daily Fee Rate Maximum.	100
Staff Costs	Total Number of input days	Automatic Calculation. Total input days per annum for an individual staff member. Please enter the quantity of days assigned to each of the allocated resources each month in columns U:AF	40
Staff Costs	Total	Automatic Calculation. Total expense per annum for an individual staff member.	20000
Operational Costs	General	All <b>actual</b> expenses in support of the Contract. For example, Security, Travel by Road, Sea and Air, Office / Hotel Accommodation	N/A
Operational Costs	General	All goods and equipment during any call down will be at cost. Expenses are at actual cost and must be receipted. Exceptions will be made where the call off is simply a goods based requirement. In which case staff time will be minimal and the supplier may attach their profit and management fee as a mark up, subject to instructions at the call off stage	N/A
Operational Costs	Year	Applicable Financial Year (the FCO Financial Year is 1 April - 31 March)	1
Operational Costs	Project Stage	Please enter project stage under which the individual input is allocated (i.e. Inception, Implementation or Exit)	Inception
Operational Costs	Output	Number Output identified in the "Output.Activity" tab	1
Operational Costs	Activity	Number Activity identified in the "Output.Activity" tab in relation to each Output	1
Operational Costs	Expense Type	Airline Travel; Visas; Transportation; On Site Expenses ; Equipment; Other Expenses	Airline Travel
Operational Costs	Description	Please describe the nature of the Airline Travel; Visas; Transportation; On-site expenses; Equipment; Other expenses	Return Flight Collection of data; Protection of personnel; Equipment storage; Office Usage
Operational Costs	Relevance to Project	Only applicable to other expenses. How is this expenditure relevant to the project?	
Operational Costs	Consortium Partner / Subcontractor	Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for	Jo Blogs Limited
Operational Costs	Quantity	Please state the total quantity of expected journeys/on-site expenses/equipment/other expenses over for the applicable year	5
Operational Costs	Rate	Please state the value of the cost expected to be incurred for a single unit	100
Operational Costs	Country / Region (Airline Travel Only) From	Please state Country/Region and, where applicable, Airport. Only applicable to Airline Travel. The Authority will only accept economy (non-flexible) flights. The Authority will not be liable for any other class of airline travel.	UK - Heathrow
Operational Costs	Country / Region (Airline Travel Only) To	Please state Country/Region and, where applicable, Airport. Only applicable to Airline Travel. The Authority will only accept economy (non-flexible) flights. The Authority will not be liable for any other class of airline travel.	Kenya - Nairobi
Operational Costs	Purchase, Lease or Hire	Only applicable to equipment. Please specify how the equipment will be procured.	Purchase
Operational Costs	Total	Automatic Calculation. Total cost expected to be incurred for the applicable year.	500



**Mandatory Input\***

**Auto-calculation\***

**Project Output / Activity**

*Please detail your outputs and activities for the contract period (unless the fields are already pre-populated)*

Example

1	Supporting Public Service Broadcasters	1	Audience Analysis
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Output No.	Output Description	Activity No.	Activity Description
All	Programme Support & Equipment Costs	All	Programme Support & Equipment Costs
1	Scoping report and agreed implementation plan	1	Functional, technical and market analysis by country including agreed implementation plan
2	Training delivery and policy development	2	Training delivery and policy development
3	MEAL & Reporting	3	MEAL Capture plan & Completion Reports
4	Stakeholder and programme management	4	Stakeholder and programme management
5	Equipment procurement	5	Sourcing and negotiation of equipment

**Mandatory Input\***  
**Auto-calculation\***

**Staff Costs**

Please detail your full costs for the entire contract period.   
If you do not complete all mandatory fields your bid will be considered incomplete and may not be accepted.  
All supporting information for completing this form has been included in the "Instructions" tab.

Example Year 1 Inception 1 Supporting Public Serv 1 Audience Analysis 1 Director UK 400 200 100 700 800 100 1 1 1 1 0 0 0 0 0 0 0 0 0 0 0 4 2,800

Year	Project Stage	Output No.	Output Description	Activity No.	Activity Description	Band / Job Family / Job Role	Name	Job Title	Consortium Partner / Subcontractor (if applicable) <small>*Enter Partners on "Overview" tab</small>	Country / Region	Direct Labour (GBP)	Overhead (GBP)	Margin/Surplus (GBP)	Total Daily Rate Fee (GBP)	Framework Maximum Total Daily Rate Fee (GBP)	Discount (GBP)	April	May	June	July	August	September	October	November	December	January	February	March	Total Number of input days	Total (GBP)
Year 1	Inception	1	Scoping report and agri	1	Functional, technical an	1	Matt Blackband	Digital Forensic Investigator		UK	637	249	109	995	1500	505							2	9	1				12	11,940
Year 1	Inception	1	Scoping report and agri	1	Functional, technical an	1	Richard Southwell	Digital Forensic Expert		UK	637	249	109	995	1500	505							2	9	1				12	11,940
Year 1	Inception	1	Scoping report and agri	1	Functional, technical an	1	Graeme Burridge	Digital Forensic Investigator		UK	637	249	109	995	1500	505							2	5					7	6,965
Year 1	Implementation	2	Training delivery and pi	2	Training delivery and pc	1	Matt Blackband	Digital Forensic Investigator		UK	637	249	109	995	1500	505									5	4	17	9	35	34,825
Year 1	Implementation	2	Training delivery and pi	2	Training delivery and pc	1	Richard Southwell	CT Investigator		UK	637	249	109	995	1500	505								3	5	17	9	34	33,830	
Year 1	Implementation	2	Training delivery and pi	2	Training delivery and pc	1	Graeme Burridge	Digital Forensic Investigator		UK	637	249	109	995	1500	505									4	14		18	17,910	
Year 1	Implementation	2	Training delivery and pi	2	Training delivery and pc	1	Dave Bredo	CT Investigator		UK	637	249	109	995	1500	505									3	14		17	16,915	
Year 1	Implementation	2	Training delivery and pi	2	Training delivery and pc	1	Asker Husain	CT Prosecutor		UK	637	249	109	995	1500	505								3	3	3		9	8,955	
Year 1	Exit	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Matt Blackband	Digital Forensic Investigator		UK	637	249	109	995	1500	505											5	5	4,975	
Year 1	Exit	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Richard Southwell	CT Investigator		UK	637	249	109	995	1500	505											4	4	3,980	
Year 1	Exit	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Asker Husain	CT Prosecutor		UK	637	249	109	995	1500	505											3	3	2,985	
Year 1	Implementation	4	Stakeholder and progra	4	Stakeholder and progra	2	Mel Tierney	Project Manager		UK	479	188	83	750	1250	500								2	2	2		6	4,500	
Year 1	Implementation	5	Equipment procuremer	5	Sourcing and negotatio	3	Rob Morgan	Procurement		UK	448	175	77	700	900	200								6				6	4,200	
Year 1	Exit	3	MEAL & Reporting	3	MEAL Capture plan & C	2	Mel Tierney	Project Manager		UK	479	188	83	750	1250	500											3	3	2,250	
Year 1	Exit	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Doug McKenna	Programme Director		UK	637	249	109	995	1500	505											1	1	995	
Year 1	Exit	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Dave Bredo	CT Investigator		UK	637	249	109	995	1500	505											3	3	2,985	
Year 1	Inception	1	Scoping report and agri	1	Functional, technical an	1	Dave Bredo	CT Investigator		UK	637	249	109	995	1500	505												5	4,975	
Year 1	Inception	1	Scoping report and agri	1	Functional, technical an	2	Mel Tierney	Project Manager		UK	479	188	83	750	1250	500												2	1,500	
Year 1	Inception	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Matt Blackband	Digital Forensic Investigator		UK	637	249	109	995	1500	505							1	1				2	1,990	
Year 1	Inception	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Richard Southwell	Digital Forensic Expert		UK	637	249	109	995	1500	505							2	2				4	3,980	
Year 1	Inception	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Graeme Burridge	Digital Forensic Investigator		UK	637	249	109	995	1500	505												2	1,990	
Year 1	Inception	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Dave Bredo	CT Investigator		UK	637	249	109	995	1500	505												1	995	
Year 1	Inception	3	MEAL & Reporting	3	MEAL Capture plan & C	2	Mel Tierney	Project Manager		UK	479	188	83	750	1250	500							1	1				2	1,990	
Year 1	Inception	3	MEAL & Reporting	3	MEAL Capture plan & C	2	Mel Tierney	Project Manager		UK	479	188	83	750	1250	500							1	1				2	1,500	
Year 1	Implementation	3	MEAL & Reporting	3	MEAL Capture plan & C	2	Mel Tierney	Project Manager		UK	479	188	83	750	1250	500										1	1		2	1,500
Year 1	Exit	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Graeme Burridge	Digital Forensic Investigator		UK	637	249	109	995	1500	505												2	1,990	
Year 1	Implementation	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Matt Blackband	Digital Forensic Investigator		UK	637	249	109	995	1500	505									1	1		2	1,990	
Year 1	Implementation	3	MEAL & Reporting	3	MEAL Capture plan & C	1	Richard Southwell	CT Investigator		UK	637	249	109	995	1500	505								1				1	995	



**Mandatory Input\***

**Auto-calculation\***

**Operational Costs**

Please detail your full costs for the entire contract period. ☐

If you do not complete all mandatory fields your bid will be considered incomplete and may not be accepted.

All supporting information for completing this form has been included in the "Instructions" tab.

Example	Year 1	Inception	1	Supporting Public Servi	1	Audience Analysis	Airline Travel / Visas	Return Flight		3	200	UK-London Heathrow	Kenya-Nairobi		600
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Year	Project Stage	Output	Output Description	Activity	Activity Description	Expense Type	Description	Relevance to Project	Consortium Partner / Subcontractor (if applicable) <small>*Enter Partners on "Overview" tab</small>	Quantity	Rate (GBP)	Country / Region (Airline Travel Only)		Purchase, Lease or Hire	Total (GBP)
												From	To		
									(Other Expenditure Only)						
												Country / Region (Airline Travel Only)		(Equipment Only)	
Year 1	Implementation	All	Programme Support &	All	Programme Support &	On Site Expenses	Accommodation - Morocco			63	110				6930
Year 1	Implementation	All	Programme Support &	All	Programme Support &	On Site Expenses	Accommodation - Lebanon			73	110				8030
Year 1	Implementation	All	Programme Support &	All	Programme Support &	On Site Expenses	Accommodation - Maldives			63	110				6930
Year 1	Implementation	All	Programme Support &	All	Programme Support &	Airline Travel	Return economy flights			5	500	London	Morocco		2500
Year 1	Implementation	All	Programme Support &	All	Programme Support &	Airline Travel	Return economy flights			5	775	London	Lebanon		3875
Year 1	Implementation	All	Programme Support &	All	Programme Support &	Airline Travel	Return economy flights			5	775	London	Maldives		3875
Year 1	Implementation	All	Programme Support &	All	Programme Support &	Transportation	UK airport transfers and travel			33	75				2475
Year 1	Implementation	All	Programme Support &	All	Programme Support &	On Site Expenses	Subsistence allowance	Actuals based on receipt		169	50				8450
Year 1	Implementation	All	Programme Support &	All	Programme Support &	Transportation	In country transport			85	15				1275
Year 1	Implementation	All	Programme Support &	All	Programme Support &	Other Expenses	Training materials	Course training materials		3	300				900
Year 1	Implementation	All	Programme Support &	All	Programme Support &	Transportation	In country airport transfers			15	30				450
			0		0										0
Year 1	Implementation	5	Equipment procuremer	5	Sourcing and negotiatio	Equipment	Digital evidence equipment/licences			1	102000			Purchase	102000



Foreign &  
Commonwealth  
Office

Mandatory Input\*

Auto-calculation\*

Value for Money (VfM) - Staffing Rates  
Average Daily Rate Fee

**PLEASE NOTE:**

- Enter All staff included in "Staff Cost" **tabs excluding Band 4 Admin Assistant, or equivalent**

- Please ensure that all applicable staff names are entered in the **same format** as the "Staff Costs" tab

Total Project Days	Total Expenditure (GBP)	Total Average Daily Rate (GBP)
200	193,555	968

Name	Total Project Days	Total Expenditure (GBP)	Daily Rate (GBP)	Framework Daily Maximum Fee Rate	Discount %
Matt Blackband	58	57,710	995	1500	34%
Richard Southwell	53	52,735	995	1500	34%
Graeme Burr ridge	28	27,860	995	1500	34%
Dave Bredo	27	26,865	995	1500	34%
Asker Husain	12	11,940	995	1500	34%
Mel Tierney	15	11,250	750	1250	40%
Rob Morgan	6	4,200	700	900	22%
Doug McKenna	1	995	995	1500	34%