

ANNEXURE 3: PRICING TEMPLATE – BASE COST

PROJECT: Astro-Tourism Brand Experiential

RFQ REQUIREMENT: PRICING TEMPLATE (BASE COST)

Pricing Schedule – Base Cost for Comparative Purposes

Bidders must complete and submit this Pricing Template and provide a base cost for comparative evaluation purposes.

The base cost must reflect the standard cost to execute the approved programme as per the RFQ scope, excluding optional add-ons, contingencies, or conditional costs.

This base cost will be used solely for price comparison during evaluation.

SECTION A: Base Cost Summary (Mandatory)

Cost Category	Base Cost Incl. VAT
Project Management & Coordination	R
Programme Execution (on-ground delivery)	R
Staffing & Crew	R
Speaker Fees & Support Costs	R
SMME Collaboration Costs (logistics and transport - all land arrangements including meals/activities/attractions/experiences)	R
Promotional items (production, branding and distribution)	R
Agency Fee	R
Other mandatory costs (Specify)	R
Total Base Cost including VAT	R

This total will be used for comparative price evaluation.

SECTION B: Base Cost Line-Item Breakdown

All costs must be fully itemised. No bundled pricing.

Item Description	Quantity	Unit Price (incl. VAT)	Total Price (incl. VAT)
Brand Experiential Project Manager		R	
Brand Experiential Coordinator		R	R
Speakers fees		R	R
Promotional items (branding and production)		R	R
SMME – logistics/transport/all land arrangements/activities/experiences		R	R
BASE TOTAL COST		R	R

SECTION C: Exclusions & Optional Costs (Not for Comparison)

*This section is **not** used for price scoring.*

Optional/Excluded Item	Cost incl. VAT	Notes
Optional enhancements to the brand experiential		

Declaration

I confirm that the Base Cost represents the full cost to deliver the mandatory scope of work as per the RFQ and is suitable for comparative evaluation.

Bidder Name: _____

Bidding Company: _____

Authorised Signatory: _____

Signature: _____

Date: _____