
Part D:

Tenderers are required to submit their fee percentages for:

1. The Direct Fee Percentage
2. The Subcontract Fee Percentage



The fee percentages should identify the Profit % and the key components of the corporate overhead contributions. An example table is shown below but tenderers may populate the corporate overhead contribution element in a manner that reflects their own financial reporting systems. A table should be completed for both the Direct and the Subcontract Fees.

The Council reserves the right to seek further information and justification of the Fee and its components to determine whether they are realistic and sustainable. The Council may reject any submission if it considers that the Fee and its components cannot be justified by reference to the tenderers accounts, other similar contracts or prevailing market conditions.

Direct and Subcontract Fee Percentage	
Item	Percentage
Property	
Marketing / tendering	
Insurances	
Legal	
Human Resources	
Payroll	
Commercial	
Procurement	
Finance	
IT	
Directors / Senior Management	
Sustainability & Quality	
Health & Safety	
Profit	
Total Direct Fee Percentage	