**Annex B: Unit Costing Template (for Master Contract)**

| **Cost Category** | **Average Unit Rate** | **Unit Definition**  *(e.g. per day, per night, per km)* |
| --- | --- | --- |
| **On-staff Personnel Rates** *(edit, remove and/or add positions as needed)* | | |
| *Examples:* |  |  |
| Project Manager(s) |  |  |
| Project Coordinator(s) |  |  |
| Curriculum Specialist(s) |  |  |
|  |  |  |
|  |  |  |
| **Sub-Contractor Rates** *(edit, remove, and/or add sub-contractors as needed)* | | |
| *Examples:* |  |  |
| Mentors (EC) |  |  |
| Mentors (KZN) |  |  |
| Industry Skills Expert |  |  |
|  |  |  |
|  |  |  |
| **Hypothetical Scenario 1** | | |
| ***Please quote total firm costs for the following hypothetical scenario:***  Leading the design of a two-day in-person workshop in Durban, plus managing/leading all workshop logistics and facilitation, for training of 20 TVET engineering lecturers in student-centred teaching methodologies. |  |  |
|  |  |  |
|  |  |  |
| **Hypothetical Scenario 2** |  |  |
| ***Please quote total firm costs for the following hypothetical scenario:***  Delivering in-person mentoring to 10 TVET engineering lecturers at their campus in Kariega (Uitenhage), Eastern Cape. Mentoring will occur over 1 quarter, and each lecturer will participate in 5 mentoring sessions. Total firm costs should include costs for managing the mentors, along with all other relevant costs (travel, sub-contractor rates, etc.) |  |  |
|  |  |  |
|  |  |  |
| **General Travel Costs** | | |
| **Durban** |  |  |
| Accommodation |  |  |
| Road Travel |  |  |
| Per Diem |  |  |
| **Gqeberha (P.E.) / Kariega (Uitenhage)** |  |  |
| Accommodation |  |  |
| Road Travel |  |  |
| Per Diem |  |  |
| **Gauteng** |  |  |
| Accommodation |  |  |
| Road Travel |  |  |
| Per Diem |  |  |
| **Overhead Rate** |  |  |
| Standard overhead rate / management fee charged on projects *(if applicable)* |  |  |

In the table below, please feel free to include any other standard/routine costs for the work described in the RFP that is not covered in the above template.

|  |  |  |
| --- | --- | --- |
| **Cost Category** | **Average Unit Rate** | **Unit Definition**  *(e.g. per day, per night, per km)* |
|  |  |  |
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