VOLUME 4.3

FINANCIAL OFFER TEMPLATES

**UNIT PRICE CONTRACTS**

**Content**

**4.3.1 — Introduction**

**4.3.2 — Bill of quantities**

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**VOLUME 4.3.1 — INTRODUCTION**

**1. General**

1.1 The bill of quantities (Volume 4.3.2) is the document containing an itemised breakdown of the works to be carried out in a unit price contract, indicating a quantity for each item and the corresponding unit price. The quantities set out in the bill of quantities are estimated quantities. Each price for each item of the bill of quantities is detailed in the price schedule (Volume 4.3.3).

The amounts due will be calculated by measuring the actual quantities of the works executed and by applying the unit rates to the quantities actually executed for each item.

1.2 The detailed breakdown of prices (Volume 4.3.5) is the list containing the basic costs, net costs and mark-ups from which each price on the bill of quantities and the price schedule and on the daywork schedule results.

The detailed breakdown of prices provides the coefficients for applying the price revision formula referred to in Article 48.2 of the special conditions and can provide the basis for valuation of additional work ordered referred to in Article 37.5 of the general conditions.

1.3 Provisional sums for use when works are to be executed on a daily work basis (Volume 4.3.4) can only be executed by administrative order of the supervisor in accordance with the terms of the contract.

**2. Specific to Volumes 4.3.2, 4.3.3 and 4.3.4**

2.1 The prices inserted in the bill of quantities and price schedule are to be the full inclusive values of the works described under the items, including all costs and expenses that may be required in and for the construction of the works described, together with any temporary works and installations which may be necessary and all general risks, liabilities and obligations specified or implied in the documents on which the tender is based. It will be assumed that establishment charges, profit and allowances for all obligations are spread evenly over all unit rates.

2.2 Save where the technical specifications or the bill of quantities and the price schedule specifically and expressly state otherwise, only permanent works are to be measured.

2.3 No allowance will be made for loss of materials or volume thereof during transport or compaction.

2.4 The prices of the bill of quantities, price schedule and daily work schedule are all-inclusive and include any non-exonerated tax or fiscal duty.

2.5 The unit prices in Volumes 4.3.2 and 4.3.4 are obtained by multiplying the net cost of Volume 4.3.5 - Table D, on the one hand, with the coefficient K, on the other hand.

The coefficient K represents the proportions between the Site costs (Fc) of Volume 4.3.5 - Table E and the Total net costs (Ps) and between the General costs (Fg) of Volume 4.3.5 - Table F and the Contract price (Pv): K = (1+A)/(1-B) whereby

A= Fc/Ps

B =Fg/Pv

2.5 The units of measurement used in the annexed technical documentation are those of the International System of Units (SI). No other units may be used for measurements, pricing, detail drawings etc. (Any units not mentioned in the technical documentation must also be expressed in terms of the SI.) Abbreviations used in the bill of quantities are to be interpreted as follows:

mm means millimetre

m means metre

mm² means square millimetre

m² means square metre

m³ means cubic metre

kg means kilogram

to means tonne (1000 kg)

pcs means pieces

h means hour

L.s. means Lump sum

km means kilometre

l means litre

% means per cent

N.d means nominal diameter

m/m means man-month

m/d means man-day

**VOLUME 4.3.2 — BILL OF QUANTITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRICE No** | **TITLE** | **UNIT** | **UNIT PRICE** | **ESTIMATED**  **QUANTITIES** | **AMOUNT** |
| (a) | (b) | (c) | (d) | (e) | (f = d \* e) |
| 000 | <for instance: installation of the site> |  |  |  |  |
| 001 |  |  |  |  |  |
| … |  |  |  |  |  |
|  | Total 000-99 |  |  |  |  |
| 100 |  |  |  |  |  |
| 101 |  |  |  |  |  |
| … |  |  |  |  |  |
|  | Total 100-199 |  |  |  |  |
| 200 |  |  |  |  |  |
| 201 |  |  |  |  |  |
| … |  |  |  |  |  |
|  | Total 200-299 |  |  |  |  |
| 300 |  |  |  |  |  |
| 301 |  |  |  |  |  |
| … |  |  |  |  |  |
|  | Total 300-399 |  |  |  |  |
| …. |  |  |  |  |  |
| Total amount of the works, outside dayworks |  |  |  |  |  |
| Dayworks |  |  |  |  |  |
| Total |  |  |  |  |  |

Note: the numbering of prices under (a) and titles under (b) correspond to the numbering in the price schedule

**VOLUME 4.3.3 — PRICE SCHEDULE**

|  |  |
| --- | --- |
| **PRICE No ….** <for example: PRICE No 201>  **Title: …** <for example: EXCAVATE TOPSOIL WITHIN ROADWAY> | |
| Description of the implementation modalities of the works comprised within this price, as well as the measurement modalities of the quantities executed and to be paid by this price.  <for example: This price is for excavation of topsoil paid per square meter (m²) executed. Measurement is made horizontally. Excavation of topsoil is executed within the roadway.  The price includes:   * excavation of topsoil, loading, and transportation (all distance inclusive), unloading and disposal (provisory or definitive) in a place agreed with the engineer; * the cleaning of the existing ditches within the roadway * all other costs related to topsoil excavation.   This price is per square meter of surface excavated. Measurement is performed contradictory>. | |
| **PRICE No … — TITLE: ….**  <for example: PRICE No 201 — EXCAVATE TOPSOIL WITHIN ROADWAY> |  |
| **Price in words:**  <for example: per square meter: ….. GNF (Guinean Franc)> | **Price in numbers:**  <for example: …. GNF (Guinean Franc)> |

|  |  |
| --- | --- |
| **PRICE No ….** <for example: PRICE No 202>  **Title: …** | |
| Description of the implementation modalities of the works comprised within this price, as well as the measurement modalities of the quantities executed and to be paid by this price. | |
| **PRICE No … — TITLE: ….** |  |
| **Price in words:** | **Price in numbers:** |

**Etc.**

**VOLUME 4.3.4 – DAYWORKS SCHEDULE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Unit** | **Unit price** | **Estimated quantities** | **Provisional sums**  **[EUR] [local currency]** |
|  | <for example:  - Labourer |  |  |  |  |
|  | - Mason |  |  |  |  |
|  | - Driver |  |  |  |  |
|  | - … |  |  |  |  |
|  | - Bull Dozer |  |  |  |  |
|  | - Water Tank |  |  |  |  |
|  | - …> |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total  Dayworks |  |  |  |  |  |

**VOLUME 4.3.5 — DETAILED BREAKDOWN OF PRICES**

**A) Breakdown of the basic prices for labour   
(converted into local currency or €/hour)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Qualification** | **Monthly pay**  **(1)** | **Hourly pay**  **(2)** | **Overtime**  **(3)** | **Soc. security contributions**  **(4)** | **Travel time**  **(5)** | **Hourly total**  **(6)** |
| A1 | Labourer, Cat 1 |  |  |  |  |  |  |
| A2 | Skilled worker, Cat. 3 |  |  |  |  |  |  |
| A3 | Skilled worker, Cat. 5 |  |  |  |  |  |  |
| A4 | Foreman, Cat. 7 |  |  |  |  |  |  |
| A5 | Site manager |  |  |  |  |  |  |
| A6 | HGV driver |  |  |  |  |  |  |
| A7 | Heavy plant driver |  |  |  |  |  |  |
| A8 | Clerk of works |  |  |  |  |  |  |
| A9 | Mechanic, Cat. 7 |  |  |  |  |  |  |
| A9 | Land surveyor |  |  |  |  |  |  |
| A10 | Planning draughtsman |  |  |  |  |  |  |
| A11 | … |  |  |  |  |  |  |

The above list is given by way of example and is not exhaustive.

1. Salary if the employee is paid monthly.
2. Hourly pay if the employee is paid hourly, otherwise monthly salary divided by the legal working hours (… hours/month).
3. Average cost of overtime, i.e. hourly pay times the overtime coefficient.

Average coefficient to be applied to the salary to take account of overtime......... (= total gross salary/gross salary without overtime).

1. Percentage of the social security contributions (including social welfare, leave, etc.) times the gross salary (this percentage may vary according to the category of employee).
2. Average monthly or daily travel time divided by the number of daily or monthly legal working hours.

(6) = (2) + (3) + (4) + (5).

Done at …………………………………

The tenderer (signature)

**B) Breakdown of basic supply prices for materials and consumables  
(in local currency or €/unit)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Unit** | **Origin**  **(1)** | **Unit price origin**  **(2)** | **Transport to site**  **(3)** | **Tax, duties and other charges**  **(4)** | **Losses** | | **Total**  **(6)** |
| **%** | **Value**  **(5)** |
| C1 | Gasoil | L |  |  |  |  |  |  |  |
| C2 | Aggregates for concrete | m3 |  |  |  |  |  |  |  |
| C3 | Sand for concrete 2/4 | m3 |  |  |  |  |  |  |  |
| C4 | Cement | T |  |  |  |  |  |  |  |
| C5 | Steel for reinforced concrete | Kg |  |  |  |  |  |  |  |
| C6 | Annealed wire | Kg |  |  |  |  |  |  |  |
| C7 | Timber formwork | m2 |  |  |  |  |  |  |  |
| C8 | Plywood | m2 |  |  |  |  |  |  |  |
| C9 | Plasticisers | Kg |  |  |  |  |  |  |  |
| C10 | Concrete coating | Kg |  |  |  |  |  |  |  |
| C11 | Asphalt concrete | T |  |  |  |  |  |  |  |
| C13 | Inspection ladders | U |  |  |  |  |  |  |  |
| C14 | Fencing | ml |  |  |  |  |  |  |  |
| C15 | Traffic signs | U |  |  |  |  |  |  |  |
| C16 | … |  |  |  |  |  |  |  |  |

This list is not exhaustive.

1. Geographical location of the supplier or quarry.
2. Supply or cost price at the quarry or on delivery in the country.
3. Cost price of transport from the quarry or delivery in the country to the site.
4. To be borne by the firm.
5. Any losses or breakages to be determined by the tenderer.
6. Basic prices for supply of materials: (6) = (2) + (3) + (4) + (5).

Done at ………………………………

The tenderer (signature)

**C) Breakdown of basic hourly prices for equipment   
(in local currency or €/hour)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Purchase date of equipment** | **Replacement value (RV)**  **(1)** | **Duties**  **Taxes**  **(2)** | **RV + taxes**  **(3)** | **nb days**  **useful life**  **(4)** | **Depreciation /day**  **(5)** | **Fuel cost/day**  **(6)** | **Lubricant**  **cost/day (7)** | **Spare parts (SP) cost**  **/day**  **(8)** | **Lubricant & SP taxes/day**  **(9)** | **Labour cost/day**  **(10)** | **Total /day**  **(11)** | **Average daily working time**  **(12)** | **Total /hour**  **(13)** |
| B1 | D8N bulldozer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B2 | 14G grader |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B3 | CAT-type crawler excavator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B4 | CAT wheeled excavator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B5 | Trencher type … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B5 | Pump |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B6 | Concrete vibrating poker |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B7 | … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Estimated purchase price (excl. tax) of a piece of equipment of same kind, but new, purchased in the country’s capital at the end of machine life span.
2. Duties and taxes charged to the contractor at the purchase date.
3. = (1)+(2)

(4) Number of depreciation years by number of days worked per year.

(5) Daily depreciation = (3)/(4).

(6) Average daily fuel consumption; the cost of the fuel is given with tax.

(7) Daily cost of lubricants (excl. tax).

(8) Daily cost of spare parts (excl. tax).

1. Duties and taxes charged to the contractor on lubricants and spare parts.
2. Manpower price (man/day).
3. Daily basic prices of piece of equipment = (5)+(6)+(7)+(8)+(9)+(10)..
4. Hours of operations (average).
5. Hourly operational price of piece of equipment = (11)/(12)

Done at ………………………………….

The tenderer (signature)

**D) Breakdown of unit prices in the price schedule  
 (in local currency or €)**

No of the unit price: Output per day: m³/day

Designation of the unit price:

Estimated quantities:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COMPONENTS OF THE PRICE EQUIPMENT, SUPPLIES AND SUBCONTRACTED WORKS  DESIGNATION | Quantity or time using h/day **(Q)** | **U** | **EQUIPMENT** | | | | | **LABOUR** | | **TOTALS €/day** |
| DEPRECIATION €/h  **(1)** | MAINTENANCE €/h  **(2)** | FUEL-LUBRICANTS €/h  **(3)** | TOTAL €/day  **Qx(1+2+3)** | | Unit price | TOTAL €/day |
| EQUIPMENT |  | h |  |  |  | |  |  |  |  |
|  |  | h |  |  |  | |  |  |  |  |
| MATERIALS |  |  |  |  |  | |  |  |  |  |
|  |  | h |  |  |  | |  |  |  |  |
| LABOUR |  | h |  |  |  | |  |  |  |  |
|  |  | h |  |  |  | |  |  |  |  |
|  |  |  |  | TOTAL €/day | | |  |  |  |  |
|  |  |  |  | Net cost €/m³ | | |  |  |  |  |

**E) Detailed breakdown of site costs (Fc)   
(in local currency or €)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Means deployed** | **Number**  **(1)** | **Basic price**  **(2)** | **Total net cost**  **(3)=(1)+(2)** | |
| **Labour** |  |  |  | |
| A1 Site supervisor  A2 Engineer  A3 Clerk of works  A4 Secretary  A5 Drivers  A6 Orderlies  A7 |  |  |  | |
|  |
| Subtotal labour | | |  | |
| **Equipment** |  |  |  | |
| B1 4x4 vehicle  B2 Saloon car  B3 Van-type people carrier  B4… |  |  |  | |
| Subtotal equipment | | |  | |
| **Materials** |  |  |  | |
| C1 Gasoil  C2… |  |  |  | |
| Subtotal materials | | |  | |
| **Other** |  |  |  | |
| D1 Rentals  D2 Telephone  D3… |  |  |  | |
| Subtotal other | | |  | |
| **GENERAL TOTAL** | | |  | |

**F) Detailed breakdown of the general costs (Fg)  
(general overheads and profits)**

|  |  |  |
| --- | --- | --- |
| **No** |  | **% of the bid** |
| 1 | Financial charges |  |
| 2 | Insurance premiums |  |
| 3 | Guarantee costs |  |
| 4 | Price revision |  |
| 5 | Direct taxes |  |
| 6 | Other expenses |  |
|  | | |
| 7 | Penalties |  |
| 8 | Contingencies |  |
| 9 | Office and agency expenses |  |
| 10 | Net profits |  |
| 11 | Corporation taxes |  |
|  | | |
| **GENERAL TOTAL** | |  |

1. Financial charges are expenses incurred outside the production process (project start‑up, overdrafts, etc.).

2. Insurance is the insurance described in Article 16 of the general conditions for works contracts.

3. Guarantee costs are the bank charges for issuing the guarantee (advance, performance, retention guarantee, etc.).

4. Firms may or may not make provision under this heading, depending on their judgment concerning the quality of the price revision formula.

5. This involves VAT in the country of works, customs duties on the imported materials, etc.

7. If firms think there may be a delay in the works, they can take out cover against it.

8. Contingencies here are related to uncertainties concerning tender documents, lack of knowledge of the country, etc.

9. General and administrative expenses are made up of firms’ fixed overheads such as accounts and quality control, management, various departments and office buildings and are common to all the firm’s works contracts. Agency expenses are expenses common to all the works in the agency’s area of responsibility.

11. These are taxes paid in the country of the works or in the country where the firm has its place of business (for international companies).