

PRICING SCHEDULE

The price must be outlined per the scope of work requirements.

Bidders must complete the pricing schedule for the full three-year contract period. Section A covers once-off assessment, design, implementation, migration, training and handover services for Year 1 only. The once-off implementation fee excludes the maintenance and support services priced separately in Section B. No recurring or repeat once-off implementation fee may be charged in Year 2 or Year 3. Payment for the Year 1 once-off services will be linked to approved milestones and W&RSETA acceptance of the relevant deliverables.

Section B covers maintenance and support as and when required for an initial period of 12 months from implementation handover, within the three-year contract period. These services must be priced separately from the once-off implementation fee using hourly rates for Junior Consultant, Consultant and Senior Consultant. Maintenance, support, enhancements and approved change requests required thereafter, up to the end of the contract, must also be charged at the applicable quoted hourly rates for Years 1, 2 and 3. Work already included in the Section A once-off deliverables must not also be billed under Section B.

Bidders must provide a separate estimated-hours breakdown per resource category and applicable contract year, identifying the initial 12-month maintenance and support period separately from subsequent services. Estimated hours are for evaluation purposes only, are not guaranteed and do not constitute a minimum purchase commitment. Work may only be performed when authorised by W&RSETA through an approved work order or service request.

Bidders must quote for all applicable items; failure to provide complete pricing may result in the bid not being evaluated further.

The bid will be evaluated on the total cost of the defined once-off deliverables, the comparative hourly rates and estimated hours for ongoing services, and overall value for money. Quantities, estimated hours and service components reflected in the pricing schedule are provided for evaluation and planning purposes only and do not constitute a guaranteed order or minimum purchase commitment by W&RSETA.

A. Once-off Implementation and Deliverable-Based Pricing

Service Description	Project Implementation Cost / Once-off Fee Incl. VAT	Number of Resources / Project team per service	Duration	Bidder Notes / Service Approach
SharePoint Optimisation and Redesign — Once-off Implementation Services				
SharePoint assessment and discovery, including audit of sites, libraries, permissions, external sharing, content duplication, workflow opportunities, usage and governance risks.				
Information architecture redesign, hub-and-spoke structure, site templates, library structure, metadata model, content types, permissions model and governance setup.				
User interface, intranet redesign, branding, page templates, navigation, search experience, quick links, announcements, news, events, multimedia areas and responsive design.				
Document management, records management and archive optimisation, including file plan alignment, retention labels, versioning, approvals, archiving, disposal workflows and auditability controls.				
Workflow automation and Power Automate configuration, including automation backlog, approvals, notifications, routing, escalation rules, reporting and workflow support arrangements.				
Migration, restructuring, content clean-up, metadata application, testing, deployment, user				

acceptance testing and validation reports.				
Training, documentation, knowledge transfer and handover for ICT administrators, business users and nominated champions.				
Grand Total INCL. VAT				

B. Hourly Rates for 12 Months of Maintenance and Support post project implementation and for Year 2 – 3 on an as and when needed basis

Resource Category	**Post Implementation Year 1: Maintenance and Support Hourly Rate Incl. VAT**	**Year 2: Maintenance and Support Hourly Rate Incl. VAT**	**Year 3: Maintenance and Support Hourly Rate Incl. VAT**	**Total Evaluated Amount Incl. VAT**
Junior Consultant	R	R	R	R
Consultant	R	R	R	R
Senior Consultant	R	R	R	R
Total Evaluated Hourly-Rate Amount				**R**

Bidders must provide hourly rates inclusive of VAT for each resource category in Section B. The initial 12 months of maintenance and support from implementation handover must be quoted separately from the once-off implementation fee and delivered as and when required. Payment will be based on authorised hours actually worked at the applicable contract-year rate, not a fixed monthly fee or guaranteed allocation of hours. Bidders must attach the estimated-hours breakdown requested above and calculate each resource category's total evaluated amount using its quoted annual hourly rates and corresponding estimated hours. Services may only be performed following written authorisation through an approved work order or service request. Supporting timesheets and activity reports must accompany each invoice. Hourly rates must remain fixed for each applicable contract year.

Bidders must clearly separate Section A Year 1 once-off implementation costs from Section B maintenance and support for the initial 12-month period and any subsequent authorised services during Years 1, 2 and 3. No separate recurring support or maintenance fee or repeat implementation fee is payable; maintenance and support must be billed at the applicable quoted hourly rates against authorised work. The initial 12-month period does not extend the

three-year contract. W&RSETA reserves the right to negotiate the final scope, milestones and payment schedule in line with budget availability, approved deliverables and value-for-money considerations.