

Year 2 Operational Costs																		
Please detail your full costs for the period to 31 March 2019.																		
3. Note 3. Operational Costs and Expenditure - This means all operational expenditure of the Contractor.																		
This means all expenses in connection with the Contract: For example, Security, Travel by Road, Sea and Air, Office / Hotel Accommodation and corresponding expenditure in support of the Contract.																		
Activity by type and Operational activities to include a full description of the cost: all flights; all domestic \ international flight transfers; any transportation \ services (including rail, taxi, vehicle hire); all accommodation (including but not limited to property rentals, hotel accommodation, office utilities); office supplies, printing, photocopying, publications; general communications (fax, mobile, internet, landline); bank charges; postage; delivery; shipping; equipment maintenance and repairs; taxes, filing, audit and registration fees; security costs and any other living costs associated with this requirement.																		
Please do not include management fees, as this is included in Staff costs per Per Diem. Per Diem are included as separated lines e.g. food, travel or accommodation.																		
AIRLINE TRAVEL \ VISAS																		
As per SoR	Operational costs and expenses, broken down by activity. See Note 3.	Country/Region From: Please state Country/Region and, where applicable, Airport	To: Please state Country/Region and, where applicable, Airport	Total Quantity	Rate £	Period 18/19											Totals (£)	
				Please state the total quantity of expected journeys over the life of the project	Please specify the Cost of each journey	av-18	matg-18	zercl-18	fan-18	avust-18	sett-18	oct-18	nov-18	dec-18	schan-19	fav-19	31-mars-19	Monthly in arrears
Examples	Flight Outward	UK - Heathrow	Kenya - Nairobi	10	£500.00	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears
	Flight Inward	Kenya - Nairobi	UK - Heathrow	10	£500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 2	UK Flight Outward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	UK Flight Inward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	International Flight Outward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	International Flight Inward (name airport)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Travel I.e. Transfers			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Visas			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Work Permit			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																		
TRANSPORTATION AND PERSONAL EQUIPMENT																		
As per SoR	Activity by Type. See Note 3.	Item Description Please describe the equipment purchased / rented	Project Relevance Please describe the nature of the equipment purchased / rented	Quantity	Rate £	Period 18/19											Totals (£)	
				Please state the total quantity of expected journeys over the life of the	Please specify the Cost of each item / journey	av-18	matg-18	zercl-18	fan-18	avust-18	sett-18	oct-18	nov-18	dec-18	schan-19	fav-19	31-mars-19	Monthly in arrears
Examples	Equipment	Laptop	Collection of data	10	£300.00	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears
	Transportation Vehicle Lease, Taxi Fuel, Maintenance, Insurance	16 Armoured Car	Protection of personnel	10	£3 200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Associated Supply Chain I.e. Logistics / Warehousing	Warehouse Storage	Equipment storage	10	£5000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 2	Equipment			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Transportation Vehicle Lease, Taxi Fuel, Maintenance, Insurance			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Associated Supply Chain I.e. Logistics / Warehousing			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Hardware (incl all electronics) exclude anything non electrical			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vehicle Lease			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Communications (Internet, Mobile Phones, Facsimile, Office Phone)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Communication (other)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Consumables			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																		
ON SITE EXPENSES																		
As per SoR	Activity by Type. See Note 3.	Daily Living Expense Please state Country/Region in which living cost is expected to be incurred	Project Relevance Please state the nature of the living cost - For example, Accommodation	Quantity	Rate £	Period 18/19											Totals (£)	
				Please state Quantity of living cost expected to be incurred	Please state the value of the living cost expected to be incurred	av-18	matg-18	zercl-18	fan-18	avust-18	sett-18	oct-18	nov-18	dec-18	schan-19	fav-19	31-mars-19	Monthly in arrears
Example	Office Rental including taxes and maintenance	Kenya	Office usage	10	£100.00	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears
Year 2	Office Rent			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Office Training Suppliers			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Utilities (on-site)			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Shared Accommodation			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Hotel Room			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Apartment			0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																		
OTHER EXPENSES																		
As per SoR	Activity by Type. See Note 3.	Other Expenses Any other expense not detailed	Project Relevance How is this expenditure relevant to the project	Quantity	Rate £	Period 18/19											Totals (£)	
				Please state Quantity of living cost expected to be incurred	Please state the value of the living cost expected to be incurred	av-18	matg-18	zercl-18	fan-18	avust-18	sett-18	oct-18	nov-18	dec-18	schan-19	fav-19	31-mars-19	Monthly in arrears
Example	Office Furniture	Desk	Refurbishment	10	£50.00	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears	Monthly in arrears
Year 2				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Add rows as required																		
Up to 31 March 2019 Total Operational Cost																		
£0.00																		