

Greater Wellington Bus Service

Pricing template - instructions

[Return to index](#)

Instructions

Read and carefully follow these instructions on how to complete this Part 4 Returnable: pricing template. Failure to complete this template correctly may result in the Tender being rejected.

Note: A pricing template should be submitted for each Tendered bundle or individual bus unit.

Accounting principles

- This pricing template should be completed on a consolidated basis for all entities. This includes any joint venture parties, sub-contractors and related parties of the separate entities.
- Expenses and revenues are to be accounted for on an accruals basis.
- This pricing template requires a price to be provided for the Base Service Fee for 10 Periods, which align to GWRC's financial years. All 10 Periods should be completed by Tenderers for all forecast items and be the full year value. The first and last Period will then be prorated in accordance with paragraph 2 of schedule 6 (*Financial and Performance Regime*) of the Contract.
- All prices are to be provided in Tender close date prices, in accordance with the stated intent for indexation set out in clause 34 of the Contract.
- All financial amounts need to be entered as positive numbers unless stated otherwise.
- All financial inputs must be expressed in New Zealand Dollars (\$NZD) and exclusive of GST, unless stated otherwise.

Protected fields, template changes and financial modelling

- This template comprises of a series of input sheets and has limited calculations and formulae. The Tenderer will need to develop their own financial model (as required), with appropriate calculations to input into the pricing template. GWRC reserves the right to request and review the Tenderer's financial model during the tender evaluation process, to undertake financial due diligence on the submitted tender prices.
- All cells shaded in pale yellow in this spreadsheet are input fields. All other fields are protected and should not be changed. If, in a submitted template, protected cells have been altered GWRC reserves the right to reject the Tender.
- Tenderers are not permitted to amend this pricing template, unless agreed with GWRC as part of the Alternative Tender process. GWRC reserves the right to reject any Tenders that include changes to the pricing template and/or proposed departures to the Contract.

Date assumptions and changes

- The dates in section 9.4.4 of the RFT will be used by Tenderers for the purposes of pricing and by GWRC for the purposes of evaluation.
- The dates are indicative only and GWRC may notify Tenderers at any time of any changes to these dates and the timetable.

Other

- Error checks are included in this template (see the *Checks* tab), to highlight potential data inconsistencies. An error indicates that the data inputs in this template are missing or entered incorrectly and needs to be corrected. All errors should be corrected before submitting this template with a Tender.
- The unit of measurement for each data input is indicated in each tab.

Unit details

The following instructions will help tenderers complete the inputs for the bus unit tabs.

Base Service Fee

- High level cost components together make up the Base Service Fee.
- Fleet capital repayment and financing costs, road user charges and fuel need to be stated by Period, while all other costs need to be averaged over the Contract Term.
- The total Base Service Fee values will be used to populate the table in Appendix 6 of Schedule 2 (*Agreement Details*) of the Contract.

Driver labour costs

- Give the wages/salary costs for drivers, including overtime, allowances, and on costs.
- Do **not** include recruitment or redundancy expenses.

Bus running costs

- Give the bus running costs (including dead running) for each bus unit. I.e. if the bus doesn't travel any distance no costs would be incurred in this category.

Other

- This includes the following inputs:
- **Vehicle insurance:** give the total insurance premiums for the unit's Vehicles. Include public liability insurance under

	<p>overheads.</p> <ul style="list-style-type: none"> • Depot premises: record all depot-related costs including (but not limited to) lease, mortgage, capital recovery, rates, utilities, insurance, maintenance, etc. Include professional fees associated with acquisition/disposal under transition. • Transition: include transitions costs at the beginning and end of the Contract term. • • Road user charges: payable on Vehicles for each bus unit. • Vehicle licensing (also known as registration or rego): the Vehicle licensing fees for each unit. • Performance Bond: the premium charged by a third party for providing the Performance Bond. • Overheads: any cost not covered elsewhere, including profit margin and public liability insurance.
<p>Capital and financing costs</p>	<ul style="list-style-type: none"> • Input the annual capital recovery and finance costs of Vehicles by size/motive power, split by the following categories: <ul style="list-style-type: none"> - Existing Vehicles - New Vehicles (excl. Transferring Vehicles) - Transferring Vehicles (Calculated field based on interest rate and capital cost information provided for Transferring Vehicles)
<p>Fleet composition (average Vehicle numbers)</p>	<ul style="list-style-type: none"> • Copy and paste this data (for each bus unit and vehicle type, over the Term of the Contract), from the Part 3 Returnable: fleet emissions template.
<p>Operational drivers</p>	<ul style="list-style-type: none"> • Operational drivers (Revenue Service Kilometres, Revenue Service Hours, PVR) by Period to help GWRC to understand the values tendered. • The PVR figure in cell H159 of the unit tabs will be used to populate paragraph 9 of schedule 2 (<i>Agreement Details</i>) of the Contract. • These values should align with the definitions provided in Schedule 1 (<i>Definitions and Interpretation</i>) of the Contract.
<p>Contract tables</p>	<ul style="list-style-type: none"> • The data from these tables will be used to populate the Contract, after the contract has been awarded.
<p>Services Fee Table</p>	<ul style="list-style-type: none"> • This is automatically populated by the Base Services Fee values from above. • This table will be used to populate Appendix 6 of Schedule 2 (<i>Agreement Details</i>) of the Contract.
<p>Special Event Services Rates</p>	<ul style="list-style-type: none"> • These rates will be used to populate Appendix 7 of Schedule 2 (<i>Agreement Details</i>) of the Contract. • A Rate_{km} must be tendered for all bus sizes required for a tendered unit. However, where any particular bus size is not required for a tendered unit the Rate_{km} can be populated with "n/a" if you do not wish to tender a rate.
<p>Net Financial Impact</p>	<ul style="list-style-type: none"> • These rates will be used to populate Appendix 8 of Schedule 2 (<i>Agreement Details</i>) of the Contract. • A PVR Variation Rate and Service Kilometres Rate must be tendered for all bus sizes required for a tendered unit. However, where any particular bus size is not required for a tendered unit the PVR Variation Rate and Service Kilometres Rate can be populated with "n/a" if you do not wish to tender a rate.
<p>Swap rate and margin</p>	<ul style="list-style-type: none"> • Refer to Schedule 2 of Annexure 5 (<i>Transfer Agreement</i>) of the Contract. • The interest rate (Swap Rate + margin) will be used to derive the capital and financing cost for Transferring Vehicles. • The margin on the Swap Rate will automatically be populated by the margin value entered in the Tender summary tab.

Transferring Vehicles

- Lists the Transferring Vehicles that are included in Tenders for the North South Spine and Brooklyn/Owhiro units.
- Transferring Vehicles under a conforming Tender are limited to New Double Decker buses. Refer to section 5.3 of the RFT.
- The Transferring Vehicles data will be used to populate Appendix 11 of Schedule 2 (*Agreement Details*) of the

The following columns need to be populated for tenders that contain Transferring Vehicles:

- **Manufacturer:** to identify the manufacturer of each Transferring Vehicle.
- **Bus type:** to identify the motive power of each Transferring Vehicle.
- **Unique identifier:** use the registration number (if known) of each Transferring Vehicle.
- **Capital cost:** the capital cost of the bus when it is first made available for the contracted Services. As all Transferring Vehicles must be new for a Conforming Tender, this value should be the purchase price of the Transferring Vehicle.

The prepopulated columns in the table are:

- **Date first made available to the Operator for the provision of the Services:** For all tendered Vehicles this date will be the Commencement Date.
- **Age when introduced (months):** all transferring Vehicles tendered must be new at the start of the contract. Therefore, this value is prepopulated with zero when the capital cost column is populated.