# INVITATION TO TENDER

**FISHERIES SCIENCE PARTNERSHIP: FSP (2015-16) (46)**

**PLAICE SURVIVABILTY IN THE ENGLISH NW TRAWL FISHERY**

# INTRODUCTION

A Fishery Science Partnership (FSP) involving the fishing industry, Defra and Cefas scientists was established in 2003. Defra has confirmed the continued funding of the Fisheries Science Partnership programme for a further year in 2015/16.

The objectives of the programme are: -

To build relationships between UK fishermen and scientists and to involve fishermen in the co-commissioning of science.

 To achieve these objectives, the programme will: -

(a) provide data obtained from commercial fishing catches on key stocks to supplement data sources traditionally used in ICES assessments;

(b) investigate concerns raised by fishermen on scientific assessments or on stocks not currently assessed;

(c) investigate innovative scientific methods and or more selective / environmentally friendly fishing methods; and,

(d) support the work of regional Advisory Councils.

# BACKGROUND TO THIS PROJECT

Article 15 of the new Common Fisheries Policy Basic Regulation introduced a discard ban or landing obligation. The final text agreed by the Council and European Parliament includes a number of exemptions and flexibility tools. In paragraph 2(b) an exemption from the landing obligation is described for “species for which scientific evidence demonstrates high survival rates, taking into account the characteristics of the gear, of the fishing practices and of the ecosystem”. To support any proposal for an exemption for selected species or fisheries, therefore, **there is a requirement for clear, defensible, scientific evidence for high discard survival rates.**

The primary objective of this project is to estimate survival rate of discarded plaice caught in the NW *Nephrops* trawl fishery. The information may be used to support an application for exemption from the Landing Obligation (LO) under the high survival provision.

Plaice, and juvenile plaice in particular, continues to be a significant by-catch for the Irish Sea English *Nephrops* fisheries. Under the landing obligation there is a risk of creating a choke species (plaice) for the fleet and creating landings for which there is no market. Efforts have been undertaken to reduce plaice by-catch via the Cefas managed NW discards project (2011-2013). Although considerable progress has been made, some unwanted plaice are still being caught. Conducting assessments of survival rates of discarded plaice will generate the evidence required to determine if an exemption is appropriate.

The trials will take place between June 2015 and August 2015. The work will involve 10 days of fishing under charter, spread roughly over five weeks, with a weekly routine of two days fishing followed by five days monitoring the survival of plaice returned to an aquarium facility on shore (probably Maryport) close to the fishing port.

This tender is seeking a Nephrops (prawn) trawler, with a skipper experienced in fishing for Nephrops in the North West coast (Irish Sea) study area, and equipped with fishing gear typical of this fishery.

# WHAT IS REQUIRED

The FSP is seeking to use a single named fishing vessel, including all management, crew, victuals, fuel, and other activities necessary to collect fisheries data in the manner defined below.

1. The vessel and access to it must be as specified in Appendix A A.1.
2. Fishing gear and its operation must be as specified in Appendix A A.2.
3. Fishing operations will be in an area as specified in Appendix A A.3.
4. Fishing operations must take place in accordance with the specification in Appendix A A.4.
5. The Skipper must be named, must have experience of working the defined fishing gear in the defined area and must demonstrate they have landed Nephrops for sale, with the specified fishing gear, from the area during the months specified in Appendix A A.5.
6. The vessel must satisfy working environment and safety standards given in Appendix A A.6.
7. The Skipper is required to participate in meetings prior to sailing and agree a detailed operational plan as given in Appendix A A.7. The tender price should include the cost of these meetings.
8. The Skipper will review and provide comments on the scientific report produced by Cefas within two weeks of receipt of the report. As specified in Appendix A A.8. The draft of the scientific report will be produced within about eight to ten weeks of completion of the data collection activity

In tendering, please confirm that you have the authority to enter into a contract for this tender.

# OTHER CONSIDERATIONS

The Minister reserves the right to choose those individuals that he considers to be fit and proper persons for participation in the scheme. The Minister requires tenderers to provide any information they consider relevant to his decision. Examples of information that may be contained in such a statement are details as to whether or not the applicant has outstanding County Court judgments against him, or whether the applicant has been declared a bankrupt within the past 12 months, or whether he has complied with fisheries legislation in the past 12 months. In making his decision as whether tenderers are fit and proper persons for participation in the scheme, the Minister will consider all relevant information available to him.

*If there are no such considerations to be taken into account please state so*.

# PRICE

In the tender, the tenderer must provide a single, all-inclusive fixed price for the provision of all the data collection activities above, including the supply and repair of nets and gear, crew, fuel, and any additional insurance. **The price must include a breakdown of VAT.**

# SPECIAL PROVISIONS RELATING TO FISHING OFF-QUOTA

A dispensation will be sought by Cefas from the requirements to count landings against quota for this project. If a dispensation is obtained, all fish at or above the legal marketable size can be landed and sold by the vessel’s owner (Note that survival assessments will be made on fish both below and above MLS). The vessel’s owner will retain the income from selling the fish. This income should be taken into account when pricing the tender, bearing in mind that tow durations will initially be short.

As stipulated in Appendix A A.4.5 the only fishing permitted under these conditions is that required for the study and agreed in the Detailed Operations Plan. No other commercial fishing is permitted. Further, trips for scientific purposes do not count against a vessel's days at sea allocation in any of the recovery areas. Tenderers should allow for the geographic spread of fishing activities indicated in Appendix A A.3 when anticipating the potential income from the catch, as well as the fuel cost involved with covering the area.

Paragraph 2 of Article 2 of EC Regulation 57/2011 requires that all catches from scientific investigations under derogations, such as the FSP, shall be recorded and reported. Consequently skippers will be asked to return a copy of the landings declaration, or a similar report, of landings by species by TAC area.

**Whilst dispensations cannot be guaranteed (even if they have been given in previous years for similar work), it is considered very unlikely that dispensations will not be granted for this project. However, in this event, the special provisions set out in this section will not apply. Tenderers must declare in the tender whether they wish to tender in such circumstances and, if so, provide an alternative tender price for no dispensation.**

# SUBMISSION OF THE TENDER

Appendix B provides a template, which can be used to tender for the above work. It is not obligatory to use this template but all requirements of Appendix A must be covered in the tender submission, along with a statement of financial standing to support the "other considerations".

Failure to provide the requested information may result in disqualification of the tender.

Two copies of the tender must be submitted to:

Mr M. Fox

The FSP Contract Office

The Centre for Environment, Fisheries & Aquaculture Science

Lowestoft Laboratory

Pakefield Road

Lowestoft, Suffolk NR33 0HT UK

The tender should be returned in a stamped envelope using the tender return label if you have been sent one. To ensure confidentiality of the tenders the envelope must not bear any details indicating the name of the sender but must show on the outside a project reference such as **FSP (2015-16) (46) PLAICE SURVIVABILTY IN THE IRISH SEA TRAWL FISHERY**

# QUERIES ABOUT THE TENDER

Clarification of the tender requirements can be given. Please contact the FSP Contract Manager on 01502 527797 or at the following email address, fsp@cefas.co.uk Please be aware that we will make clarification questions and answers available to all bidders.

# TIMETABLE

Tenders must be delivered to Cefas by **17:00hrs Friday 5th June 2015**. Late submissions will only be considered if the tender envelope is post marked before this date.

Tenderers will be informed of the results as soon as possible.

# EVALUATION OF THE TENDER

All criteria at 1-8 of “What is Required” and Appendix A must be satisfied. The tender seeks to ensure delivery of the agreed science at an affordable price thus providing good value for money. The tender which meets the above criteria, and offers best value for money taking into account delivery and affordability will be selected. There is no appeals procedure for the selection process and the decision of the FSP Evaluation panel is final.

Vessels will be subject to inspection prior to award of contract.

Defra reserves the right to not fund any project or award any contract.

# CONTRACT AWARD

The preferred tenderer will be invited to contract for the specified data collection activities . A draft contract is included with the package of ITT documents.

If the preferred tenderer fails to agree the Contract within a reasonable period then the next preferred tenderer may be approached or Defra may decide not to continue with the project.

SPECIAL PROVISIONS RELATING TO THE SAFETY OF TAKING SCIENTISTS TO SEA

The tender evaluation and contract award procedure will seek to ensure that the vessel and crew can ensure the safety of Cefas staff, and, accordingly, a vessel survey may be made prior to contract award and at any time thereafter. There may be a delay between contract award and the actual fishing activity , and Cefas staff will be under instructions to ensure that all standard safety items and procedures are adequate before each sailing. It is a requirement of the MCA for the skipper to give an explanation to Cefas scientists of the vessel risk assessment and health and safety regime, including the stowage and use of Life saving appliances, the procedures in an emergency and escape routes before embarking on the voyage, this requirement will be made clear when discussing the Detailed Operations Plan. Safety Drills shall also be carried out prior to departure. If safety items and procedures are not as specified in the contract documents at the time of sailing, then the scientists will not sail and the Contractor will be deemed to be in breach of the Contract.

If the vessel is not fishing commercially during the period of the contract, in accordance with the Marine and Coastguard Agency, Guidance for the Survey and Inspection of Fishing Vessels, Chapter 1 Annex 14 , the names of the "scientists" should be added to "list of crew" for fishing vessels of 40 feet (12.2 metres) and over but less than 80 feet (24.4 metres) in length and should be added to the list of "Exempt Crew", form ALC(FSG)1(b) for fishing vessels of 80 feet (24 metres) and over in length. Vessels fishing commercially shall still comply with the relevant regulations for their size of vessel.

All operations for this contract need to be compliant with the obligations set out in MCA guidance MSIS 27 Chapter 1 Annex 14 or 15.

**OBSERVER’S CHARTER**

To assist data collection operations at sea, in 2012 Cefas introduced the “Working Hours and Safety at Sea” document. This sets out the provisions and requirements for Cefas Scientists working as on-board observers. This document will form part of the Detailed Operations Plan and will be agreed between Cefas and the Skipper.

**APPENDIX A**

# DETAILED SPECIFICATIONS

# A.1 VESSEL SPECIFICATION & ACCESS

The vessel must be a prawn fishing vessel with a length above 10m (LOA).

Embarkation and disembarkation should be at a port of Cefas’ choosing to facilitate the landing of live fish to onshore captivity tanks. Maryport is the probable port of operation.

The tender must state the name, type and size of vessel.

The tender must state that the vessel is fitted with the defined fishing gear, is capable of remaining at sea for a continuous period required for each week’s fishing operation (2 days), and meets the safety requirements specified in A.6.

# A.2 FISHING GEAR

The fishing gear to be used will be:

A standard commercial TR2 (70-99mm mesh) Nephrops trawl.

The tender must state the type of trawl which will be used.

The tender must supply details of the trawl including dimensions.

# A.3 AREA OF OPERATION

North East Irish Sea (see attached figure at Annex 1).

### A.4 FISHING OPERATIONS

Fishing operations must take place in accordance with the following:

**A.4.1 Period of project:** The data collection activity shall be conducted during the period June to August 2015. Details will be agreed in the Detailed Operations Plan of A.7.

**A.4.2 Duration of project:** The vessel will be used for a maximum of 10 days at sea, spread over roughly 5 weeks (two consecutive days fishing per week) within the period of the project. Days at sea will be subject to weather conditions and vessel availability. The figure of 10 days fishing does not include an allowance for days lost to bad weather. In the event that days at sea are lost through adverse weather conditions, the lost day(s) must be rescheduled for the earliest opportunity. The weekly routine will be two consecutive days fishing under charter followed by five days with Cefas staff monitoring the survival of plaice returned to an aquarium facility on shore (probably Maryport) close to the fishing port. Details will be agreed in the Detailed Operations Plan at A.7.

It is expected that the 10 days will include the time needed for daily embarkation / disembarkation and to steam to locations in order to collect data throughout the designated area.

#### A.4.3 Fishing Activities: Normal commercial fishing patterns will be generally followed through the data collection activity. However, some minor deviations to these patterns might be required, in order to accommodate additional scientific activities on board. The proposed operational activity per day will be specified and agreed in the Detailed Operations Plan. There must be appropriate rest periods for the scientists, which will be agreed in the Detailed Operations Plan.

##### A.4.4 Sorting the Catch*:* The crew will be required to assist in sorting the catch as required by the scientist and preparing any fish for sale.

The crew will be required to assist storing fish in on-board tanks. The crew will be required to assist ‘landing’ fish samples to onshore tank facilities for captive observation.

**A.4.5 Commercial Fishing:** No commercial fishing in addition to that specified in the Detailed Operations Plan will be allowed at any time during the period of the data collection activity.

The tender must confirm that the vessel, Skipper and crew will be available for the data collection activity for the requisite number of days over the period specified.

The tender must confirm that the required fishing and sampling activities will be undertaken.

The tender must confirm that the crew will both be available to, and will, sort the catch as required by the scientist and prepare the catch for biological sampling as described.

The tender must confirm that no additional commercial fishing will be undertaken.

# A.5 EXPERIENCE

The Skipper must be named and have experience of working the defined fishing gear in the defined area, and must demonstrate that they have had commercial landings of prawns using the defined fishing gear, from the area during 2014 and/or 2015. Tenderers are encouraged to describe fully the Skipper’s relevant experience. This will be a significant part of the tender evaluation.

The tender must detail the experience and catch record of the skipper as required above.

# A.6 WORKING ENVIRONMENT AND SAFETY STANDARDS

**A.6.1 Working Environment:**

The vessel shall provide a safe working deck area, which will be uncluttered, well lit under all sea conditions so as to accommodate the scientist's equipment including the required number of survival tanks (minimum space requirement for survival tanks is 60cm x 80cm x height 1.30m) with a constant supply of fresh seawater.

The tender must describe how the working environment above is met, and describe the size and character of the scientist’s working area on deck.

**A.6.2 Safety Standards:** (These are the normal standards required for fishing vessel operations)

1. i) The vessel must have and supply a copy of a valid Marine & Coastguard Agency Fishing Vessel Decal certificate issued by an appointed MCA surveyor after inspection to ascertain the vessels general seaworthiness and compliance with The Small Fishing Vessels Code of Practice for Fishing Vessels under 15 metres LOA, MSN 1813 and with The Code of Safe Working Practice for 15m (LOA) to less than 24m (L) Fishing Vessels.

ii) If a mid-term inspection has been carried out by the MCA a copy of the report must be supplied.

iii) A copy of the declaration for annual self-certification under The Code of Safe Working Practice (Annex 2) must be sent with the tender.

1. All vessels must have adequate marine insurance cover for the size of vessel and personnel on board.

The tender must supply a copy of the insurance cover for the vessel and personnel on board including Cefas staff. (You may wish to detail your P&I and personnel insurance and financial limits on each)

c) All vessels must comply with the National levels of certification

applicable to the area of operation and size of the vessel in respect of

Deck officers and engineers.

d) All vessels must comply with the applicable code on safety equipment such as: Lifejackets, Distress Rockets & flares, Radio Equipment and First Aid consumables.

In addition, the vessel must have a liferaft which is adequate for the number of crew and Cefas personnel.

The tender must confirm that the number of working lifejackets are adequate to cover both the ship’s personnel and Cefas personnel.

The tender must confirm that a liferaft will be carried.

e) All crew on all vessels must have completed the Four x one day -

mandatory safety courses (STCW95) - Sea survival, First aid, Fire fighting & Safety awareness.

The tender must confirm that all crew will have these certificates and they will be produced at the first detailed meeting and prior to sailing.

f) All vessels must comply with the Marine & Coastguard Agency safe manning levels in accordance with size of vessel and area of operation.

g) The MCA advises that it is good practice for vessels to have a written risk assessment.

The tender must confirm whether or not they have a risk assessment and supply a copy of the risk assessment if they have one.

h) Prior to contract award an inspection of the vessels’ lifesaving

equipment will be carried out by a qualified surveyor.

The tender must confirm the vessel will be made available for an inspection on the vessel’s lifesaving equipment.

In addition to the standards given above, Cefas also requires that:

i)The tender must confirm that there is a prohibition on the carriage of illegal drugs and alcohol.

Tendering vessels should ensure that they fully meet the requirements of the relevant code.

**A.6.3 Vessel Safety Stability**

The carriage of tanks of water on deck may lead to a reduction in stability of a vessel through the raising of the centre of gravity and the possibility of a free surface effect. These effects may be exacerbated in poor weather conditions. The safety of the vessel is ultimately the responsibility of the Skipper. The survey will only proceed if the Skipper can demonstrate that the vessel has sufficient stability to operate safely with the carriage of six tanks of water (60cm long x 80cm wide x 20cm high) stacked vertically with an approximate total weight of 600kg, will not affect the stability of the vessel. Evidence of this should be provided, for example by the provision of a stability booklet. The cost of a stability survey, if not already completed, would be the responsibility of the vessel owner, and should be factored into any cost.

 **A.6.4 Vessel Safety Information Card (VSIC)**

As part of the vessel safety assessment, all Tenderers are required to complete Parts 2, 3, 4, and 5 of the Cefas Vessel Safety Information Card (the VSIC can be obtained with the package of ITT documents) and submit along with all the other requested tender documentation. In addition a completed electronic copy sent to fsp@cefas.co.uk would assist the vessel safety evaluation process though this is not mandatory.

No project activity will take place by the named vessel in the tenders bid that does not have an approved Vessel Safety Card.

# A.7 DETAILED OPERATIONS PLAN

 The Skipper is required to be available for a one-day meeting at least a week before commencement of the data collection activity. This will involve Cefas informing the Skipper of the project objectives, and the joint development of details and structure of the Operations Plan. As much of the detail as possible will be agreed at this meeting and the skipper should come with details of net design and proposed fishing operation. A further meeting may be needed to finalise a Detailed Operations Plan which will be required to be agreed before the date of sailing.

The fishing vessel should be in port at the time and location of the meeting and available for inspection.

The Skipper should allow one day for a meeting immediately before sailing

The tender must confirm the Skipper’s and vessel’s availability for such meetings.

###### A.8 REVIEW OF PROJECT REPORT

The Skipper will review and provide comments on the scientific report produced by Cefas within two weeks of receipt of the report.

The tender must confirm the Skipper’s intent to either comment on or attend a joint meeting to review the report and results.

**A.9 PAYMENT ARRANGEMENTS**

Payment will be made in two parts (on receipt of invoices to be submitted by the Contractor):

95% of the total agreed price (including VAT) will be paid on completion of the vessel hire and submission of landings / sales notes to Cefas (if applicable to the FSP project).

The balance 5% of the total agreed price (including VAT) will be paid following written comments from the skipper for inclusion in the scientific report as per the requirement stated in the project Invitation to Tender.

# Annex 1: North East Irish Sea



**APPENDIX B: TEMPLATE**

***(PLEASE USE THIS TEMPLATE IF YOU WISH – IT IS NOT OBLIGATORY BUT YOU MUST PROVIDE SIMILAR MATERIAL IN YOUR SUBMISSION)***

# SUBMISSION OF TENDER

# TITLE OF TENDER

FISHERIES SCIENCE PARTNERSHIP: FSP (2015-16) (46)

**PLAICE SURVIVABILITY IN THE ENGLISH NW TRAWL FISHERY**

# NAME OF TENDERER (In capitals)

 Name:

###### AUTHORITY TO SUBMIT THE TENDER

I confirm I have the authority to submit this tender

# ADDRESS & CONTACT DETAILS (in capitals)

 Address for contacting over this tender:

 Daytime phone numbers and mobile number:

 Email address:

# VESSEL NAME & SKIPPER

 Vessel Name:

Vessel Registration Number:

 Skipper:

I acknowledge that any change of Skipper has to be of one with qualifying experience of the fishery, and the name of any replacement and his experience notified immediately.

###### OTHER CONSIDERATIONS

It is up to you (the tenderer) to include any information, which you think is relevant under "Other Considerations" at the beginning of the Tender. In particular you should record details of any outstanding court judgements, whether or not you have been declared bankrupt within the last 12 months, compliance with fisheries legislation in the past 12 months and any factors relating to these matters.

# AWARD CRITERIA

# Vessel Specification

 I confirm the vessel is a registered fishing vessel, for prawn trawling, of [ ] metres length and [ ] HP engine power.

{If you have any other material about the vessel you wish to provide then please enclose them, it is often helpful}.

The suggested port for embarkation is [ ] and disembarkation is [ ].

# Fishing Gear

 I confirm that a Nephrops trawl of the type described at Appendix A A.2 will be used in the project.

 I enclose details of the type of gear used including dimensions.

# Availability of the vessel

 I confirm that the FV [ ] will be available for 10 days during June to August inclusive in 2015. This does not include an allowance for bad weather*.*

I confirm that the vessel, Skipper and crew will be available for the data collection activities for the requisite number of days over the period specified.

I confirm that the required fishing and sampling activities agreed in the Detailed Operations Plan will be undertaken.

I confirm that the required fishing will be undertaken throughout the specified area.

I confirm that the crew will be available to sort the catch as required by the scientist and prepare the catch as described.

I confirm that no additional commercial fishing will be undertaken.

My preferred dates for the project are [ ] to [ ], (e.g. 15 June – 17 July 2015).

Experience and Track Record of Fishing in the Area Defined

I enclose details of the Skipper and crew’s experience of operating the defined fishing gear in the area specified. (N.B this may be a significant part of the evaluation of the tender).

I enclose evidence to support claims of landings from the vessel of Nephrops for either 2014 and/or 2015 with the defined gear. {This could include copies of log-book records and some landings declarations or sales records}.

# Working Environment

 I confirm the vessel shall provide a safe working deck area, which will be uncluttered and well lit under all sea conditions so as to accommodate the scientist’s equipment.

 I enclose details of the working deck area, including size, and details for accommodating six survival tanks of water (each 60cm long x 80cm wide x 20cm high) stacked vertically.

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# Safety

1. i) I confirm that a current and valid Marine and Coastguard Agency Fishing Vessel Decal Certificate is held for the vessel FV[ ], a copy of which is enclosed for inspection.

ii) If a mid-term inspection has been carried out by the MCA then confirm this and supply a copy of the report or endorsed MCA certificate.

* 1. I enclose a completed and signed copy of the declaration of annual self-certification.

b) I enclose evidence of adequate insurance cover for the vessel and for personnel on board including Cefas staff. You may wish to detail your P&I and personnel insurance and the limits of financial liability on each.

1. I confirm the vessel complies with the national level of certification applicable to the area of operation and size of vessel in respect of deck officers and engineers.
2. I confirm the vessel complies with the applicable code on safety equipment such as: Lifejackets, Distress Rockets and Flares, Radio Equipment and first aid consumables. Confirmation is required in writing that the lifejackets are adequate to cover the number of ships personnel, including the Cefas scientists.

I also confirm in writing that the vessel will carry a liferaft which is adequate to cover the number of ships personnel and the Cefas scientists.

1. I confirm that all crew have completed four 1 x sea survival, first aid, fire fighting and safety awareness safety courses and their certificates will be available for inspection as specified in Appendix A.6.2.
2. Explain how you comply with the MCA safe manning levels.
3. The vessel does/does not have a risk assessment. A copy of which is/is not enclosed for inspection, [delete as appropriate].
4. I confirm the vessel will be available for a safety inspection by a qualified surveyor.
5. I confirm there will be no carriage of illegal drugs or alcohol on the vessel. Please state how this will be enforced.
6. I confirm the vessel stability will not be compromised by the carriage of six tanks of water (60cm x 80cm x 20cm) stacked vertically on the deck of the vessel

**Vessel Information Safety Card**

I enclose a completed VISC for the named vessel as specified in this tender. In addition a completed electronic copy sent to fsp@cefas.co.uk would assist the vessel safety evaluation process though this is not mandatory.

# Pre-Cruise Planning & Report

 I can confirm that the Skipper will be able to meet prior to the exercise, when the vessel will also be available. Comments on the Cefas scientific report will be provided in a timely fashion.

#  PRICE

 I offer the above vessel and activities for 10 days during the period June to August 2015. Please ensure any costs incurred to achieve the required stability for the carriage of tanks are factored into the price offered:

 Net cost: £

##  VAT: £

 **Total price including VAT: £**

Total price in words:

In the event that significantly more or less than the 10 seagoing days anticipated are required, please provide vessel daily rate. This daily rate will be used to calculate actual costs.

Net daily rate: £

##  VAT: £

 **Total daily rate including VAT: £**

**SIGNATURE: DATE:**

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**In the event that the special provisions relating to fishing-off quota and days at sea allocation are not granted I wish to offer an alternative price:**

Please state YES/NO

If yes, in the event that the special provisions relating to fishing-off quota and days at sea allocation are not granted I offer the above vessel and activities for 10 days during the period June to August 2015. Please ensure any costs incurred to achieve the required stability for the carriage of tanks are factored into the price offered:

Net cost: £

##  VAT: £

 **Total price including VAT: £**

Total price in words:

In the event that significantly more or less than the 10 seagoing days anticipated are required, please provide vessel daily rate. This daily rate will be used to calculate actual costs.

Net daily rate: £

##  VAT: £

 **Total daily rate including VAT: £**

**SIGNATURE: DATE:**