

## Boots Contractor Managed Service Provider RFP

### Appendix B - Commercial Proposal Template

- 1) Please complete the yellow cell on both sheets of this commercial template to provide proposals based on a 3 year AND 5 year contract term.
- 2) Please ensure all fields are completed, and provide any supporting comments in the appropriate cell.
- 3) If there are any additional costs to be included in your proposal, please ensure a breakdown is provided by item and provide comments to support our understanding of what these relate to.
- 4) Our commercial evaluation will be based upon the competitiveness of your proposal, and agreement to our key commercial and contractual terms:
  - All proposals to be provided on the basis of a 3 year and 5 year contract term.
  - Fixed Fee: Any fees will be fixed for the term of the contract.
  - Payment Terms: Boots standard payment terms are 105 days from the end of month. This means that payment will be made on the 105th day (or following business day should this fall on a weekend or public holiday) after the end of the month of invoice.
  - Boots offers access to our Supply Chain Finance Program provided by C2FO – this should be accessed if existing finance provisions you have cannot support these payment terms. Our C2FO Supplier Guide and further details can be found in Appendix A.
  - Termination for convenience: Boots shall have the right to terminate the contract for convenience at any time subject to 30 days written notice.
  - Boots shall have the ability to scale, and reduce the number of colleagues accessing the services at its discretion. Fees will be increased or reduce from the point of such change.
- 5) All fees should be quoted in British Sterling (£ / GBP)