

Sample for cost breakdown

Items (Scope of Work)	Unit Cost (by Bidder)		SUM (by Bidder)
1. Fee for Manpower Calss A (Director, or eq.) Class B (Senior Manager, or eq.) Class C (Manager, Engineer, or eq.) Class D (Assistant, Staff, or eq.) Class E (Clark, or eq.) <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Note. Manhour breakdown per work shall be shown in a separate table</div>	× hours = × hours = × hours = × hours = × hours =	0 0 0 0 0	0 0 0 0 0
2. Project Expense			0
2-1 Fee & Expense : Inception meeting (Hybrid Meeting) (1) Online Meeting preparation (2) Per diem / accommodation fee	× Set = × =	0 0	0 0
2-2 Fee & Expense : Scheme 4 Program 2-2-1 Online interim workshop (1) Online Meeting preparation	× Set =	0	0
2-3 Fee & Expense : Scheme 5 Program 2-3-1 Online Kick-off Meeting (1) Online Meeting preparation	× Set =	0	0
2-4 Fee & Expense : ECAP27 (Research Forum) (Hybrid Meeting) (1) Online Meeting preparation (2) Per diem / accommodation fee	× Set = × =	0 0	0 0
2-5 Fee & Expense : ECAP28 (1) Online Meeting preparation	× Set =	0	0
3. Overhead (10%)			0
Total Cost			0

	Manhour breakdown per work (hours)						Total hours
	Inception mtg.	Scheme 4	Scheme 5	ECAP27 (Research Forum)	ECAP28	General Administration	
		Interim workshop	Kick-off Meeting				
Class A (Director, or eq.)							
Class B (Senior Manager, or eq.)							
Class C (Manager, Engineer, or eq.)							
Class D (Assistant, Staff, or eq.)							
Class E (Clark, or eq.)							