

**APPENDIX 1 TO ANNEX C – BIDDING SHEET AND TENDER EVALUATION CRITERIA**  
(to be used for all requirements other than CLH-PS)

This Bidding Sheet is in response to Invitation to Compete (ITC) DFFS/5072/0014 and the Supplier acknowledges and agrees to abide by the Terms and Conditions of the ITC and Framework Agreement DFFS/5072 in compiling its bid.

Bidding Sheet Evaluation Guidance and Methodology is detailed below.

Framework Providers shall complete the boxes below as applicable:

CRITERIA	SUB-CRITERIA REFERENCE NUMBER	EVALUATION APPROACH	REQUIRED INFORMATION	SUPPLIER RESPONSE	REQUIRED RESPONSE
FRAMEWORK PROVIDER DETAILS	N/A	INFO	Framework Provider name		Framework Provider name has been provided.
	N/A	INFO	Framework Provider Representative name		Framework Provider Representative name has been provided.
FRAMEWORK PROVIDER DELIVERY INFORMATION	N/A	INFO	Nominated refinery (to be completed for FOB requirements only)		Framework Provider has provided its nominated refinery for collection of the Fuel by the Authority.
	N/A	INFO	Framework Provider is to provide its Daily Demurrage Charge (to be completed for DDP requirements only)	N/A	Framework Provider has provided its Daily Demurrage Charge for DDP requirements.
	N/A	INFO	Framework Provider is to provide its Maximum Permitted Laytime (to be completed for DDP requirements only)	N/A	Framework Provider has provided its Maximum Permitted

					Laytime for DDP requirements.
<b>COMPLIANCE WITH REQUIREMENT MCC1</b>	MCC1.1	PASS / FAIL	Framework Provider is to confirm that it can meet the specification of the Fuel Type detailed in the ITC		Framework Provider has confirmed that it can meet the full specification, as detailed in the StOR at Annex B, for the Fuel Type(s) detailed on the ITC.
	MCC1.2	PASS / FAIL	Framework Provider is to confirm that it can meet the Laycan / Delivery period specified in the ITC.		Framework Provider has confirmed that it can meet the Laycan / Delivery period specified in the ITC.
	MCC1.3	PASS / FAIL	Framework Provider is to confirm that it can meet the Full Volumetric Requirement detailed in the ITC		Framework Provider has confirmed that it can meet the Full Volumetric Requirement, as detailed in the ITC.
<b>FRAMEWORK PROVIDER FIRM PREMIUM MCC2</b>	MCC2.1	PASS / FAIL	Framework Provider is to provide its Firm Premium (+/-) US\$/m <sup>3</sup>		Framework Provider has provided a Firm Premium.
<b>FOB WEIGHTING FACTOR – FOR FOB DELIVERIES ONLY MCC3</b>	MCC3.1	PASS / FAIL	Framework Provider is to confirm the total distance from Authority Vessel Start Point to Framework Provider's Nominated Refinery to Authority Vessel End Point as identified in the ITC		Framework Provider has provided the total distance from Authority Vessel Start Point to Framework Provider's Nominated Refinery to Authority Vessel End Point.

	MCC3.2	PASS / FAIL	Framework Provider is to provide the full calculation used to calculate the FOB Weighting Factor (total journey time taken in days X £22,600 = FOB Weighting Factor)		Framework Provider has provided the full calculation used to calculate the FOB Weighting Factor, in accordance with Clause 13 – FOB Weighting Factor.
	MCC3.3	PASS / FAIL	Framework Provider is to provide the FOB Weighting Factor in GBP (£)		Framework Provider has provided the FOB Weighting Factor in GBP (£)
<b>FOB REFINERY DETAILS MCC4</b>	MCC4.1	PASS / FAIL	Framework Provider is to confirm that its nominated refinery is accessible to the Authority's Vessel, in accordance with the Vessel dimensions detailed in the StOR at Annex B.		Framework Provider has confirmed that its nominated refinery is accessible to the Authority's Vessel, in accordance with the Vessel dimensions detailed in the StOR at Annex B.
<b>ADDITIONAL INFORMATION</b>		To be completed	The Authority will complete this prior to issue of ITC if additional information is required.		The Authority will complete this prior to issue of ITC if additional information is required.

## **BIDDING SHEET EVALUATION GUIDANCE AND METHODOLOGY (FOB / DDP / ROAD REQUIREMENTS)**

### **INTRODUCTION**

Framework Providers must fully complete the applicable areas of the Bidding Sheet above in response to an ITC.

The information requested on the Bidding Sheet, under the column heading 'Required Information' has been categorised according to its importance to the Authority, and will be used as follows:

**INFO – Information Only.** A response is required by the Authority for information purposes only and will not form part of the Bidding Sheet evaluation, however, failure to provide this information without a reasonable explanation may deem a Framework Provider's Bidding Sheet non-compliant.

**PASS / FAIL – Mandatory Compliance Criteria.** A response is mandatory and will be used in the Bidding Sheet evaluation in accordance with the evaluation guidance and methodology detailed at paragraph 3 below.

## **CLARIFICATIONS**

Any clarifications relating to an ITC must be submitted in accordance with Clause 11 of the Framework Agreement.

## **EVALUATION METHODOLOGY AND GUIDANCE**

### **Preliminary Check**

The completed Bidding Sheet will initially be checked to determine that all applicable information has been provided. The Authority will request any missing information from Framework Providers. If the information is not provided following the Authority's request, the Bidding Sheet may be deemed non-compliant.

### **Evaluation Strategy**

Bidding Sheets will be evaluated to determine the most economically advantageous tender. The most economically advantageous tender shall be the one which is compliant with all Mandatory Compliance Criteria (MCC) and sub-criteria as detailed at paragraphs 3.3 – 3.6 below, and:

- (a) **for FOB requirements:** represents the lowest cost to the Authority, taking into account the Framework Providers' Firm Premium, Platts Price and FOB Weighting Factor (as detailed at paragraph 3.8 – 3.9 and shown in the example FOB price evaluation); or
- (b) **for DDP and Road requirements:** represents the lowest cost to the Authority, taking into account the Framework Providers' Firm Premium and Platts Price, as detailed at paragraph 3.8 and 3.10 and shown in the example DDP and Road price evaluation.

### **Mandatory Compliance Evaluation**

The Mandatory Compliance Criteria (MCC) are referenced as MCC1, MCC2 etc. on the Bidding Sheet. The sub-criteria within each MCC are referenced MCC1.1, MCC1.2 etc. The MCC and sub-criteria will be evaluated on a PASS / FAIL basis.

The "Required Response" column on the Bidding Sheet specifies the response required from Framework Providers against each MCC to achieve a pass for the Mandatory Compliance Evaluation.

MCC and sub-criteria will be evaluated in accordance with the marking scheme below:

<b>MCC1 COMPLIANCE WITH REQUIREMENT</b>		
MCC1.1 Compliance with Specification	PASS	Framework Provider can fully meet the relevant Fuel specification.
	FAIL	Framework Provider cannot fully meet the relevant Fuel specification.
MCC1.2 Compliance with Laycan / Delivery Period	PASS	Framework Provider can deliver within the required Laycan / Delivery period.
	FAIL	Framework Provider cannot deliver within the required Laycan / Delivery period.
MCC1.3 Compliance with volumetric requirement	PASS	Framework Provider can meet the Full Volumetric Requirement as detailed in the ITC.
	FAIL	Framework Provider cannot meet the Full Volumetric Requirement as detailed in the ITC.
<b>MCC2 FRAMEWORK PROVIDER FIRM PREMIUM</b>		
MCC2.1 Framework Provider Firm Premium	PASS	Framework Provider has provided its Firm Premium.
	FAIL	Framework Provider has not provided its Firm Premium.
<b>MCC3 FOB WEIGHTING FACTOR (IF APPLICABLE)</b>		
MCC3.1 FOB Weighting Factor Distance	PASS	Framework Provider has provided the total distance from Authority Vessel Start Point to Framework Provider's Nominated Refinery to Authority Vessel End Point.
	FAIL	Framework Provider has not provided the total distance from Authority Vessel Start Point to Framework Provider's Nominated Refinery to Authority Vessel End Point.
MCC3.2 FOB Weighting Factor Calculation	PASS	Framework Provider has provided the full calculation used to calculate the FOB Weighting Factor, in accordance with Clause 13 – FOB Weighting Factor.
	FAIL	Framework Provider has not provided the full calculation used to calculate the FOB Weighting Factor, in accordance with Clause 13 – FOB Weighting Factor.
MCC3.3 Total FOB Weighting Factor	PASS	Framework Provider has provided the FOB Weighting Factor in GBP (£).
	FAIL	Framework Provider has not provided the FOB Weighting Factor in GBP (£).
<b>MCC4 FOB REFINERY DETAILS (IF APPLICABLE)</b>		
MCC4.1 Total FOB Weighting Factor	PASS	Framework Provider has confirmed that its nominated refinery is accessible to the Authority's Vessel, in accordance with the Vessel dimensions detailed in the StOR at Annex B.
	FAIL	Framework Provider has not confirmed that its nominated refinery is accessible to the Authority's

		Vessel, in accordance with the Vessel dimensions detailed in the StOR at Annex B.
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Bidding Sheets which do not achieve a pass for each of the MCC and sub-criteria shall be excluded from the Mini-Competition.

### Price Evaluation

All Bidding Sheets which achieve a pass for each of the MCC and sub-criteria shall be entered into the price evaluation.

The Authority will calculate an estimated Platts Price, based on the average of the 'mean' figures published by Platts Marketscan for the month prior to the ITC issue date, for the purpose of estimating the total value of the resultant Call-off Contract, and to confirm that the total value does not exceed the Authority's financial approval limit. In the event that the estimated total value of the resultant Call-off Contract exceeds the Authority's financial approval limit, the Authority reserves the right to cancel the Mini-Competition. The actual Platts Price which will be paid shall be calculated in accordance with Clause 22 – Pricing.

For FOB requirements, a FOB Weighting Factor will be applied for evaluation purposes only, to determine the most economically advantageous tender. The Weighting Factor will not be used for payment purposes. The Authority will convert the Framework Providers' Firm Premium from \$US to £GBP, based on the average of the \$US to £GBP figures published daily by the Financial Times, for the month prior to the ITC issue date. This figure will be added to the FOB Weighting Factor and the estimated Platts Price in order to calculate the total cost for evaluation purposes (payment will be made in \$US). The Framework Provider which represents the lowest total cost (Firm Premium plus Platts Price plus FOB Weighting Factor) will be deemed the most economically advantageous tender and awarded the Call-off Contract.

For DDP and Road requirements, the Framework Provider which represents the lowest cost to the Authority taking into account the Firm Premium plus estimated Platts Price will be deemed the most economically advantageous tender and awarded the Call-off Contract.

The tables below show an example of a price evaluation for FOB requirements and DDP/Road requirements. The estimated Platts Price is not shown in the examples because this will be a constant value for all Framework Providers:

### Example Price Evaluation (FOB)

Framework Provider	Firm Premium US \$ / m <sup>3</sup>	Total Firm Premium US\$ (using an example of 35,000m <sup>3</sup> )	Total Firm Premium GBP£ (using an example exchange rate of 1.5469)	FOB Weighting Factor GBP £	Total Cost for Evaluation Purposes (Firm Premium plus FOB Weighting Factor)	Winning Bid
A	\$10	\$350,000	£226,258.97	£400,000	£626,258.97	
B	\$8	\$280,000	£181,007.18	£450,000	£631,007.18	

C	\$11.5	\$402,500	£260,197.8 1	£300,000	£560,197.81	Framework Provider C has submitted the most economically advantageous tender and will be awarded a Call-off Contract.
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**Example Price Evaluation (DDP and Road)**

Framework Provider	Firm Premium US \$ / m <sup>3</sup>	Total Firm Premium US\$ (using an example of 35,000m <sup>3</sup> )	Winning Bid
A	\$10	\$350,000	
B	\$8	\$280,000	Framework Provider B has submitted the most economically advantageous tender and will be awarded a Call-off Contract.
C	\$11.5	\$402,500	