

2nd August 2017

HS2 Reference Number: HS2 1178

Dear Sir / Madam,

Request for Quotation for Provision of Vehicle Information Data

On behalf of High Speed Two Limited ("HS2 Ltd") I am pleased to invite you to submit a quotation for the delivery of the requirement set out below.

Background

HS2 Ltd are seeking a provider for vehicle data for the purposes of identifying the emission standard of each vehicle (HGVs, cars & vans) associated with the construction of the railway. This data shall help HS2 Ltd identify each vehicle's emission standards and compare to the emission standards set by HS2 in order to measure compliance.

Details of requirements

HS2 Ltd are seeking a provider for an on demand service for provision of vehicle data. The minimum following data will be required for all vehicle information requests:

- Euro Class of vehicle;
- CO₂ (g/km) of vehicle;
- Fuel Code of vehicle; and
- Gross Weight of vehicle.

The vehicle data will be required within one day of a request being made by HS2 Ltd. The data will be provided via an automatic data exchange process. This may be via a web service or alternative file share / exchange automated electronic system. For the purpose of the tender the Supplier should assume that data requests would be made 7 days per week.

Further details of the required service are provided in the 'HS2 Vehicle Data Services Tender ITT Schedule of Requirements' (see attached).

High Speed Two (HS2) Limited
T: 020 7944 4908 E: hs2enquiries@hs2.org.uk www.hs2.org.uk

High Speed Two (HS2) Limited, registered in England and Wales.
Registered office: Two Snowhill, Snow Hill Queensway, Birmingham B4 6GA. Company registration number: 06791686. VAT registration number: 181 4312 30

Timescales

HS2 Ltd are seeking to be able to access such a system within a month of award of contract, and no later than by the end of August 2017.

Deadlines are as stated in Table 1 below. This timetable may be subject to change and, in the event of such change, all Tenderers will be informed. HS2 Ltd reserves the right not to consider any tenders received after this time or which are in any way incomplete.

Clarifications should be submitted via email to both Susie Robinson and Neil Wait (susie.robinson@hs2.org.uk and neil.wait@hs2.org.uk). The clarification(s) and their response(s) will be circulated on an anonymous basis to all Tenderers, except where the clarification raised is deemed by the Employer to be specific in nature and marked as confidential by the Tenderer.

Tender submissions should be submitted via email to both Susie Robinson and Neil Wait (susie.robinson@hs2.org.uk and neil.wait@hs2.org.uk). Quotation will remain valid for 90 days from the date of receipt.

Procurement Activity	Timeframe Guide
Issue of tender	02/08/2017
Deadline to submit clarification requests	noon, 14/08/2017
Deadline to submit submissions	noon, 25/08/2017
Contract award	w/c 04/09/2017
Mobilisation and commencement	w/c 04/09/2017

Tender Evaluation

Tenders will be evaluation using the following criteria:

Criteria	% of overall score
Price Evaluation	
Price <ul style="list-style-type: none"> - A price is to be provided for each of the scenarios as set out it the Schedule of Requirements - Price should be an all-inclusive <u>firm</u> price, excluding VAT 	60%
Quality Evaluation	
Method statement <ul style="list-style-type: none"> - Outline your understanding of the brief - Provide details of how the required data will be provided e.g. web service or alternative file share / exchange automated electronic system - Outline the proposed format of the data, how it is compatible with Microsoft software e.g. Excel, CRM dynamics and the flexibility there is to change the format - Outline the quality assurance and quality control processes that will be in place - Outline the IT security measures you will apply to the data and how it is provided. - Outline any potential challenges and risks that may need to be addressed 	20%
Response time <ul style="list-style-type: none"> - Outline proposed response times for provision of the data - Outline any potential challenges and risks that may need to be addressed 	10%
Previous experience <ul style="list-style-type: none"> - Provide examples of where a similar data service has been provided. - Demonstrate how this experience and knowledge will add value to HS2 Ltd. - Highlight the outcomes and solutions provided for previous services and how these will benefit HS2 Ltd. 	10%
IT Evaluation	
Complete ' <u>HS2 Vehicle Data Services Tender Supply IT Security Evaluation Methodology</u> ' document (see attached)	Pass/Fail

The service shall be provided with invoicing in arears with a minimum invoicing period of monthly and a maximum of once per financial year. Payment will be made by HS2 Ltd as set out in the Conditions of Contract (see attached).

This Request for Quotation does not imply any commitment on the part of the HS2 Ltd. Your quotation, and any contract which may result from it, will be subject to HS2 Ltd's Conditions of Contract as provided in 'HS2 Vehicle Data Services Tender Supply of Goods and Services Terms and Conditions' (see attached). If your quotation includes additional or alternative conditions it may be rejected. The procurement process may be terminated or suspended at any time without cost or

liability to HS2 Ltd. HS2 also reserves the right to vary any requirements and/or procedures relating to the award process.

If your quotation is accepted, the Conditions of Contract, the Request for Quotation, the associated Specification, and your quotation, will form a legally binding contract between you and HS2 Ltd. Acceptance of your quotation will be made by way of a letter quoting a purchase order number.

Price evaluation: The Employer shall calculate the assessed price of each Quotation using the information provided.

For each of the scenarios in the as set out in the Schedule of Requirements a commercial score shall then be awarded in accordance with the methodology below.

$$\text{Score} = \frac{\text{Lowest Price}}{\text{Tender Price}}$$

An average across all the scenarios as set out in the Schedule of Requirements will be calculated and multiplied by the price weighting to determine the Tenderer's total commercial score.

Quality evaluation: The response to each of the questions on method statement, response time and previous experience will be evaluated using the following scoring scheme:

0	Unacceptable Response No response, response not relevant or question not answered.
1	Poor Response The response indicates that HS2's requirements will not be met; major concerns are held.
2	Satisfactory Response The response indicates that HS2's requirements are likely to be met, any concerns are of a minor nature.
3	Good Response The response indicates that HS2's requirements will be met; with no concerns held.

Tenderers' scores for each question will be multiplied by the weighting indicated above to result in a weighted score for each question.

The weighted scores will then be totalled to determine the Tenderer's Total Quality Score.

IT evaluation: Tenderers' are required to fully complete the IT Security Evaluation Methodology questionnaire.

Overall evaluation: Price and quality evaluations will be added together to give the Tenderer's total score.



Should your quotation be unsuccessful, please contact either Susie Robinson or Neil Wait (susie.robinson@hs2.org.uk and neil.wait@hs2.org.uk) if you would like feedback.

If your Quotation is accepted, HS2 Ltd Purchase Order Conditions of Contract will form the Contract between your organisation and HS2 Ltd.

Payment will be made by HS2 Ltd within 30 days of receipt of an approved invoice. Consolidated invoices are expected to be issued for a minimum invoicing period of monthly and a maximum of once per financial year.

Your Quotation must be received by us, in writing, no later than **noon on Monday 21st August 2017**. It should be sent to both Susie Robinson and Neil Wait (susie.robinson@hs2.org.uk and neil.wait@hs2.org.uk). Your quotation will remain valid for 90 days from the date of receipt.

Please can you acknowledge receipt of this Invitation to Quote and your intention, or otherwise, as to whether your company will submit a quote. The response should be sent to both Susie Robinson and Neil Wait (susie.robinson@hs2.org.uk and neil.wait@hs2.org.uk).

I look forward to hearing from you.

Yours sincerely,

Susie Robinson and Neil Wait
High Speed Two (HS2) Limited

Attachments:

HS2 Vehicle Data Services Tender ITT Schedule of Requirements Po1

HS2 Vehicle Data Services Tender Supply IT Security Evaluation Methodology Po1

HS2 Vehicle Data Services Tender Supply of Goods and Services Terms and Conditions Po1



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