

The provision of a Technical Audit of Domestic Charge points for OLEV
Appendix B – Response Guidance

APPENDIX B
RESPONSE GUIDANCE

1. INTRODUCTION

- 1.1 This Appendix B sets out the questions that will be evaluated as part of this Procurement.
- 1.2 The following information has been provided in relation to each question (where applicable):
- 1.2.1 Weighting – highlights the relative importance of the question
 - 1.2.2 Guidance – sets out information for the Potential Provider to consider when preparing a response
 - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation

2. DOCUMENT COMPLETION

- 2.1 You **must** provide a response to every question. If you wish to provide your response via the AWARD e-portal (Portal) as a separate document at each question, all responses must be provided as in the document format as outlined below using Arial font, no less than size 11. However, **you must refer to this attachment in the text field provided on the Portal.**
- 2.2 You **must not** submit any additional information with your Tender other than that specifically requested in this document or Appendix A – Service Description and Appendix B – Response Guidance.
- 2.3 **Note:** Please submit your tender response as attachments there should be only **three** attachments, as follows: -
- Responses to all **Commercial (1, 2, 3 & 4)** questions must be submitted as a **single** PDF document, to be attached at question level in the Portal;
 - Responses to **Quality (5)** questions must be submitted as a **single** PDF document, to be attached at question level in the Portal;
 - Responses to **Price (6)** questions must only be submitted as an **excel** file, as issued with the invitation to tender, to be attached at question level in the Portal.

Any submitted tender responses which are not separated in the above manner may be rejected.

- 2.4 Any Tender response left at “Draft Bid” status on the Portal at the Tender receipt cut off time may be deemed a non-compliant bid and may NOT be assessed further.

3. RESPONSE GUIDANCE

[1] COMPANY INFORMATION	
[1.1]	Please state your full company name.
[1.2]	Please state your registered office address.

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[1.3]	Please state your company or charity registration number.
[1.4]	Please state whether your company is a SME.
[1.5]	Please state whether your company is a voluntary, community or social enterprise organisation.
[1.6]	Please state the name of your immediate parent company.

[2] TENDER CONTACT	
[2.1]	Please state the contact's name.
[2.2]	Please state the contact's address, Postcode and Country.
[2.3]	Please state the contact's telephone number.
[2.4]	Please state the contact's mobile number.
[2.5]	Please state the contact's e-mail address.

[3] MANDATORY REQUIREMENTS		Pass/Fail
<p>Please Note: The following question is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm by deleting the inappropriate answer.</p>		
[3.1]	Do you agree, without caveats or limitations, that in the event that you are successful the Department for Transport Terms and Conditions will govern this contract?	

[4] CONFLICT OF INTEREST		Pass/Fail
<p>Please Note: Question 4.1 is a Yes/No question and will dictate whether or not the following question needs to be answered.</p> <p>Question 4.2 is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and they will be unable to be considered for this requirement</p>		
[4.1]	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	
[4.2]	We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	

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[5] QUALITY		Weighting 60%	
Guidance:			
<ul style="list-style-type: none">As outlined at section 2 of this document, potential providers should attach one document at the questionnaire level that forms their response to the set questions below.Potential providers should clearly label the response against each of the questions within the attachment and the document must be submitted as PDF documents.The Maximum score available for this questionnaire is 100.The Maximum score available for each question is 100.			
Marking Scheme:			
The following marking scheme will be used to assess the response provided to these question:			
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.		
20	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.		
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.		
70	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.		
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.		
Question: Methodology (25%)			
		Max Score	Weighting %
[5.1]	Please outline your proposed detailed methodology to demonstrate an understanding of the requirements as outlined in Appendix A – Service Description.	100	100
Question: Experience (10%)			
		Max Score	Weighting %
[5.2]	Please outline your past relevant experience, e.g. experience of working with the public sector and experience of electrical requirements for electric supply equipment for ultra-low emission vehicles, to demonstrate an ability to meet the requirements as outlined in Appendix A – Service Description.	100	50

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[5.3]	Please include CVs giving details of associated qualifications of principal staff who would be involved (including any who would be undertaking the role of on-site inspectors).	100	25
[5.4]	Please give the criteria of what past relevant experience and associated qualifications would be sought when recruiting or engaging on-site inspectors, if required.	100	25
Question: Programme Delivery Support & Account Management (25%)			
		Max Score	Weighting %
[5.5]	In the form of a Project Plan, please outline your proposed project management techniques to ensure the delivery of the requirements as outlined in Appendix A – Service Description.	100	34
[5.6]	In the form of a Resource Allocation Plan, please describe the allocation of resources assigned to the deliverables as outlined in Appendix A – Service Description.	100	33
[5.7]	Please describe how you will manage the reporting and reviewing processes to ensure the required levels of service and performance are met as outlined in Appendix A – Service Description.	100	33

[6]	PRICE	Weighting 40%
Guidance:		
<p>The client requires details of any additional discounts that are being offered for this contract. Prices should be submitted in Pound Sterling <u>exclusive of both Travel and Subsistence and VAT.</u></p> <p>Please complete the excel spreadsheets provided, and upload at the question level on the Portal.</p>		

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Pricing

Question: Please provide pricing for the capped element activity described under paragraph 10.1 in Appendix A

COSTS FOR CAPPED ELEMENT This forms 50% of the Pricing Element:

Task	Cost	
A fixed price for the overheads of the contract		This cost will be evaluated.

Pricing (continued)

Question: Please provide pricing for the call-off element activity described under paragraph 10.1 in Appendix A

COSTS FOR CALL-OFF ELEMENT This forms 50% of the Pricing element:

Task	Cost	
A fixed price for each desk-check of an EVHS domestic chargepoint installation.		This will be used for information purposes only.
A fixed price for each on-site visit of an EVHS domestic chargepoint installation		This will be used for information purposes only.
Total price		This cost will be evaluated.

Note: It is anticipated that there will be up to 100 EVHS installation inspections per month. This is an estimate only and actual number may be more or less.

Marking Scheme:

The tenderer with the lowest Blended Rate costs (made up of 50% weighting of your Capped Element price and 50% weighting of your Call-off Element price) will be given the maximum score of 40. All other tenders will be scored proportionately.

Lowest Price x [appropriate %] = Score
Supplier Price