

Invitation to tender

Attachment 2 – How to bid

RM6014 Modular Building Solutions

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1. How to make your bid
   1. Your bid must be made by the organisation that will be responsible for providing the Deliverables if your bid is successful.
   2. You may bid for one or more of the Lots, ensure you read paragraph 3 of attachment 1 – About the framework.
   3. Your bid must be **entered into the** [**eSourcing suite**](https://crowncommercialservice.bravosolution.co.uk)**.** We can only accept bids that we receive through the [eSourcing suite.](https://crowncommercialservice.bravosolution.co.uk)
   4. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for. Any other documents will be disregarded and ignored.
   5. Make sure you answer every question.
   6. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in attachment 1 - About the framework.
   7. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   8. You must regularly check for messages in the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk) throughout the competition. You must log on to the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk) and access your message inbox for this competition to check for messages.
   9. If you have submitted your response in the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk), any modifications to the online questions will result in your submission status changing to 'response to be submitted', this means that your response will not be available. Please review the changes and re-submit by clicking 'submit response'
   10. If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk). Read paragraph 6 “When and how to ask questions” in attachment 1 - About the framework.
   11. We may require you to clarify aspects of your bid in writing or provide additional information. It is important that you provide an adequate response within the specified timeframe. If you do not do this, this may result in the rejection of your bid and your exclusion from this competition.
2. Selection stage
   1. At the selection stage, we evaluate bidders’ technical, professional, economic and financial capabilities. We will ask a range of questions appropriate to the competition. It is important that you answer these questions accurately.
   2. If you are relying on any Key Subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 of the Selection Questionnaire for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 of the Selection Questionnaire for themselves.
   4. We are providing the attachment 4 – Information and declaration workbook to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a Key Subcontractor or a guarantor) or from other members of a consortium. Or they can provide you with their European Single Procurement Document (ESPD).
3. Selection process
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk) throughout the competition. You must log on to the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk) and access your message inbox for this competition to check for messages on a regular basis.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. Not all selection questions need guidance as the questions are self-evident. However, other questions, such as the financial question, require a process to be undertaken before we can complete the assessment of your response. In those instances we have told you what we will do in theevaluation guidance.
4. Selection criteria
   1. We may exclude you from the competition at the selection stage if:
      * you receive a ‘fail’ for any of the evaluated selection questions.
      * any of the information you have provided proves to be false or misleading.
      * you have broken any of the competition rules in attachment 1 - About the framework, or not followed the instructions given in this ITT pack.
   2. If we exclude you from the competition we will tell you and explain why.
5. Selection questionnaire

Please refer to attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk) (qualification envelope).

You have the option of responding to Part 2 and Part 3 by attaching Parts II and III of your European Single Procurement Document (ESPD).

If you are submitting an EU ESPD you must still complete Parts 2A, 2B, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and the declaration.

We will use a credit reference agency (Dun & Bradstreet) to obtain a financial risk score (Dun & Bradsheet Failure Score) for you and any members of your consortium or any nominated guarantor(s) as stated in Part 5 Financial Risk of attachment 2a – Selection questionnaire.

1. Award stage

If you have successfully passed the selection stage, you will proceed to the award stage.

We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.

Your bid must deliver what our buyers need, at the best possible price you can give.

When completing your bid you must:

* Read through the entire ITT pack, specifically attachment 11 - Specificationcarefully, and read more than once.
* Read each question, the response guidance, marking scheme and evaluation criteria.
* Read the contract terms.
* If you are unsure, ask questions before the clarification questions deadline See paragraph 5 ‘Timelines for the competition’ and paragraph 6 ‘When and how to ask questions’ in attachment 1 - About the framework document
* Allow plenty of time to complete your responses; it always takes longer than you think to submit
* Your prices should be in line with the service level you offer, in response to the award quality questions.

1. Award criteria

The Award Stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 11 of this document).

The award of this Framework Alliance Contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).

The weighting for the quality evaluation is 70 marks; and, the price evaluation is worth 30 marks.

1. Award process
   1. What YOU need to do

* Answer the quality questions section A and section B of the quality questionnaire in the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk) in the technical envelope.
* Complete the attachment 3 Price matrix for the Lot(s) for which you are bidding.
* Upload your completed attachment 3 Price matrix into the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk) in the commercial envelope to question PQ1.
  1. What **WE** will do at the award stage

|  |  |
| --- | --- |
| 1. | **Compliance Check**  First, we will do a check to make sure that you have completed the attachment 3 Price matrix in line with our instructions. |
| 2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk). |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each Lot you have bid for. |
| 4. | **Quality Threshold**  If you have received a zero for any of the quality questions or if you have not met a minimum quality score of 25, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why. |
| 5. | **Evaluate Pricing**  We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.  They will calculate your price score using the evaluation criteria in paragraph 11 Price evaluation. |
| 6. | **Final Score**  Your quality score will be added to your price score, to create your final score as illustrated in paragraph 12 Final decision to award. |
| 7. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to Framework Alliance Contract. |

1. Quality Evaluation

Question A1 is a mandatory question and will be evaluated PASS / FAIL. If you answer no to this question, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.

Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials for example reports or information located on your website.

Each of the quality questions in section B of the quality questionnaire will be independently assessed by our evaluation panel.

When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that question’s weighting to calculate your weighted mark for that question.

Each weighted mark for each question for each Lot you have submitted a bid for will then be added together to calculate your quality score.

Please see table A (All Lots) below for an example of how your quality score will be calculated.

Table A – All Lots

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting %** | **Maximum mark available** | **Your final mark** | **Your weighted score** |
| B1 | Quality Management | 15 | 100 | 33 | 4.95 |
| B2 | Continuous Improvement | 20 | 100 | 100 | 20.00 |
| B3 | Customer Service Function | 30 | 100 | 66 | 19.80 |
| B4 | Technical Specification | 35 | 100 | 66 | 23.10 |
| **Quality score (70%)** | | | | | 67.85 |

1. Award quality questionnaire
   1. The quality questionnaire is split into two sections:

* Section A – Mandatory service requirements
* Section B – Generic questions (ALL LOTS)
  1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Marking scheme** |
| **Section A – Service Requirements** | | | |
| A1 | Compliance with service requirements | | Pass / Fail |
|  | | | |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section B – Generic questions (ALL LOTS)** | | | |
| B1 | Quality Management | 100/66/33/0 | **15** |
| B2 | Continuous Improvement | 100/66/33/0 | **20** |
| B3 | Customer Service Function | 100/66/33/0 | **30** |
| B4 | Technical Specification | 100/66/33/0 | **35** |

|  |  |
| --- | --- |
| **Section A – Service Requirements** | |
| **A1 Compliance with service requirements** | |
| If you are awarded a Framework Alliance Contract, will you unreservedly deliver in full, all the service requirements as set out in attachment 11 – Specification for the Lot(s) you are bidding for?  Please answer ‘Yes’ or ‘No’  **Yes -** You will unreservedly deliver in full all the service requirements as set out in attachment 11 – Specification for the applicable Lot(s).  **No** **-** You will not, or cannot, deliver in full all the service requirements as set out in attachment 11 – Specification for the applicable Lot(s). | |
| **A1 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES or NO from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the service requirements as set out in attachment 11 – Specification for the applicable Lot(s).  If you select ‘No’ to indicate that you will not, or cannot, deliver in full all the service requirements as set out in attachment 11 – Specification for the applicable Lot(s) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected ‘Yes’ confirming that you will unreservedly deliver in full all the service requirements as set out in attachment 11 – Specification for the applicable Lot(s). |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the service requirements as set out in attachment 11 – Specification, for the applicable Lot(s). |

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| **Section B – Generic questions (ALL LOTS)** | |
| **B1 – Quality Management** | |
| **B1 Requirement:**  CCS requires you to manage unpredictable peaks and troughs in customer demand, whilst ensuring quality assurance and consistent delivery of quality Deliverables throughout the life of the Framework Alliance Contract in accordance with the attachment 11 – Specification (paragraphs 2.4.6, 3.4.4 and 3.8).  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the response guidance below | |
| **B1 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  **In order to satisfy the requirement, and the question associated with the requirement, you must:**   1. Demonstrate how you will manage peaks in demand, and detail how you ensure continuity of the Deliverables ensuring you do not exceed maximum capacity and continue to deliver the requirements in all circumstances. 2. Demonstrate how, during the Project Contracts, you will ensure that the Deliverables, including site set up, operational procedures and liaising with occupiers will not interrupt the everyday activities of the Additional Client. 3. Demonstrate how you will identify, monitor and maintain the quality of Deliverables, including how potential issues and faults are corrected to mitigate against poor performance.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B1(i) and B1(ii) each box has a character count of 2,000 characters. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **B2 – Continuous Improvement** | |
| **B2 Requirement:**  CCS requires you to continuously improve the performance and the quality of your Deliverables, and to identify benefits to CCS and Additional Clients, throughout the duration of the Framework Alliance Contract in accordance with attachment 11 – Specification (paragraph 3.8) and attachment 12 - CCS Modular Buildings Framework Alliance Contract (Framework Alliance Agreement clauses).  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the response guidance below | |
| **B2 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how you will manage, analyse and identify areas for improvement of the quality of your Deliverables, and explain your process for implementing continuous improvement plans. 2. Demonstrate the process you will have in place to continuously monitor the performance of your Additional Client account management function and how you will address any issues that occur to ensure you provide a consistently high level of quality of the Deliverables to each Additional Client. 3. Demonstrate your approach to undertaking lessons learned activities and communicating the outputs, including how this approach will ensure the outputs are effectively shared, implemented and will benefit the Client and Additional Clients to improve the quality of the Deliverables.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B2(i) and B2(ii) each box has a character count of 2,000 characters. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **B3 – Customer Service Function** | |
| **B3 Requirement:**  CCS require you to have a clearly defined process in place for the management of the customer service function including orders, enquiries, complaints and requests for advice to meet Additional Clients requirements, in accordance with attachment 11 – Specification (paragraph 2.3).  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the response guidance below | |
| **B3 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate your process for how you will ensure all queries received are acknowledged within 2 working days including orders, enquiries, complaints and requests for advice from Additional Clients, and explain how adopting this process will provide Additional Client satisfaction. 2. Demonstrate your approach to ensuring that the staff appointed to your customer service function have and maintain the relevant skills and knowledge of the Deliverables, Additional Client relations and appropriate technology, which will be required to address orders, enquiries, complaints and requests for advice. 3. Demonstrate your approach to maintaining a high level of customer service when responding to Additional Client orders, enquiries, complaints and requests for advice to ensure you maintain an effective customer service function during operational hours.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B3(i) and B3(ii) each box has a character count of 2,000 characters. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to d) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **B4 – Technical Specification** | |
| **B4 Requirement:**  CCS requires you to be able to deliver projects in accordance with attachment 11 – Specification (paragraph 10). You must have a plan in place to organise the process for receipt of the Project Brief, supply, design, construction/installation, and handover to the Additional Client.  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the response guidance below | |
| **B4 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate your process for preparing a comprehensive project plan with timescales, design calculations and drawings, including early engagement with the Additional Client and managing change requests from the Additional Client. 2. Demonstrate your approach to supplying/manufacturing and constructing/installing Modular Buildings, including how you ensure compliance to all relevant, current and future legislation policy and standards.      1. Demonstrate your process for handover and conclusion of the Project Contract, including what post-completion information will be provided and explain your approach to inspections and identifying defects, including how defects will be rectified in a timely manner.     Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B4(i) and B4(ii) each box has a character count of 2,000 characters. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to d) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

1. Price evaluation

This paragraph 11 contains information on how to complete attachment 3 price matrix and the price evaluation process.

* 1. How to complete your pricing matrix:

Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.

Your prices should compare with the quality of your offer.

Your prices must be sustainable and include your operating overhead costs and profit.

You should also take into account our management charge of 0.5% which shall be paid by you to us, as set out in attachment 12 CCS Modular Buildings Framework Alliance Contract.

Your prices submitted must:

* + exclude VAT
  + be exclusive of expenses/travel and subsistence
  + be in British pounds sterling
  + submitted up to two decimal places

Zero or negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.

The prices submitted will be the maximum that you can charge in a Project Contract. Prices may be lowered at the Project Contract stage.

You must download and complete attachment 3 Price matrix for the Lot(s) you are submitting a bid for.

Provide a price or percentage, where one has been requested, in the cells highlighted yellow.

When you have completed your pricing matrix, you must upload this into the eSourcing suite at question PQ1 in the commercial envelope. If you do not upload your price matrix your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of attachment 3 Price matrix

* 1. Price evaluation process

This is how we will evaluate your pricing for **All Lots**:

We will check you have completed all the yellow cells.

Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero or negative prices will not be accepted.

The price evaluation will be undertaken separately to the quality evaluation process.

The bidder with the lowest overall total price per Lot will be awarded the maximum mark available for that Lot (a price score of 30).

All other bidders will get a price score relative to the lowest overall total price.

The calculation we will use to evaluate your overall total price, for Lot 1, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6 or Lot 7, is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Price Score |  | Lowest overall total price |  | 30 (maximum mark available) |
| = |  | x |
|  | Bidders overall total price |  |

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A |  | Bidder B |  | Bidder C |
| Overall total price |  | Overall total price |  | Overall total price |
| £ 57,570.00 |  | £ 77,720.00 |  | £ 68,650.00 |
|  |  |  |  |  |

1. Bidder A has the lowest overall total price of £57,570.00. Bidder A is awarded the maximum mark available for price, which is 30;
2. Bidder B submits an overall total price of £77,720.00. Bidder B is awarded a price score of 22.22.
3. Bidder C submits an overall total price of £68,650.00 and is awarded a price score of 25.16.
   1. Abnormally low tenders

Where we consider any of the overall total price(s) you have submitted to have no correlation with the quality of your offer or to be **abnormally low,** we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).

If your explanation is not acceptable, we will reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

1. Final decision to award
   1. How we will calculate your final score

We will add your quality score to your price score to calculate your final score.

Example All Lots:

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Quality score | Price score | Final score |
| (Maximum score available 70) | (Maximum score available 30) | (Maximum score available 100) |
| Bidder A | 70.00 | 30.00 | 100.00 |
| Bidder B | 67.85 | 22.22 | 90.07 |
| Bidder C | 59.90 | 25.16 | 85.06 |

We will then rank all final scores from highest to lowest.

We will offer the number of bidders a Framework Alliance Contract as set out in paragraph 3.1 of attachment 1 – About the framework.

The maximum number of bidders for each Lot of this Framework Alliance Contract may increase where two or more bidders have tied scores in last position only.

* 1. **Reserved rights**

We also reserve the right to award a Framework Alliance Contract to any bidders whose final score is within 1% of the last position.

**Example All Lots:**

If the bidder in 10th place, last position has a final score of 60.00

The calculation we will use is:

10th place bidders final score is 60.00

1% of 60.00 = 0.6

The calculation will be rounded to two decimal places in excel.

60.00 - 0.60 = 59.40

So any bidder whose final score is 59.40 or above will be awarded a place on the Framework Alliance Contract for the Lot you have bid for (Lot 1, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6 or Lot 7). We will then continue with the above calculation based on 1% of 59.40.

* 1. **Intention to award**

You can submit a bid for one or more Lots. If you bid for all of Lots 5, 6 and 7 you will be required to specify your order of preference (response to question 1.13.3, 1.13.4 and 1.13. of the Selection Questionnaire) if successful in more than two Lots.

For the avoidance of doubt, a Bidder can be awarded a place in Lots 1-4 and two of Lot 5, Lot 6 or Lot 7.

We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send intention to award letters to all bidders who are still in the competition i.e. who have not been excluded.

At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.

If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain Lot, we reserve the right, to conclude a Framework Alliance Contract with successful bidders for the Lot(s) that have not been challenged.

Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a Framework Alliance Contract subject to signatures.

* 1. Framework Alliance Contract

You must sign and return the Framework Proposal for the CCS Modular Buildings Framework Alliance Contract within 10 days of being asked. If you do not sign and return, we may withdraw our offer of a Framework Alliance Contract.

The conclusion of a Framework Alliance Contract is subject to the provision of due ‘certificates, statements and other means of proof’ where bidders have, to this point, relied on self-certification.

This means

* Employers Liability Insurance Certificate
* Public Liability Insurance Certificate
* Professional Indemnity Insurance
* Product Liability Insurance
* Cyber Essentials Certificate
* BS EN ISO 14001 Certificate / EMAS Certificate
* BS EN ISO 9001 Certificate
* Considerate Constructors Scheme Certificate