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**ATTACHMENT 06a – PRICING MATRIX INSTRUCTIONS**

**NATIONAL FUELS FRAMEWORK**

**REFERENCE NUMBER**

**RM3801**

**ATTACHMENT 6a**

**Instructions for completing Attachment 6 Pricing Matrix**

**Tab Contents**

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**5. Lot 5 -** Associated Products and Services

**Introduction**

1. **This page provides Potential Providers with guidance and instructions on how to complete Attachment 6 – Pricing Matrix.**
2. **Please ensure you have fully read and understood the information contained in this attachment before completing Attachment 6 – Pricing Matrix.**
3. **Failure to adhere to the instructions and guidance within this attachment may deem your Tender non-compliant and you will no longer be able to continue in this procurement exercise.**
4. **If any guidance in this document is unclear or further explanation is required, please ensure that all clarifications are submitted via the eSourcing Suite prior to the Tender Clarification Deadline, as detailed in Attachment 1 - Invitation to Tender, paragraph 7.**
5. **Once completed, you MUST upload your completed Attachment 6 (Pricing Matrix) into the eSourcing Suite in accordance with the instruction set out in Attachment 1. The Price Evaluation Process is set out in section 11 of the ITT (Attachment 1).**
6. **The Contracting Authority reserves the right to verify any prices which may appear abnormally low. Potential Providers should note that the Contracting Authority has the discretion to exclude abnormally low tenders in accordance with Regulation 69 of the Public Contracts Regulation 2015.**

**General Instructions**

1. **The instructions in this section apply to all of the tabs (Lots) within Attachment 6 - Pricing Matrix.**
2. **Instructions for each of the Lot specific tabs contained within this attachment, can be found within this document.**
3. **You should complete fully, the tabs within Attachment 6 - Pricing Matrix, that correspond with the Lots of the Framework Agreement for which you are Tendering for. Tabs corresponding to Lots for which you do not intend to bid, should be left blank.**
4. **You must complete all of the required cells within the tabs that correspond with the Lots, Products and Services of the Framework Agreement for which you are bidding.**
5. **You should enter the trading name of the bidding entity bidding for this procurement in the 'Potential Provider Name' field, of each of the Lot specific tabs for which you are bidding.**
6. **You should enter the company registration number of the bidding entity bidding for this procurement in the 'Potential Provider Registration Number' field, of each of the Lot specific tabs for which you are bidding.**
7. **Numerical entries entered into Attachment 6 - Pricing Matrix must be positive.**
8. **Numerical entries should be entered to a maximum of two decimal places, unless otherwise specified.**
9. **All prices submitted should exclude VAT.**
10. **In the event that you are successful in your tender in the RM3801 - National Fuels Framework Agreement, for Lot Group 1 and Lot 2 the rates submitted in Attachment 6 - Pricing Matrix will be considered the maximum rates, which may not be exceeded for a period of 4 years following the Framework Commencement Date.**
11. **For Lots 3, 4 and 5 a 6 monthly price review will take place.**
12. **Blue cells within each tab of Attachment 6 - Pricing Matrix indicate the values that will be taken forward to price evaluation, except for Lot 4, where the red cell (total basket price) will be your opening bid in the eAuction if the Authority decides an e-Auction will take place, as stipulated in the Lot specific guidance and Attachment 1 - Invitation to Tender, Section 11.13.1.40.**

**LOT Group 1 - 101 to 114 inclusive Regional Lots**

**Introduction**

**1. This provides Potential Providers with guidance and instructions on how to complete Lot Group 1 Attachment 06 – Pricing Matrix**

**2. Please ensure you have fully read and understood the information contained in this section before completing Lot Group 1 Attachment 06 – Pricing Matrix.**

**3. Failure to adhere to the instructions and guidance within this tab may deem your Tender non-compliant and you will no longer be able to continue in this procurement exercise.**

**4. If any guidance in this document is unclear or further explanation is required, please ensure that all clarifications are submitted via the eSourcing Suite prior to the Tender Clarification Deadline, as detailed in Attachment 1 - Invitation to Tender, paragraph 7.**

**Completion of Lot Group 1 Tab**

**1. These instructions apply only to Attachment 06 - Pricing Matrix – Lot Group 1 – 101 to 114 Regional Lots.**

**2. You should enter the trading name of the bidding entity bidding for this procurement in the 'Potential Provider Name' field.**

**3. You should enter the company registration number of the bidding entity bidding for this procurement in the 'Potential Provider Registration Number' field.**

**4. Maximum Supplier Margin - pence per litre based on 30 day payment terms and delivery within 3 days of order.**

**5. You must complete all of the required cells within the Maximum Supplier Margin Table that correspond with the products and Regional Lots 101 to 114 for which you are able to provide the service, in accordance with your response to question SQ5.1 (b) of Attachment 2 - Participation Requirements and Selection Questionnaire. If successful the Maximum Margins Tendered will be entered into Schedule 3 of the Framework Agreement and will be the Maximum Margin which may be tendered for the applicable Regional Lot and Fuel type/load size at any further competition throughout the life of this Framework Agreement. Supplier Margins tendered at any further competition may be lower that the Supplier Maximum Margins tendered here.**

**6. Yellow cells within the Maximum Supplier Margin Table that do not correspond to a product or Regional Lot that you are bidding for, may be left blank but if bidding for a Regional Lot then you must be able to supply as a minimum Gas Oil Class A2, Kerosene and Ultra Low Sulphur (Diesel) within that Regional Lot.**

**7. The values you are required to provide are your Maximum Supplier Margin per litre, chargeable on top of the cost of the fuel, and should be expressed in pence per litre, i.e. a margin of 2.5 pence per litre (£0.025) would be expressed as 2.5. This margin shall include your costs, overheads, delivery and profit and any other associated expenses incurred in provision of the fuel.**

**8. You must provide a positive numerical value for the pence per litre to be discounted, for each of the discounts detailed in the 'Payments Term Discount' table however, this is for information only and will not be evaluated. If no discounts are offered a zero should be entered.**

**9. Negative numerical values may not be entered into this tab.**

**10. Zero values may not be entered into this tab except for the Payments Term Discount Table, which will not be evaluated.**

**11. Numerical entries should be entered to a maximum of 2 decimal places and be expressed in pence per litre unless otherwise specified.**

**12. The blue cells (Total Price) within this tab of Attachment 06 - Pricing Matrix are the values that will be taken forward and considered in the evaluation of your pricing submissions for this Lot Group 1.**

**13. Evaluations will be on Gas Oil Class A2, Kerosene and Ultra Low Sulphur (Diesel) ONLY**

**Calculation of the Total Price (For Evaluation)**

**For each Regional Lot tendered, the Suppliers responses in each price band for weekly lagged pricing for Gas Oil A2, Kerosene and Ultra Low Sulphur (Diesel) will be weighted based on historic spend over a 2 year contract period. Where no historic spend exists, the supplier response will be weighted by 1. The weighted supplier margins for the 3 products will be added together to provide a Total Price.**

**Calculation: A+B+C = Total Price where:**

**A= weekly lagged price for Gas Oil A2 load size 0 to 11,999 litres multiplied by the weighting for that product and load size + the weekly lagged price for Gas Oil A2 for load size 12,000 to 23,999 litres multiplied by the weighting for that product and load size + the weekly lagged price for Gas Oil A2 load size 24,000 plus litres multiplied by the weighting for that product and load size.**

**B =weekly lagged price for Kerosene load size 0 to 11,999 litres multiplied by the weighting for that product and load size + the weekly lagged price for Kerosene for load size 12,000 to 23,999 litres multiplied by the weighting for that product and load size + the weekly lagged price for Kerosene load size 24,000 plus litres multiplied by the weighting for that product and load size.**

**C = weekly lagged price for Ultra Low Sulphur (Diesel) load size 0 to 11,999 litres multiplied by the weighting for that product and load size + the weekly lagged price for Ultra Low Sulphur (Diesel) for load size 12,000 to 23,999 litres multiplied by the weighting for that product and load size + the weekly lagged price for Ultra Low Sulphur (Diesel) load size 24,000 plus litres multiplied by the weighting for that product and load size.**

**The Total Price will then be taken forward and evaluated against the Total Price tendered by all other Suppliers in the applicable Regional Lot and given an Overall Score.**

**Overall Score**

**The Supplier with the lowest Total Price will be awarded a maximum score of 100.**

**The remaining Suppliers will be awarded a percentage of the maximum available score equal to their Total Price relative to the lowest Supplier's Total Price.**

**Calculation:**

**Overall Score = lowest Supplier's Total Price/Suppliers Total Price x 100**

**Lot 2 – Liquefied Gas**

**Introduction**

**1. This provides Potential Providers with guidance and instructions on how to complete Lot 2 Attachment 06 – Pricing Matrix.**

**2. Please ensure you have fully read and understood the information contained in this tab before completing Lot 2 Attachment 06 – Pricing Matrix.**

**3. Failure to adhere to the instructions and guidance within this tab may deem your Tender to be non-compliant and you will no longer be able to continue in this procurement exercise.**

**4. If any guidance in this document is unclear or further explanation is required, please ensure that all clarifications are submitted via the eSourcing Suite prior to the Tender Clarification Deadline, as detailed in Attachment 1 - Invitation to Tender, paragraph 7.**

**Completion of this Tab**

**1. These instructions apply only to Attachment 06 - Pricing Matrix - Lot 2 Liquefied Gas.**

**2. You must complete all of the yellow cells within this tab agreeing to deliver to all Regions.**

**3. You should enter the trading name of the bidding entity bidding for this procurement in the 'Potential Provider Name' field.**

**4. You should enter the company registration number of the bidding entity bidding for this procurement in the 'Potential Provider Registration Number' field.**

**5. You must provide the Maximum Supplier Margin you would charge in respect of every region, fuel type and quantity interval, completing all yellow cells, for each fuel type and Region within the Maximum Supplier Margin tables.**

**6. The values you are required to provide are your Maximum Supplier Margin per litre and per kilo, chargeable on top of the cost of the fuel, and should be expressed in pence per litre and pence per kilo, i.e. a margin of 2.5 pence per litre (£0.025) would be expressed as 2.5. This margin shall include your costs, overheads, delivery and profit and any other associated expenses incurred in provision of the fuel.**

**7. You must provide a numerical value for the pence per litre/kilo to be discounted, for each of the discounts detailed in the 'Payment Term Discounts' table, this is for information only and will not be evaluated and zero values can be entered in this table.**

**8. Negative numerical values may not be entered into this tab.**

**9. Zero values may not be entered into this tab except for the Payments Term Discount Table, which will not be evaluated.**

**10. Numerical entries should be entered to a maximum of 2 decimal places and be expressed in GBP and pence, unless otherwise specified.**

**Evaluation Guidance**

**Calculation of the Total Price (For Evaluation)**

**The Suppliers' responses in each price band will be weighted based on historic spend over a 1 year contract period. Where no historic spend exists, the supplier response will be weighted by 1. The weighted supplier margins for all products will be added together to provide a Total Price.**

**The Total Price for Bulk and Cylinders will be added together and will be evaluated against the Total Price tendered by all other Suppliers in Lot 2 and given an Overall Score.**

**Overall Score**

**The Supplier with the lowest Total Price will be awarded a maximum score of 100.**

**The remaining Suppliers will be awarded a percentage of the maximum available score equal to their Total Price relative to the lowest Supplier's Total Price**

**Calculation:**

**Overall Score = lowest Supplier's Total Price/Suppliers Total Price x 100**

**LOT 3 - Solid Fuel and Biomass Fuel**

**Introduction**

**1. This provides Potential Providers with guidance and instructions on how to complete Lot 3 Attachment 06 – Pricing Matrix.**

**2. Please ensure you have fully read and understood the information contained in this tab before completing Lot 3 Attachment 06 – Pricing Matrix.**

**3. Failure to adhere to the instructions and guidance within this tab may deem your Tender non-compliant and you will no longer be able to continue in this procurement exercise.**

**4. If any guidance in this document is unclear or further explanation is required, please ensure that all clarifications are submitted via the eSourcing Suite prior to the Tender Clarification Deadline, as detailed in Attachment 1 - Invitation to Tender, paragraph 7.**

**Completion of this Tab**

**1. These instructions apply only to Attachment 06 - Pricing Matrix - Lot 3 Solid Fuel and Biomass Fuel.**

**2. You must complete all yellow and blue cells within this tab.**

**3. You should enter the trading name of the bidding entity bidding for this procurement in the 'Potential Provider Name' field.**

**4. You should enter the company registration number of the bidding entity bidding for this procurement in the 'Potential Provider Registration Number' field.**

 **5. You must provide a price per tonne for the raw material you are bidding for only in the yellow cells of row 10 and a total product price in the yellow cells of row 12.**

**6. You must provide a Maximum Supplier Margin per tonne that is representative of your maximum margin per tonne of the subject fuel you are bidding for in the blue cells of row 11 of this tab.**

**7. Negative numerical values may not be entered into this tab.**

**8. Zero values may not be entered into this tab.**

**9. Numerical entries should be entered to a maximum of 2 decimal places and be expressed in GBP and pence, unless otherwise specified.**

**10. The blue cell row 11 within the Maximum Supplier Margin per tonne cells (for Evaluation) is the value that will be taken forward and considered in the evaluation of your pricing submission for this Lot. Supplier margin will include all supplier overheads except delivery costs. Delivery Costs will be evaluated at further competition.**

**11. You must provide a full price list for all of the Products and/or Services you have indicated you are bidding for in the table in Attachment 2 Participation Requirements and Selection Questionnaire Guidance, question 5.1(c).**

**Calculation of the Total Maximum Supplier Margin (for Evaluation) for Coal**

**Overall Score**

**The Supplier with the lowest Total Price will be awarded a maximum score of 100.**

**The remaining Suppliers will be awarded a percentage of the maximum available score equal to their Total Price relative to the lowest Supplier's Total Price**

**Calculation:**

**Overall Score = lowest Supplier's Total Price/Suppliers Total Price x 100**

**Calculation of the Total Maximum Supplier Margin (for Evaluation) for Wood Chip and Wood Pellets**

**Calculation of the Total Maximum Supplier Margin (for Evaluation) for Woodchip and/or Wood Pellets**

**If a Supplier can only supply Wood Chips or Wood Pellets the same process/calculation as Coal will be followed. If a Supplier can provide both Wood Chip and Wood Pellets the Maximum Supplier Margin per Tonne will be added together and then averaged before the same process/calculation as Coal is followed.**

**LOT 4 - Greases, Lubricants and Antifreeze**

**Introduction**

**1. This provides Potential Providers with guidance and instructions on how to complete Lot 4 Attachment 06 – Pricing Matrix.**

**2. Please ensure you have fully read and understood the information contained in this tab before completing Lot 4 Attachment 06 – Pricing Matrix.**

**3. Failure to adhere to the instructions and guidance within this tab may deem your Tender non-compliant and you will no longer be able to continue in this procurement exercise.**

**4. If any guidance in this document is unclear or further explanation is required, please ensure that all clarifications are submitted via the eSourcing Suite prior to the Tender Clarification Deadline, as detailed in Attachment 1 - Invitation to Tender, paragraph 7.**

**Completion of this Tab**

**1. These instructions apply only to Attachment 06 - Pricing Matrix - Lot 4 Greases, Lubricants and Antifreeze.**

**2. You must complete all yellow cells within this tab.**

**3. You should enter the trading name of the bidding entity bidding for this procurement in the 'Potential Provider Name' field.**

**4. You should enter the company registration number of the bidding entity bidding for this procurement in the 'Potential Provider Registration Number' field.**

**5. You must provide a price per product per volume size in all of the yellow cells.**

**6. Negative numerical values may not be entered into this tab.**

**7. Zero values may not be entered into this tab.**

**8. Numerical entries should be entered to a maximum of 2 decimal places and be expressed in GBP and pence.**

**9. The figure entered in the yellow cells is the Total Supplier Price, including a fully built up price for cost of product and delivery. The blue cells automatically calculate the totals of the figures input in to the yellow cells.**

 **10. The Price in the red cell B33 will be your opening bid in the eAuction and this price will determine your price ranking at the start of the eAuction or please refer to Attachment 1 Invitation to Tender section 11.13.1.39 on the Authority reserving the right to not perform an eAuction.**

**LOT 5 -** Associated Products and Services

**Introduction**

**1. This provides Potential Providers with guidance and instructions on how to complete Lot 5 Attachment 06 – Pricing Matrix.**

**2. Please ensure you have fully read and understood the information contained in this tab before completing Lot 5 Attachment 06 – Pricing Matrix**

**3. Failure to adhere to the instructions and guidance within this tab may deem your Tender non-compliant and you will no longer be able to continue in this procurement exercise.**

**4. If any guidance in this document is unclear or further explanation is required, please ensure that all clarifications are submitted via the eSourcing Suite prior to the Tender Clarification Deadline, as detailed in Attachment 1 - Invitation to Tender, paragraph 7.**

**Completion of this Tab**

**1. These instructions apply only to Lot 5 Attachment 06 - Pricing Matrix - Associated Services**

**2. You must complete the yellow and blue cells for Products and/or Services you are bidding for within this tab.**

**3. You should enter trading name of the bidding entity bidding for this procurement in the 'Potential Provider Name' field.**

**4. You should enter the company registration number of the bidding entity bidding for this procurement in the 'Potential Provider Registration Number' field.**

**5. You must provide an average % margin for the range of Product and/or Services you are tendering to supply. The supplier margin should include supplier costs, overheads and profit.**

**6. Negative numerical values may not be entered into this tab.**

**7. Zero values may not be entered into this tab.**

**8. The blue cell (B12) the average overall Supplier Margin % (for Evaluation) is the value that will be taken forward for the evaluation of your pricing submission for Lot 5.**

**9. You must provide a full price list for all of the Products and/or Services you have indicated you are tendering for.**

 **Calculation of the Average overall Supplier Margin (for Evaluation) for Products and/or Services.**

**If a Supplier can provide both Products and Services then the Average overall Supplier Margin input in the yellow cells will be added together and divided by 2 and will be used for evaluation. If a Supplier can only provide Products or Services then the average overall supplier margin for Products or Services will be evaluated.**

**Overall Score**

**The Supplier with the lowest average overall supplier margin as a percentage will be awarded a maximum score of 100.**

**The remaining Suppliers will be awarded a percentage of the maximum available score equal to their average overall supplier margin relative to the lowest Supplier's average overall supplier margin.**

**Calculation:**

**Overall Score = lowest overall Supplier's margin/Suppliers Total Price x 100**