



Crown
Commercial
Service

Specialist Courier Services

REFERENCE NUMBER

RM3799

ATTACHMENT 4

AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Award Questionnaire. It also sets out the Marking Scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be references to the Potential Provider.
- 1.2 The defined terms used in the ITT document (Attachment 1) shall apply to this document.

2 OVERVIEW

- 2.1 The Award Questionnaire is broken down into the following sections:

SECTION A – GENERIC QUESTIONS

SECTION B – LOT SPECIFIC QUESTIONS

SECTION C – PRICING QUESTIONS

- 2.2 If you fail to provide a response to any question of the Award Questionnaire (according to the Lot you are bidding for), your Tender may be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender will be rejected and you as a Potential Provider excluded from further participation in this Procurement.
- 2.3 If a Tender fails to achieve or exceed a Final Score of 51% (combined price and quality) in accordance with paragraph ‘Final Decision to Award’ of the ITT (Attachment 1), the Potential Provider will not achieve a place on this Framework Agreement.
- 2.4 Your Final Score for a Lot is achieved as follows:

LOT	QUALITY EVALUATION %			PRICE EVALUATION %	MAXIMUM POSSIBLE SCORE %
	Section A	Section B	Total Quality (Section A + Section B)	Section C	
Lot 1	60	30	90	10	100
Lot 2	60	30	90	10	100
Lot 3	60	30	90	10	100
Lot 4	60	30	90	10	100
Lot 5	60	30	90	10	100
Lot 6	60	30	90	10	100
Lot 7	60	30	90	10	100

- 2.5 A summary of all the questions contained within the Award Questionnaire, along with the Marking Scheme and Maximum Score Available (where applicable) for each question is set out below:

Section A - GENERIC QUESTIONS				
Question		Marking scheme	Maximum score prior to weighting	Maximum weighted score
AQA1	Supply Chain Management	100/66/33/0	100	15
AQA2	Complaint Handling	100/66/33/0	100	15

AQA3	Security - Personnel	100/66/33/0	100	15
AQA4	Security - Services	100/66/33/0	100	15
Total achievable scores for Section A - Generic Questions			400	60
Section B - LOT SPECIFIC QUESTIONS				
Question		Marking scheme	Maximum score prior to weighting	Maximum weighted score
AQB1	Lot 1 - Response	100/80/60/40 /20/0	100	30
AQB2	Lot 2 - Response	100/80/60/40 /20/0	100	30
AQB3	Lot 3 - Response	100/80/60/40 /20/0	100	30
AQB4	Lot 4 - Response	100/80/60/40 /20/0	100	30
AQB5	Lot 5 - Response	100/80/60/40 /20/0	100	30
AQB6	Lot 6 - Response	100/80/60/40 /20/0	100	30
AQB7	Lot 7 - Response	100/80/60/40 /20/0	100	30

Section C - PRICING				
AQC1	Lot 1 - Pricing	0-100	100	10
AQC2	Lot 2 - Pricing	0-100	100	10
AQC3	Lot 3 - Pricing	0-100	100	10
AQC4	Lot 4 - Pricing	0-100	100	10
AQC5	Lot 5 - Pricing	0-100	100	10
AQC6	Lot 6 - Pricing	0-100	100	10
AQC7	Lot 7 - Pricing	0-100	100	10

Section A - GENERIC QUESTIONS**AQA1 – Supply Chain Management**

The Authority requires Potential Providers to proactively manage their supply chain which is directly associated with the delivery of Services to Contracting Authority under this Framework Agreement.

AQA1 Response Guidance

All Potential Providers must answer this question. You must insert your response into the text fields in the e-Sourcing Suite.

Your response to this question should clearly demonstrate the process you will have in place to generate effective and value added ways of working with your Supply Chain i.e.

Subcontractors, partners, suppliers, etc.

Your response must:

- I. Demonstrate how you will provide assurance for the continuity of supply throughout the duration of the Framework Agreement and any Call Off Agreements established, including how relationships with the Supply Chain will be formalised and effectively managed.
- II. Describe the measures you will have in place to ensure quality within the Supply Chain, including how you will agree and review these with your Supply Chain
- III. Demonstrate the process you will have in place to avoid disruption to continuity of supply of Services, including how you will identify and manage critical points of failure within the Supply Chain.

Responses should be limited to, and focused on each of the component parts of the question posed (I to III). Potential Providers should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to III) you are responding to.

Maximum character count – 12,288 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 3 component parts (I to III) in accordance with response guidance above.
66	The Potential Provider's response fully addresses only 2 of the 3 component parts (I to III) in accordance with response guidance above.
33	The Potential Provider's response fully addresses only 1 of the 3 component parts (I to III) in accordance with response guidance above.
0	<p>The Potential Provider's response has not fully addressed any of the 3 component parts (I to III) in accordance with response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

AQA2 – Complaint Handling

The Authority requires Potential Providers to proactively handle complaints as part of managing Contracting Authority satisfaction to the agreed levels in the Framework Agreement.

AQA2 Response Guidance

All Potential Providers must answer this question. You must insert your response into the text fields in the e-Sourcing Suite.

Your response to this question should clearly demonstrate what process you will have in place for managing any complaints received from receipt through to resolution.

Your response must:

- I. Describe your procedures for receiving, logging, acknowledging, prioritising and tracking Contracting Authority complaints
- II. Describe the procedures for handling the complaints to resolution, including escalation paths and how you will ensure Contracting Authority acceptance that the complaint has been managed and resolved to their satisfaction before it is closed.
- III. Describe how your processes, described in response to component parts I and II, will deliver effective and timely responses to ensure that complaints are resolved within the timescales agreed with the Contracting Authority.

Responses should be limited to, and focused on each of the component parts of the question posed (I to III). Potential Providers should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to III) you are responding to.

Maximum character count – 12,288 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 3 component parts (I to III) in accordance with response guidance above.
66	The Potential Provider's response fully addresses only 2 of the 3 component parts (I to III) in accordance with response guidance above.
33	The Potential Provider's response fully addresses only 1 of the 3 component parts (I to III) in accordance with response guidance above.
0	<p>The Potential Provider's response has not fully addressed any of the 3 component parts (I to III) in accordance with response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

AQA3 Security - Personnel

The Authority requires Potential Providers to proactively manage the quality of personnel who are associated with delivery of the Service requirement under the lot structure of the Framework Agreement.

AQA3 Response Guidance

All Potential Providers must answer this question. You must insert your response into the text fields in the e-Sourcing Suite.

Your response to this question should clearly demonstrate how you will manage personnel to ensure the safe and secure delivery of the Services provided in line with the requirements of the Specification, and ensure that personnel involved in the delivery of the services act in a manner that ensures the confidentiality and integrity of the Authority and Contracting Authorities.

Your response must:

- I. Describe the processes that you will have in place to ensure that all your employees/personnel provide the Services in accordance to the Mandatory Security Requirements (from 3.2 to 3.8, including all subparagraphs) for Services described in the Generic section of Attachment 5a.

Your response **MUST** clearly explain each activity listed from paragraph 3.3 to 3.6 (including all subparagraphs).

- II. Explain how you will manage the ongoing driving standards of the driving personnel who are associated with the delivery of the Service requirement including monitoring conformance to all road traffic conditions, regulations and legislation.
- III. Describe how you will assess potential Subcontractors to ensure their personnel standards conform to your required staff quality as described in your responses to component parts I and II.

Responses should be limited to, and focused on each of the component parts of the question posed (I to III). Potential Providers should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to III) you are responding to.

Maximum character count – 12,288 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include

spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 3 component parts (I to III) in accordance with response guidance above.
66	The Potential Provider's response fully addresses only 2 of the 3 component parts (I to III) in accordance with response guidance above.
33	The Potential Provider's response fully addresses only 1 of the 3 component parts (I to III) in accordance with response guidance above.
0	<p>The Potential Provider's response has not fully addressed any of the 3 component parts (I to III) in accordance with response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

AQA4 – Security - Services

The Authority requires Potential Providers to proactively manage the security of the Service(s) delivered under the lot structure of the Framework Agreement.

AQA4 Response Guidance

All Potential Providers must answer this question. You must insert your response into the text fields in the e-Sourcing Suite.

Your response to this question should clearly demonstrate the systems and processes you have in place to be proactive in the secure collection and delivery of the Services provided.

Your response must:

- I. Describe how you will handle any data obtained during the provision of Services under this Framework Agreement, including the systems you have in place to ensure the security of that data.
- II. Outline your organisation's business continuity plans and standard operating procedures, including the steps you would take to implement these plans for any unexpected event and identifying the different steps you might take to deal with events you consider to be emergency - including escalation points and additional security considerations.
- III. In the situation of vehicle breakdown or driver unavailability, explain how you will ensure that any replacement vehicle/driver(s) will be provided in order to continue a journey in the UK and still achieve the collection/delivery targets agreed with the Contracting Body.

Responses should be limited to, and focused on each of the component parts of the question posed (I to III). Potential Providers should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to III) you are responding to.

Maximum character count – 12,288 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 3 component parts (I to III) in accordance with response guidance above.
66	The Potential Provider's response fully addresses only 2 of the 3 component parts (I to III) in accordance with response guidance above.
33	The Potential Provider's response fully addresses only 1 of the 3 component parts (I to III) in accordance with response guidance above.
0	<p>The Potential Provider's response has not fully addressed any of the 3 component parts (I to III) in accordance with response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

SECTION B – LOT SPECIFIC QUESTIONS

You are required to respond to every question for the Lots that you are bidding for.

Your response to the Lot specific questions in Section B must be relevant to the mandatory requirements at the corresponding Lot specification (Attachment 5a Framework Schedule 2 Part A Services – Annex 1 to Annex 7).

LOT 1 QUESTION**AQB1 – Response Lot 1**

The Authority requires the Potential Provider to describe the processes you would put in place for ensuring you meet the mandatory requirements set out at paragraph 2 of **ANNEX 1** to Attachment 5a Framework Schedule 2 Part A Services.

Please address component parts I to VIII as detailed in the response guidance below:

Maximum character count 32,768 – character including spaces and punctuation.

AQB1 Response Guidance

All Potential Providers submitting a tender for Lot 1 must answer this question. All paragraph references at I) to VIII) below are to paragraphs in ANNEX 1 to Attachment 5a Framework Schedule 2 Part A Services

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy this requirement, the Potential Provider shall clearly:

I) Describe HOW you will ensure the mandatory Regulatory Requirements at paragraphs 2.1 through to and including 2.3 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.1 through to and including 2.3 (including all subparagraphs) of this Lot; and

II) Describe HOW you will ensure the mandatory Security Requirements at paragraphs 2.4 through to and including 2.7 of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.4 through to and including 2.7 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

III) Describe HOW you will ensure the mandatory Transport Requirements at paragraphs 2.8 through to and including 2.9 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.8 through to and including 2.9 (including all subparagraphs) of this Lot; and

IV) Describe HOW you will ensure the mandatory Collection Service at paragraphs 2.10 through to and including 2.14 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.10 through to and including 2.14 (including all subparagraphs) of this Lot; and

V) Describe HOW you will ensure the mandatory Delivery including Same Day and Next Day at paragraphs 2.15 through to and including 2.23 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Delivery paragraphs 2.15 through to and including 2.17, Same Day at paragraphs 2.18 through to and including 2.21 and Next Day at paragraphs 2.22 through to and including 2.23 ; and

VI) Describe HOW you will ensure the mandatory Track and Trace Facility at paragraphs 2.24 through to and including 2.27 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be split down to clearly cover each of the requirements at paragraphs 2.24 through to and including 2.27 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they

are met; and

VII) Describe HOW you will ensure the mandatory Training at paragraphs 2.28 through to and including 2.31 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be split down to clearly cover each of the requirements at paragraphs 2.28 through to and including 2.31 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VIII) Describe HOW you will ensure the mandatory Packaging at paragraphs 2.32 through to and including 2.44 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.32 through to and including 2.44 (including all subparagraphs) of this Lot.

Your response should be limited to, and focused on each of the component parts of the question posed (I to VIII). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to VIII) you are responding to.

Maximum character count – 32,768 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 8 of the component parts (I to VIII) in accordance with response guidance above.
80	The Potential Provider's response fully addresses only 7 of the 8 component parts (I to VIII) in accordance with response guidance above
60	The Potential Provider's response fully addresses only 5 or 6 of the 8 component parts (I to VIII) in accordance with response guidance above
40	The Potential Provider's response fully addresses only 3 or 4 of the 8 component parts (I to VIII) in accordance with response guidance above

20	The Potential Provider's response fully addresses only 1 or 2 of the 8 component parts (I to VIII) in accordance with response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 8 component parts (I to VIII) in accordance with response guidance above. OR</p> <p>A response has not been provided to this question.</p>

LOT 2 QUESTION**AQB2 – Response Lot 2**

The Authority requires the Potential Provider to describe the processes you would put in place for ensuring you meet the mandatory requirements set out at paragraph 2 of the **Attachment 5a Framework Schedule 2 Part A Services – ANNEX 2**.

Please address component parts I to VIII as detailed in the response guidance below:
Maximum character count 32,768 – character including spaces and punctuation.

AQB2 Response Guidance

All Potential Providers submitting a tender for Lot 2 must answer this question. All paragraph references at I) to VIII) below are to paragraphs in ANNEX 2 to Attachment 5a Framework Schedule 2 Part A Services

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy this requirement, the Potential Provider shall clearly:

I) Describe HOW you will ensure the mandatory Regulatory Requirements at paragraphs 2.1 through to and including 2.2 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.
Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.1 through to and including 2.2 (including all subparagraphs) of this Lot; and

II) Describe HOW you will ensure the mandatory Security Requirements at paragraphs 2.3 through to and including 2.9 of this Lot are adhered to throughout the life of this Framework Agreement.
Your response must be split down to clearly cover the requirements at paragraphs 2.3 through to and including 2.9 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

III) Describe HOW you will ensure the mandatory Transport Requirements at paragraphs 2.10 through to and including 2.11 (including all subparagraphs) of this

Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.10 through to and including 2.11 (including all sub-paragraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

IV) Describe HOW you will ensure the mandatory Collection Service at paragraphs 2.12 through to and including 2.16 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.12 through to and including 2.16 (including all subparagraphs) of this Lot; and

V) Describe HOW you will ensure the mandatory Delivery including Same Day and Next Day at paragraphs 2.17 through to and including 2.23 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Delivery paragraphs 2.17 through to and including 2.18, Same Day at paragraphs 2.19 through to and including 2.21 and Next Day at paragraphs 2.22 through to and including 2.23 ; and

VI) Describe HOW you will ensure the mandatory Track and Trace Facility at paragraphs 2.24 through to and including 2.25 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.24 through to and including 2.25 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VII) Describe HOW you will ensure the mandatory Training at paragraphs 2.26 through to and including 2.29 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be split down to clearly cover each of the requirements at paragraphs 2.26 through to and including 2.29 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VIII) Describe HOW you will ensure the mandatory Packaging at paragraphs 2.30 through to and including 2.34 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.31 through to and including 2.34 (including all subparagraphs) of this Lot.

Your response should be limited to, and focused on each of the component parts of the question posed (I to VIII). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to

<p>VIII) you are responding to.</p> <p>Maximum character count – 32,768 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.</p>	
Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 8 of the component parts (I to VIII) in accordance with response guidance above.
80	The Potential Provider's response fully addresses only 7 of the 8 component parts (I to VIII) in accordance with response guidance above
60	The Potential Provider's response fully addresses only 5 or 6 of the 8 component parts (I to VIII) in accordance with response guidance above
40	The Potential Provider's response fully addresses only 3 or 4 of the 8 component parts (I to VIII) in accordance with response guidance above
20	The Potential Provider's response fully addresses only 1 or 2 of the 8 component parts (I to VIII) in accordance with response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 8 component parts (I to VIII) in accordance with response guidance above. OR</p> <p>A response has not been provided to this question.</p>

LOT 3 QUESTION**AQB3 – Response Lot 3**

The Authority requires the Potential Provider to describe the processes you would put in place for ensuring you meet the mandatory requirements set out at paragraph 2 of Attachment 5a Framework Schedule 2 Part A Services – **ANNEX 3**

Please address component parts I to VII as detailed in the response guidance below:

Maximum character count 28,672 – character including spaces and punctuation.

AQB3 Response Guidance

All Potential Providers submitting a tender for Lot 3 must answer this question. All paragraph references at I to VII below are to paragraphs in ANNEX 3 to Attachment 5a Framework Schedule 2 Part A Services. You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy this requirement, the Potential Provider shall clearly:

I) Describe HOW you will ensure the mandatory Security Requirements at paragraphs 2.1 through to and including 2.10 of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.1 through to and including 2.10 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

II) Describe HOW you will ensure the mandatory Collection Service at paragraphs 2.11 through to and including 2.19 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.11 through to and including 2.19 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

III) Describe HOW you will ensure the mandatory Ordering and Delivery requirements at paragraphs 2.20 through to and including 2.22 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Ordering and Delivery paragraphs 2.20 through to and including 2.22 (including all subparagraphs); and

IV) Describe HOW you will ensure the mandatory Transport requirements at paragraphs 2.23 through to and including 2.29 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.23 through to and including 2.29 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

V) Describe HOW you will ensure the mandatory Foreign and Forged Tender including Changes to Legal Tender at paragraphs 2.30 and 2.31 of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be split down to clearly cover each of the requirements at paragraphs 2.30 and 2.31 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VI) Describe HOW you will ensure the mandatory Equipment requirements at paragraphs 2.32 through to and including 2.34 of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.32 through to and including 2.34 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VII) Describe HOW you will ensure the mandatory Cash Processing requirements at paragraph 2.35 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraph 2.35 (including all subparagraphs, with a description for each one of those requirements that details the activities you will undertake to ensure they are met.

Your response should be limited to, and focused on each of the component parts of the question posed (I to VII). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to VII) you are responding to.

Maximum character count – 28,672 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 7 of the component parts (I to VII) in accordance with response guidance above.
80	The Potential Provider's response fully addresses only 6 of the 7 component parts (I to VII) in accordance with response guidance above
60	The Potential Provider's response fully addresses only 4 or 5 of the 7 component parts (I to VII) in accordance with response guidance above

40	The Potential Provider's response fully addresses only 2 or 3 of the 7 component parts (I to VII) in accordance with response guidance above
20	The Potential Provider's response fully addresses only 1 of the 7 component parts (I to VII) in accordance with response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 7 component parts (I to VII) in accordance with response guidance above. OR</p> <p>A response has not been provided to this question.</p>

LOT 4 QUESTION**AQB4 – Response Lot 4**

The Authority requires the Potential Provider to describe the processes you would put in place for ensuring you meet the mandatory requirements set out at paragraph 2 of Attachment 5a Framework Schedule 2 Part A Services – **ANNEX 4**).

Please address component parts I to VIII as detailed in the response guidance below:
Maximum character count 32,768 – character including spaces and punctuation.

AQB4 Response Guidance

All Potential Providers submitting a tender for Lot 4 must answer this question. All paragraph references at I) to VIII) below are to paragraphs in ANNEX 4 to Attachment 5a Framework Schedule 2 Part A Services.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy this requirement, the Potential Provider shall clearly:

I) Describe HOW you will ensure the mandatory Regulatory Requirements at paragraphs 2.1 through to and including 2.3. (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.1 through to and including 2.3 (including all subparagraphs) of this Lot; and

II) Describe HOW you will ensure the mandatory Security Requirements at paragraphs 2.4 through to and including 2.5 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.4 through to and including 2.5 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

III) Describe HOW you will ensure the mandatory Transport Requirements at paragraph 2.6 including (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraph 2.6 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

IV) Describe HOW you will ensure the mandatory Collection Service at paragraphs 2.7 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.7 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

V) Describe HOW you will ensure the mandatory Delivery including Same Day and Next Day at paragraphs 2.8 through to and including 2.15 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Delivery paragraphs 2.8 through to and including 2.9, Same Day at paragraphs 2.10 through to and including 2.12 and Next Day at paragraphs 2.13 through to and including 2.15 (including all sub paragraphs); and

VI) Describe HOW you will ensure the mandatory Track and Trace Facility at paragraphs 2.16 through to and including 2.20 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.16 through to and including 2.20 of this Lot (including all

subparagraphs), with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VII) Describe HOW you will ensure the mandatory Training at paragraphs 2.21 through to and including 2.23 of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be split down to clearly cover each of the requirements at paragraphs 2.21 through to and including 2.23 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VIII) Describe HOW you will ensure the mandatory Packaging at paragraphs 2.24 through to and including 2.27 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.24 through to and including 2.27 (including all subparagraphs) of this Lot.

Your response should be limited to, and focused on each of the component parts of the question posed (I to VIII). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to VIII) you are responding to.

Maximum character count 32,768 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 8 of the component parts (I to VIII) in accordance with response guidance above.
80	The Potential Provider's response fully addresses only 7 of the 8 component parts (I to VIII) in accordance with response guidance above
60	The Potential Provider's response fully addresses only 5 or 6 of the 8 component parts (I to VIII) in accordance with response guidance above
40	The Potential Provider's response fully addresses only 3 or 4 of the 8 component parts (I to VIII) in accordance with response guidance above

20	The Potential Provider's response fully addresses only 1 or 2 of the 8 component parts (I to VIII) in accordance with response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 8 component parts (I to VIII) in accordance with response guidance above. OR</p> <p>A response has not been provided to this question.</p>

LOT 5 QUESTION**AQB5 – Response Lot 5**

The Authority requires the Potential Provider to describe the processes you would put in place for ensuring you meet the mandatory requirements set out at paragraph 2 of Attachment 5a Framework Schedule 2 Part A Services **ANNEX 5**).

Please address component parts I to V as detailed in the response guidance below:
Maximum character count 20,480 – character including spaces and punctuation.

AQB5 Response Guidance

All Potential Providers submitting a tender for Lot 5 must answer this question. All paragraph references at I) to V) below are to paragraphs in ANNEX 5 to Attachment 5a Framework Schedule 2 Part A Services.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy this requirement, the Potential Provider shall clearly:

I) Describe HOW you will ensure the mandatory Regulatory Requirements at paragraphs 2.1 through to and including 2.5 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.
Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.1 through to and including 2.5 (including all subparagraphs) of this Lot; and

II) Describe HOW you will ensure the mandatory Transport Requirements at paragraphs 2.6 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.
Your response must be split down to clearly cover each of the requirements at paragraphs 2.6 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

III) Describe HOW you will ensure the mandatory Secure Collection and Haulage at paragraphs 2.7 through to and including 2.9 of this Lot are adhered to throughout

the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.7 through to and including 2.9 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

IV) Describe HOW you will ensure the mandatory Storage Facilities at paragraphs 2.10 through to and including 2.15 of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.10 through to and including 2.15 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

V) Describe HOW you will ensure the mandatory Disposal of Seized Goods at paragraphs 2.16 through to and including 2.19 of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.16 through to and including 2.19 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met.

Your response should be limited to, and focused on each of the component parts of the question posed (I to V). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to V) you are responding to.

Maximum character count – 20,480 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 5 of the component parts (I to V) in accordance with response guidance above.
80	The Potential Provider's response fully addresses only 4 of the 5 component parts (I to V) in accordance with response guidance above
60	The Potential Provider's response fully addresses only 3 of the 5 component parts (I to V) in accordance with response guidance above

40	The Potential Provider's response fully addresses only 2 of the 5 component parts (I to V) in accordance with response guidance above
20	The Potential Provider's response fully addresses only 1 of the 5 component parts (I to V) in accordance with response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 5 component parts (I to V) in accordance with response guidance above. OR</p> <p>A response has not been provided to this question.</p>

LOT 6 QUESTION**AQB6 – Response Lot 6**

The Authority requires the Potential Provider to describe the processes you would put in place for ensuring you meet the mandatory requirements set out at paragraph 2 of Attachment 5a Framework Schedule 2 Part A Services – **ANNEX 6**).

Please address component parts I to V as detailed in the response guidance below:
Maximum character count 20,480 – character including spaces and punctuation.

AQB6 Response Guidance

All Potential Providers submitting a tender for Lot 6 must answer this question. All paragraph references at I) to V) below are to paragraphs in ANNEX 6 to Attachment 5a Framework Schedule 2 Part A Services.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy this requirement, the Potential Provider shall clearly:

I) Describe HOW you will ensure the mandatory Regulatory Requirements at paragraphs 2.1 through to and including 2.4 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.
Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.1 through to and including 2.4 (including all subparagraphs) of this Lot; and

II) Describe HOW you will ensure the mandatory Transport Requirements at paragraphs 2.5 through to and including 2.6 (including subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.
Your response must be split down to clearly cover each of the requirements at paragraphs 2.5 through to and including 2.6 (including subparagraphs) of this Lot,

with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

III) Describe HOW you will ensure the mandatory Secure Collection and Haulage at paragraphs 2.7 through to and including 2.9 of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Secure Collection and Haulage paragraphs 2.7 through to and including 2.9 with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

IV) Describe HOW you will ensure the mandatory Storage Facility at paragraphs 2.10 through to and including 2.16 of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Storage Facility paragraphs 2.10 through to and including 2.16 with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

V) Describe HOW you will ensure the mandatory Disposal of Vehicles at paragraphs 2.17 through to and including 2.22 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Disposal of Vehicles paragraphs 2.17 through to and including 2.22 with a description for each one of those requirements that details the activities you will undertake to ensure they are met.

Your response should be limited to, and focused on each of the component parts of the question posed (I to V). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to V) you are responding to.

Maximum character count – 20,480 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 5 of the component parts (I to V) in accordance with response guidance above.
80	The Potential Provider's response fully addresses only 4 of the 5 component parts (I to V) in accordance with response guidance above

60	The Potential Provider's response fully addresses only 3 of the 5 component parts (I to V) in accordance with response guidance above
40	The Potential Provider's response fully addresses only 2 of the 5 component parts (I to V) in accordance with response guidance above
20	The Potential Provider's response fully addresses only 1 of the 5 component parts (I to V) in accordance with response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 5 component parts (I to V) in accordance with response guidance above. OR</p> <p>A response has not been provided to this question.</p>
LOT 7 QUESTION	
<p>AQB7 – Response Lot 7</p> <p>The Authority requires the Potential Provider to describe the processes you would put in place for ensuring you meet the mandatory requirements set out at paragraph 2 of Attachment 5a Framework Schedule 2 Part A Services – <u>ANNEX 7</u>).</p> <p>Please address component parts I to VIII as detailed in the response guidance below: Maximum character count 32,768 – character including spaces and punctuation.</p>	

AQB7 Response Guidance

All Potential Providers submitting a tender for Lot 7 must answer this question. All paragraph references at I) to VIII) below are to paragraphs in ANNEX 7 to Attachment 5a Framework Schedule 2 Part A Services.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy this requirement, the Potential Provider shall clearly:

I) Describe HOW you will ensure the mandatory Regulatory Requirements at paragraphs 2.1 through to and including 2.6 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.1 through to and including 2.6 (including all subparagraphs) of this Lot; and

II) Describe HOW you will ensure the mandatory Security and Safety Requirements at paragraphs 2.7 through to and including 2.19 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.7 through to and including 2.19 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

III) Describe HOW you will ensure the mandatory Transport Requirements at paragraphs 2.20 through to and including 2.23 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.20 through to and including 2.23 (including all subparagraphs) of this Lot; and

IV) Describe HOW you will ensure the mandatory Collection Service at paragraphs 2.24 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.24 (including all subparagraphs) of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

V) Describe HOW you will ensure the mandatory Delivery including Same Day and Next Day at paragraphs 2.25 through to and including 2.36 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover your activities under the Delivery paragraphs 2.25 through to and including 2.30, Same Day at paragraphs 2.31 through to and including 2.33 and Next Day at paragraphs 2.34 through to and including 2.36 (including all subparagraphs) ; and

VI) Describe HOW you will ensure the mandatory Track and Trace Facility at paragraphs 2.37 through to and including 2.39 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be split down to clearly cover each of the requirements at paragraphs 2.37 through to and including 2.39 of this Lot, with a description for each one of those requirements that details the activities you will undertake to

ensure they are met; and

VII) Describe HOW you will ensure the mandatory Training at paragraphs 2.40 through to and including 2.42 of this Lot are adhered to throughout the life of this Framework Agreement. Your response must be split down to clearly cover each of the requirements at paragraphs 2.40 through to and including 2.42 of this Lot, with a description for each one of those requirements that details the activities you will undertake to ensure they are met; and

VIII) Describe HOW you will ensure the mandatory Packaging at paragraphs 2.43 through to and including 2.50 (including all subparagraphs) of this Lot are adhered to throughout the life of this Framework Agreement.

Your response must be clear with regard to how you obtain and maintain the regulatory certifications required by paragraphs 2.43 through to and including 2.50 (including all subparagraphs) of this Lot.

Your response should be limited to, and focused on each of the component parts of the question posed (I to VIII). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (I to VIII) you are responding to.

Maximum character count – 32,768 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Marking Scheme	Evaluation Guidance
100	The Potential Provider's response fully addresses all 8 of the component parts (I to VIII) in accordance with response guidance above.
80	The Potential Provider's response fully addresses only 7 of the 8 component parts (I to VIII) in accordance with response guidance above
60	The Potential Provider's response fully addresses only 5 or 6 of the 8 component parts (I to VIII) in accordance with response guidance above
40	The Potential Provider's response fully addresses only 3 or 4 of the 8 component parts (I to VIII) in accordance with response guidance above

20	The Potential Provider's response fully addresses only 1 or 2 of the 8 component parts (I to VIII) in accordance with response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 8 component parts (I to VIII) in accordance with response guidance above. OR</p> <p>A response has not been provided to this question.</p>

SECTION C - PRICING

All Potential Providers must answer provide a pricing response for every Lot(s) for which they are tendering.

Before completing your response, please download the relevant Lot Pricing document and read thoroughly.

At question AQC1 - AQC7 you are required to insert the pricing information required in the relevant Lot attachment (Attachments 9 - 15) – ensuring all instructions are followed -, then attach your completed pricing document to the relevant question (AQC1 – AQC7) in the eSourcing Suite, and then select 'Yes' at that relevant AQC1 – AQC7 to confirm you have done so.

AQC1 – AQC7 will be evaluated in accordance with the following process:

Price Evaluation Stage 1

You will be awarded a Pass or Fail based on whether you have provided pricing that correctly follows the instructions in the pricing document for this Lot (instructions are in Attachments 9 – 15).

If you fail this Price Evaluation Stage 1 then your tender will not proceed to Stage 2 and will be excluded from further consideration for the purposes of this Procurement.

If you pass this Price Evaluation Stage 1 then your tender will proceed to Price Evaluation Stage 2

Price Evaluation Stage 2

If you have been awarded a 'pass' at AQC1 to AQC7 the pricing you provide in the Pricing document will then be evaluated in accordance with the process described at paragraphs 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender.

LOT 1 PRICING	
AQC1 – Pricing for Lot 1 Please select YES or NO to indicate whether you have attached your Lot 1 pricing document to this question.	
AQC1 – Response Guidance You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means you have attached your Lot 1 pricing document at question level. Providing a NO response means that you have not attached your Lot 1 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement. Select N/A if you are not bidding for this Lot.	
Price Evaluation Stage 1	
Marking Scheme	Evaluation Guidance
YES	Providing a YES response means you have attached your Lot 1 pricing document at question level that correctly follows the instructions in the pricing document for this Lot, to be assessed and scored in accordance with the Price Evaluation Process as described in Attachment 1 (ITT).
NO	Providing a NO response means that you have not attached your Lot 1 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Price Evaluation Stage 2	
<p>Provided you have passed Price Evaluation Stage 1 your pricing will be subject to evaluation in accordance with paragraph 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender</p> <p>Your maximum Total Price will be evaluated against the range of Total Prices submitted by all Potential Providers for that Lot.</p> <p>The Potential Provider with the lowest Total Price in each Lot, shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their Total Price, relative to the lowest price submitted.</p>	
Marking Scheme	Evaluation Guidance
0 - 100	<p>The calculation used is the following:</p> $\text{Score} = \frac{\text{lowest Total Price Tendered}}{\text{your Total Price Tendered}} \times [] \text{Maximum Score Available}$

LOT 2 SCENARIO PRICING	
AQC2 – Pricing for Lot 2 Please select YES or NO to indicate whether you have attached your Lot 2 pricing document to this question.	
AQC2 – Response Guidance You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means you have attached your Lot 2 pricing document at question level. Providing a NO response means that you have not attached your Lot 2 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement. Select N/A if you are not bidding for this Lot.	
Price Evaluation Stage 1	
Marking Scheme	Evaluation Guidance
YES	Providing a YES response means you have attached your Lot 2 pricing document at question level that correctly follows the instructions in the pricing document for this Lot, to be assessed and scored in accordance with the Price Evaluation Process as described in Attachment 1 (ITT).
NO	Providing a NO response means that you have not attached your Lot 2 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Price Evaluation Stage 2	
<p>Provided you have passed Price Evaluation Stage 1 your pricing will be subject to evaluation in accordance with paragraph 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender</p> <p>Your maximum Total Price will be evaluated against the range of Total Prices submitted by all Potential Providers for that Lot.</p> <p>The Potential Provider with the lowest Total Price in each Lot, shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their Total Price, relative to the lowest price submitted.</p>	
Marking Scheme	Evaluation Guidance
0 - 100	The calculation used is the following:
	$\text{Score} = \frac{\text{lowest Total Price Tendered}}{\text{your Total Price Tendered}} \times [] \text{Maximum Score Available}$

LOT 3 PRICING	
AQC3 – Pricing for Lot 3 Please select YES or NO to indicate whether you have attached your Lot 3 pricing document to this question.	
AQC3 – Response Guidance You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means you have attached your Lot 3 pricing document at question level. Providing a NO response means that you have not attached your Lot 3 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement. Select N/A if you are not bidding for this Lot.	
Price Evaluation Stage 1	
Marking Scheme	Evaluation Guidance
YES	Providing a YES response means you have attached your Lot 3 pricing document at question level that correctly follows the instructions in the pricing document for this Lot, to be assessed and scored in accordance with the Price Evaluation Process as described in Attachment 1 (ITT).
NO	Providing a NO response means that you have not attached your Lot 3 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Price Evaluation Stage 2	
<p>Provided you have passed Price Evaluation Stage 1 your pricing will be subject to evaluation in accordance with paragraph 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender</p> <p>Your maximum Total Price will be evaluated against the range of Total Prices submitted by all Potential Providers for that Lot.</p> <p>The Potential Provider with the lowest Total Price in each Lot, shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their Total Price, relative to the lowest price submitted.</p>	
Marking Scheme	Evaluation Guidance
0 - 100	The calculation used is the following:
	$\text{Score} = \frac{\text{lowest Total Price Tendered}}{\text{your Total Price Tendered}} \times [] \text{Maximum Score Available}$

LOT 4 PRICING	
AQC4 – Pricing for Lot 4 Please select YES or NO to indicate whether you have attached your Lot 4 pricing document to this question.	
AQC4 – Response Guidance You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means you have attached your Lot 4 pricing document at question level. Providing a NO response means that you have not attached your Lot 4 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement. Select N/A if you are not bidding for this Lot.	
Price Evaluation Stage 1	
Marking Scheme	Evaluation Guidance
YES	Providing a YES response means you have attached your Lot 4 pricing document at question level that correctly follows the instructions in the pricing document for this Lot, to be assessed and scored in accordance with the Price Evaluation Process as described in Attachment 1 (ITT).
NO	Providing a NO response means that you have not attached your Lot 4 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Price Evaluation Stage 2	
<p>Provided you have passed Price Evaluation Stage 1 your pricing will be subject to evaluation in accordance with paragraph 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender</p> <p>Your maximum Total Price will be evaluated against the range of Total Prices submitted by all Potential Providers for that Lot.</p> <p>The Potential Provider with the lowest Total Price in each Lot, shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their Total Price, relative to the lowest price submitted.</p>	
Marking Scheme	Evaluation Guidance
0 - 100	<p>The calculation used is the following:</p> $\text{Score} = \frac{\text{lowest Total Price Tendered}}{\text{your Total Price Tendered}} \times [] \text{Maximum Score Available}$

LOT 5 PRICING**AQC5 – Pricing for Lot 5**

Please select **YES** or **NO** to indicate whether you have attached your Lot 5 pricing document to this question.

AQC5 – Response Guidance

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means you have attached your Lot 5 pricing document at question level.

Providing a **NO** response means that you have not attached your Lot 5 pricing document. If you select **NO** then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Select **N/A** if you are not bidding for this Lot.

Price Evaluation Stage 1

Marking Scheme	Evaluation Guidance
YES	Providing a YES response means you have attached your Lot 5 pricing document at question level that correctly follows the instructions in the pricing document for this Lot, to be assessed and scored in accordance with the Price Evaluation Process as described in Attachment 1 (ITT).
NO	Providing a NO response means that you have not attached your Lot 5 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Price Evaluation Stage 2	
<p>Provided you have passed Price Evaluation Stage 1 your pricing will be subject to evaluation in accordance with paragraph 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender</p> <p>Your maximum Total Price will be evaluated against the range of Total Prices submitted by all Potential Providers for that Lot.</p> <p>The Potential Provider with the lowest Total Price in each Lot, shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their Total Price, relative to the lowest price submitted.</p>	
Marking Scheme	Evaluation Guidance
0 - 100	<p>The calculation used is the following:</p> $\text{Score} = \frac{\text{lowest Total Price Tendered}}{\text{your Total Price Tendered}} \times [] \text{Maximum Score Available}$

LOT 6 PRICING	
AQC6 – Pricing for Lot 6 Please select YES or NO to indicate whether you have attached your Lot 6 pricing document to this question.	
AQC6 – Response Guidance You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means you have attached your Lot 6 pricing document at question level. Providing a NO response means that you have not attached your Lot 6 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement. Select N/A if you are not bidding for this Lot.	
Price Evaluation Stage 1	
Marking Scheme	Evaluation Guidance
YES	Providing a YES response means you have attached your Lot 6 pricing document at question level that correctly follows the instructions in the pricing document for this Lot, to be assessed and scored in accordance with the Price Evaluation Process as described in Attachment 1 (ITT).
NO	Providing a NO response means that you have not attached your Lot 6 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Price Evaluation Stage 2	
<p>Provided you have passed Price Evaluation Stage 1 your pricing will be subject to evaluation in accordance with paragraph 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender</p> <p>Your maximum Total Price will be evaluated against the range of Total Prices submitted by all Potential Providers for that Lot.</p> <p>The Potential Provider with the lowest Total Price in each Lot, shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their Total Price, relative to the lowest price submitted.</p>	
Marking Scheme	Evaluation Guidance
0 - 100	<p>The calculation used is the following:</p> $\text{Score} = \frac{\text{lowest Total Price Tendered}}{\text{your Total Price Tendered}} \times [] \text{Maximum Score Available}$

LOT 7 PRICING	
AQC7 – Pricing for Lot 7 Please select YES or NO to indicate whether you have attached your Lot 7 pricing document to this question.	
AQC7 – Response Guidance You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means you have attached your Lot 7 pricing document at question level. Providing a NO response means that you have not attached your Lot 7 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement. Select N/A if you are not bidding for this Lot.	
Price Evaluation Stage 1	
Marking Scheme	Evaluation Guidance
YES	Providing a YES response means you have attached your Lot 7 pricing document at question level that correctly follows the instructions in the pricing document for this Lot, to be assessed and scored in accordance with the Price Evaluation Process as described in Attachment 1 (ITT).
NO	Providing a NO response means that you have not attached your Lot 7 pricing document. If you select NO then your tender will be deemed to be no-compliant and will be excluded from further participation in this Procurement.

Price Evaluation Stage 2	
<p>Provided you have passed Price Evaluation Stage 1 your pricing will be subject to evaluation in accordance with paragraph 12.7.6 – 12.7.9 of RM3799 Attachment 1 Invitation to Tender</p> <p>Your maximum Total Price will be evaluated against the range of Total Prices submitted by all Potential Providers for that Lot.</p> <p>The Potential Provider with the lowest Total Price in each Lot, shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their Total Price, relative to the lowest price submitted.</p>	
Marking Scheme	Evaluation Guidance
0 - 100	<p>The calculation used is the following:</p> $\text{Score} = \frac{\text{lowest Total Price Tendered}}{\text{your Total Price Tendered}} \times [] \text{ Maximum Score Available}$