



Department of Health

INVITATION TO TENDER FOR THE PROVISION OF:

The Fleming Fund – Independent Evaluation Supplier

Deadline: 27th June 2016 – 15:00

ITT Reference: 60236

PART A – Instructions

INTRODUCTION: Invitation to Tender

The Secretary of State for Health is issuing this Invitation to Tender (“ITT”) in connection with a competitive procurement conducted in accordance with the Open Procedure under the Public Contract Regulations 2015. Bidders are invited to provide proposals for the Independent Evaluation for the Fleming Fund requirement as advertised in the Official Journal of the European Union (OJEU). This document contains the materials the Department of Health (“the **Authority**”) will use to form the basis of any contract that may be awarded.

This Invitation to Tender document consists of:

Part A

Introduction to Invitation to Tender;

Section One: Instructions to Bidders;
Section Two: Conditions of Contract; and
Section Three: Evaluation Methodology and Criteria.

Part B

Schedule One: Specification;
Schedule One (a): Bidder Response;
Schedule Two: Pricing Schedule;
Schedule Three: Contract Monitoring
Schedule Four: Confidential & Commercially Sensitive Information;
Schedule Five: Administrative Instructions;
Schedule Six: Form of Tender;
Appendix A: Sub-Contractors; and
Appendix B: Parent Company Guarantee.

The Authority is using its electronic tendering portal, the Business Management System (“**BMS**”) to carry out the tender process. If you need any assistance using the BMS system please contact the helpdesk on 0113 254 5777 between 10:00hrs and 16:00hrs.

If there is an intention to tender, then the potential Bidder should acknowledge their interest (as quickly as possible) by sending a message to confirm through BMS (online messages). This is the sole responsibility of the Bidder and ensures that future updates etc. can be provided in an effective and timely manner. Failure to acknowledge your intention in this manner may lead to delays in receiving additional information and clarification updates.

Any questions regarding this ITT must be sent to the Authority using BMS (online messages). All questions must be received by the deadline for questions 16:00:00 on the 20th June 2016. The Authority will copy all non-commercially sensitive answers to questions to all Bidders (that have acknowledged an interest in tendering) via BMS and will not respond to questions received after the deadline.

As part of the tender response, Bidders must complete all relevant sections in Part B of the tender pack. All tenders must be returned no later than the deadline for receipt of tenders; 15:00:00 on the 27th June 2016 and must be submitted via BMS. Late tenders shall not be accepted.

IMPORTANT NOTE

Quotations (your completed bid response) may only be uploaded via the Sourcing Home Page, using the 'Actions' window and selecting the 'Create Quote' option.

If you upload your quotation by any other method for example by using the 'New Message/ Documents' tab, the quotation will not be correctly linked to the ITT and your submission will be rejected.

SECTION ONE: Instructions to Bidders

1. TENDER DOCUMENTS

- 1.1 Tenders shall be submitted in accordance with the following instructions. It is important that all the information requested is provided in the format and order specified. If the Bidder does not provide all of the information the Authority has requested within the tender pack, the Authority may reject the tender as non-compliant.
- 1.2 The Bidder is expected to examine, and where necessary respond to, all of the documents that comprise the tender documents. Bidders should acquaint themselves fully with the extent and nature of the requirement and the contractual obligations.
- 1.3 Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender. Bidders are solely responsible for any costs and expenses in connection with the preparation and submission of their Tender, and all other stages of the selection and evaluation process. Under no circumstances will the Authority, or its advisers, be liable for any costs or expenses Bidders, their sub-contractors, suppliers or advisers incur in this process.
- 1.4 Bidders are solely responsible for obtaining the information that they consider is necessary in order to prepare the content of their tender and to undertake any investigations they consider necessary in order to verify any information the Authority provides during the procurement process.
- 1.5 All pages of the tender submission must be sequentially numbered (including any forms to be completed and returned).
- 1.6 All specifications, plans, drawings, samples and patterns and anything else that the Authority issues in connection with this ITT, remains the property of the Crown and are to be used solely for the purpose of tendering.
- 1.7 All Bidders must submit their tender responses in machine-readable format (preferably **non-pdf**).

2. AMENDMENTS TO TENDER DOCUMENTATION AND TERMINATION

- 2.1 At any time prior to the deadline for receipt of questions, (that is a minimum of 4 days before the deadline for receipt of Tenders) the Authority may modify the tender documents by amendments in writing.
- 2.2 The Authority (at its sole discretion) may extend the deadline for receipt of tenders.
- 2.3 The Authority reserves the right to modify or to discontinue the whole of, or any part of, this tendering process at any time and accepts no obligation whatsoever to award a contract.

3. TIMETABLE

- 3.1 The timetable for this procurement follows (Table 1). This is intended as a guide and whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any stage.
- 3.2 The Authority has set aside dates for accommodating potential Bidder Clarification Meetings (see 9 for details).

Table 1: Indicative timetable

KEY ACTIONS	DATES
Invitation to Tender document issued	27th May 2016
End of clarification question period*	20th June 2016 – 16:00
Tender return date and time	27th June 2016 – 15:00
Bidder Clarification Meetings	w/c 01st August 2016
Notification to unsuccessful and preferred Bidders	w/c 08th August 2016
End of mandatory standstill (Alcatel) period	On or before 22nd August 2016
Contract work starts	October 2016

4. FORM OF TENDER

- 4.1 Part B, Schedule Six (Form of Tender) must be returned with your tender submission.
- 4.2 The contractual form will be a combination of the following
Part A, Section Two: Conditions of Contract; and
Part B: all applicable Schedules and Appendices; which will be incorporated into the Conditions of Contract before contract signature.

5. TENDER INFORMATION

- 5.1 The Authority acts in good faith at all times. However, Bidders must satisfy themselves as to the accuracy of information the Authority provides. The Authority accepts no liability for any loss or damage of whatever kind or howsoever caused arising from Bidders use of such information, unless such information has been supplied fraudulently by the Authority (where the meaning of fraudulently is "the making of false representation knowingly, or without belief in its truth, or recklessly").
- 5.2 This invitation and its accompanying documents shall remain the property of the Authority and must be returned on demand.

6. CROSS GOVERNMENT REPORTING

- 6.1 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement – including ensuring value for money and related aspects of good procurement practice.
- 6.2 For these purposes, the Authority may disclose within Government any of the Bidder(s) documentation/information (including any that the Contractor considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Authority during this Procurement. The information

will not be disclosed outside Government. Bidders(s) taking part in this competition consent to these terms as part of the competition process

7. FREEDOM OF INFORMATION ACT 2000

- 7.1 As a Government Department, the Authority is subject to, and must comply, with the, Freedom of Information Act 2000 ("FOIA").
- 7.2 In accordance with the obligations and duties placed upon public authorities by the FOIA and the Environmental Information Regulations 2004 ("EIR") the Authority may be required to disclose information submitted by the Bidder.
- 7.3 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should:
 - 7.3.1 clearly identify such information as commercially sensitive;
 - 7.3.2 explain its reasons why disclosure of such information would be likely to prejudice or would cause actual prejudice to its commercial interests; and
 - 7.3.3 provide a reasoned estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.
- 7.4 This information must be listed in Schedule Four, shown as either Confidential information or Commercially Sensitive information (please see the Conditions of Contract for definitions).
- 7.5 Where a Bidder identifies information as commercially sensitive, the Authority will take those views into account. Bidders should note, however, that, even where information is identified as commercially sensitive, the Authority may require disclosure of such information in accordance with the FOIA or the EIR. It is the sole responsibility of the Authority to decide whether the information might be exempt from disclosure under the FOIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 7.6 Where a Bidder receives a request for information under the FOIA or the EIR connected to this procurement process, the Authority requires the Bidder to consult with it to establish if the request is for the Authority.

8. SUBMISSION OF TENDERS

- 8.1 Bidders must submit their tender responses using BMS. Bidders must ensure that they leave plenty of time to upload the tender response, particularly where there are large documents. If Bidders have any problems with BMS, they must contact the helpdesk on 0113 254 5777 prior to the return time.
- 8.2 The helpdesk is open Monday to Friday between 10am and 4pm excluding public and bank holidays. It is important to note that the Authority **is not obliged to** accept any tender that is submitted after the deadline for the receipt of tenders has passed.
- 8.3 Bidders must submit a single copy of their tender submission.
- 8.4 Bidders are requested not to provide any extraneous information that has not been specifically requested in the ITT including, for example, sales literature or Bidders' standard terms and conditions etc.
- 8.5 **Bidders shall note that any contract awarded under this procurement shall be on the Authority's terms and conditions of contract**, which are referenced in Part A, Section Two: Conditions of Contract; and have been issued with this tender.
- 8.6 The Authority reserves the right to reject any tender if the Bidder has failed to complete and return parts of the Form of Tender or fails to provide the full

information including all the schedule / question responses and information requested in this Invitation to tender; or the Bidder has submitted any modification; or the Bidder has submitted any qualifications to their tender.

9. MODIFICATION AND WITHDRAWAL OF TENDERS

- 9.1 The Bidder may modify the tender prior to the deadline for receipt of tenders. Any Bidder wishing to submit a new tender using BMS should contact the BMS helpdesk to advise that a replacement tender is being submitted. It is the Bidder's responsibility to contact the BMS helpdesk to resolve any problems with the electronic submission of the tender.
- 9.2 No tender may be modified after the deadline for receipt of tenders.
- 9.3 Tenders may be withdrawn at any time before the deadline for receipt of tenders. New tenders may be submitted up until the deadline for receipt of tenders, providing such intention is notified to the Authority using BMS or in writing when BMS cannot be used.
- 9.4 The Bidder may withdraw a tender after the deadline for receipt of tenders, providing such intention is notified to the Authority using BMS or in writing when BMS cannot be used.

10. TENDER QUALIFICATIONS

- 10.1 Tenders must not contain any qualifications to the Conditions of Contract. Tenders must be submitted strictly in accordance with the tender documentation. Tenders must not be accompanied by statements that could be construed as rendering the tender equivocal and/or placing it on a different footing from other tenders.
- 10.2 Only tenders submitted without qualification, strictly in accordance with the tender documentation as issued (or subsequently amended by the Authority) will be accepted for consideration. The Authority's decision on whether or not a tender is acceptable will be final and the Bidder concerned will not be consulted. **Qualified tenders will be excluded from further consideration**

11. NOTIFICATION OF AWARD OF CONTRACT

- 11.1 Where the requirement falls within the full remit of the EC Directive there will be a minimum 10 calendar days Standstill Period, between communicating the contract award decision and the conclusion of the contract award.
- 11.2 Bidders should note that, where the contract is placed under regulations pertaining to the General Procurement Agreement (**GPA**), the Authority might be required to publish a contract award notice (including the name and address of the successful Bidder(s) in the Official Journal of the European Union and notify the same details to unsuccessful Bidders). Acceptance of the contract in these circumstances is deemed to be formal authorisation to publish these details.

12. PRICE

- 12.1 The Authority is always looking for solutions that are both sustainable and offer value for money. Bidders are encouraged to offer discounts, efficiencies and sustainable solutions within their tender response. This should not be construed as an invitation to negotiate and the Authority will base its award decision solely on definitive terms.

- 12.2 All prices submitted must be quoted in pounds sterling with the price firm for the duration of the Contract and not be subject to any variation unless provided for in the Conditions of Contract.
- 12.3 The basis of the price should include all the costs for delivery to the address(es) the Authority requires.
- 12.4 When uploading tenders, there is a requirement to enter a price on the BMS screen. When asked for a total price for the whole requirement this is the figure that should be entered on the system.
- 12.5 Occasionally, a total price will be unable to be calculated, for example, where the requirement is to provide day rates or in the award of Framework Agreements, or call-off contracts. In these circumstances, a value of £1 should be entered.

13. SMALL MEDIUM ENTERPRISES

- 13.1 The Authority is fully committed to supporting the Government's [small and medium-sized enterprise](#)¹ (SME) initiative; including the aspiration that £1 in every £3 government spends will be with small businesses by 2020. All Bidders, as potential suppliers to the Authority, will also be expected to support this initiative both directly and through their supply chains.
- 13.2 The Authority, when appropriate, will ask for proposals as part of this ITT on how Bidders are intending to support the SME initiative.
- 13.3 Bidders must also be aware that as part of this initiative, the Authority will expect that any suppliers within the supply chain are paid promptly. For certain Contracts, the Authority reserves the right to validate that prompt payment is taking place.
- 13.4 Suppliers to the Authority are encouraged to make their own commitment on prompt payment by registering with the [Prompt Payment Code](#)².

14. TRANSPARENCY

- 14.1 In accordance with the Government's policy on transparency, Bidders should be aware that the Authority intends to make the ITT and any subsequent Contract publicly available, by publishing it on the Government portal: [Contracts Finder](#)³.
- 14.2 The Bidder gives permission for the Authority to publish the awarded Contract in its entirety, including from time to time any agreed changes to the Contract (i.e. Variation Orders), to the general public.
- 14.3 The Authority shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure, in accordance with the provisions of the FOIA or the EIR; also taking into account the Data Protection Act. If the tender is submitted as a PDF the awarded supplier will be requested to provide the tender in an editable format (such as Microsoft Word) in order to allow the Authority to redact any information deemed sensitive or confidential.

¹ http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm

² <http://www.promptpaymentcode.org.uk>

³ <http://www.businesslink.gov.uk/contractsfinder>

15. LANGUAGE

- 15.1 Tenders, all documents and all correspondence relating to the tender must be written in English.

SECTION TWO: Conditions of Contract

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

Conditions of Contract are downloadable from BMS

SECTION THREE: Evaluation Methodology & Criteria

1. OVERVIEW

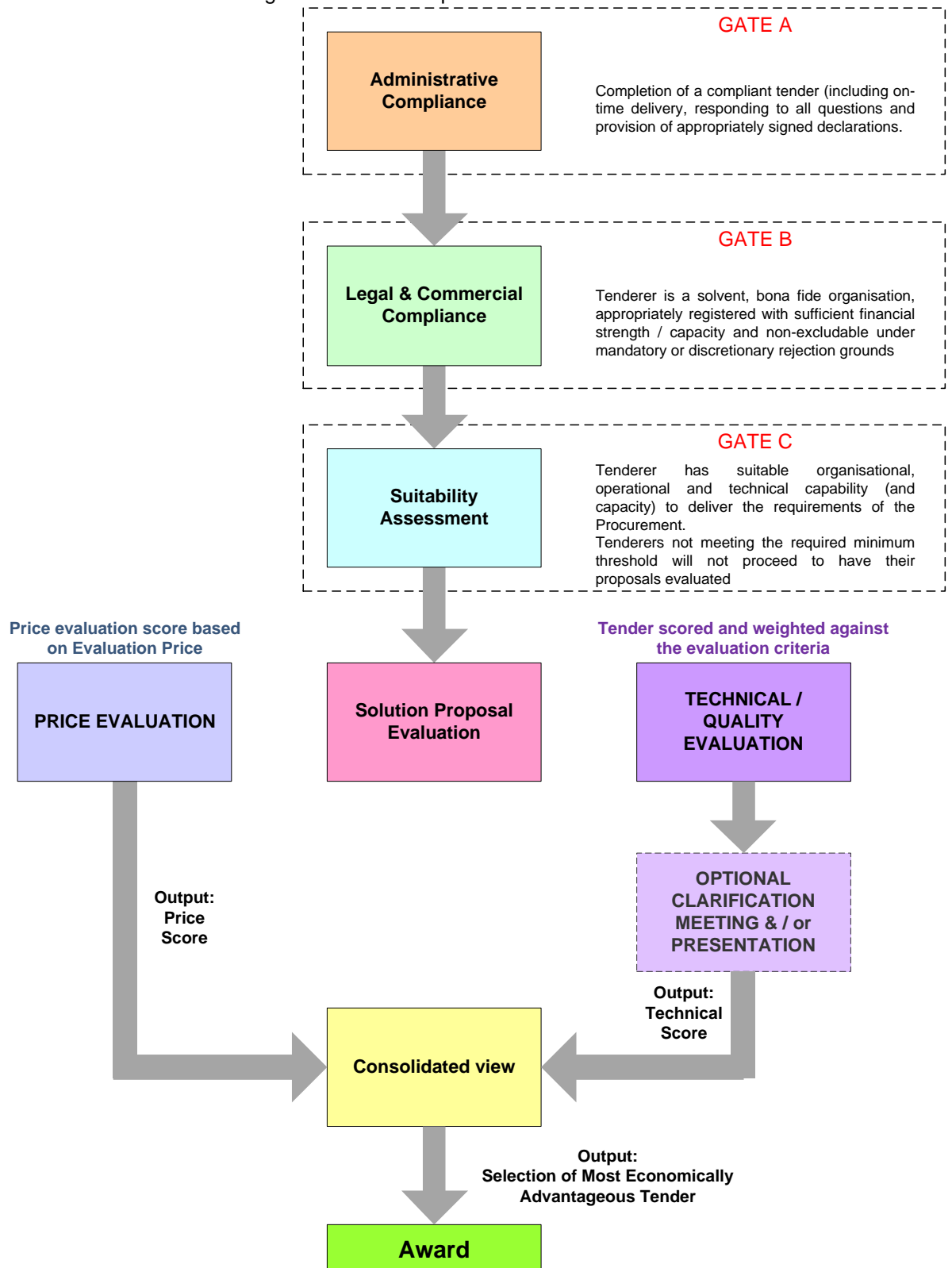
- 1.1. In the interests of an open, fair and transparent assessment, this document sets out how the Authority intends to evaluate tender responses. It outlines the evaluation criteria and respective weightings, as well as the evaluation methodology to be applied.
- 1.2. The evaluation will use a “sifting” approach to determine the Contract Award recipient with Bidders having to pass through a series of “gates”. Tenders will be evaluated on a section-by-section basis (in order) with Bidders that are unsuccessful in a section not proceeding to the next (with the subsequent sections of the tender not evaluated and the Supplier set aside).

2. EVALUATION PROCESS

- 2.1. The diagram below (Figure 1) summarises the process that will be used to select an appropriate Bidder and award the contract for this procurement. It should be noted that pricing is only taken into consideration should the technical / quality evaluation result achieve the threshold (as stated in paragraph 7.4 below).

Open Tender Pack (Part A – Instructions)

Figure 1: Evaluation process overview



- 2.2. An Evaluation Panel consisting of suitably experienced members from Public and International Health Directorate, DfID and members of DH Procurement Services will carry out the evaluation. DH Procurement Services will only act as moderator during the suitability and proposal assessment phases of the evaluation.

- 2.3. The Authority reserves the right (as it is entitled to do) to amend the evaluation criteria and/or weightings in respect of the various evaluation phases of the procurement, it will only do so upon prior written notification being given to participating Bidders.

3. ADMINISTRATIVE COMPLIANCE (GATE A)

- 3.1. The Authority will check each tender for completeness and compliance with the tender instructions. The Authority reserves the right to reject any tenders it considers substantially incomplete, or non-compliant (each tender will be assessed on its own merit, according to the level/importance of omitted or non-compliant content).

4. LEGAL & COMMERCIAL COMPLIANCE (GATE B)

- 4.1. The legal and commercial compliance gate will be evaluated using Bidder responses to Part B, Schedule One(a), Sections A and B.
- 4.2. (Question A.5) – The Bidder will be excluded if it is neither registered nor licensed appropriately.
- 4.3. (Question A.6) – The Bidder will be excluded should any of the grounds for mandatory rejection be triggered.
- 4.4. (Question A.7(a) to (g) and (i)) – The Bidder will be excluded should any of the grounds for discretionary rejection be triggered.
- 4.5. (Question A.7(h) – If the Bidder responds “yes” to the tax compliance questions (i.e. declare that they have had an OONC) then the Authority may decide to exclude them on this basis. Any such decision is at the discretion of the Authority on the basis that the tax compliance provisions are discretionary exclusion criteria under the Regulations.
- 4.6. (Question A.8) – The response to this question is for information only.
- 4.7. (Question B.1) – The Bidder will be excluded should it be assessed that it has a high risk of:

Insolvency over the lifetime of the contract;
Inability to cope with the contract size;
Insufficient financial capacity to deliver the services effectively; or
Over-dependence on the Authority

Therefore (using the latest available year's figures), a Bidder should have –

- A ratio greater or equal to 1 for "Current Assets" over "Current Liabilities";
- Net assets greater than £200,000;
- Turnover greater than £800,000.

Failure of minimum requirement(s) is not absolute. If the minimum requirements are not met from the information provided clarification questions may be asked of Bidders to confirm that the minimum level can be rectified or is a peculiarity of the company structure and does not signify a solvency risk.

5. SUITABILITY ASSESSMENT (GATE C)

- 5.1. The Suitability Assessment will be carried out using Bidder responses to Part B, Schedule One (a), Section C and uses a generic scoring schema (provided in Table 2 below).
- 5.2. Each evaluation area is weighted to show the relative importance / significance of the criteria specific to the Suitability Assessment. Table 3 provides details of the requirements and the relative weightings that the Authority will use in assessing Bidder proposals. The organisational details are not assessed, other than for compliance against the requirements of the procurement.
- 5.3. The scored responses are assessed out of a maximum of three (3). The Evaluation Panel will be unable to give partial scores (for example 2.5) however, when aggregating scores the Suitability Assessment score will be rounded to two decimal places.
- 5.4. A score of zero (0) will constitute a failure to evidence suitability (against the requirement of the Procurement) and will automatically disqualify the Bidder.
- 5.5. Those Bidders that achieve a weighted score of **one point eight five (1.85)** (equivalent to **61.67%** of the maximum 100% available score), or above will be taken forward to the next stage and have proposals evaluated. Those tenders not achieving this threshold will be set aside.

Table 2: Generic Suitability Assessment Scoring Scheme

GRADE LABEL	GRADE	DEFINITION OF GRADE
Unacceptable	0	The response has been omitted, or the Bidder proposal evidences inadequate (or insufficient) capacity or capability to deliver the requirement(s)
Weak	1	The Bidder has demonstrated merit, although there is weakness evident in its capacity or capability for the purposes of the Procurement.
Satisfactory	2	The Bidder has evidenced a level of capacity and capability suitable for the purposes of the Procurement.
Good	3	The Bidder has evidenced a significant level of capability and capacity for the purposes of the Procurement.

Table 3: Suitability Assessment Evaluation Matrix

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
C.1 Organisational capability (experience)	Seeks to identify those organisations that have relevant management experience and the suitable tools, processes and governance to deliver the requirement(s) of this contract	<p>Please provide details of up to three evaluation contracts from either, or both, the public and private sectors, that are relevant to the Authority's requirement(s).</p> <p>In particular, if relevant, contracts with the Department for International Development, other UK government departments or large aid agencies/donors.</p> <p>If the Bidder is operating in a "management" capacity (e.g. as part / lead of a consortium), then this management integration capability as lead and or managing organisation should be evidenced along with the operational delivery activities.</p>	<p>The Bidder's response is relevant to this procurement in terms of</p> <ul style="list-style-type: none"> - Size - Complexity - Value 	40%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
C.2 Experience of conducting evaluations in the field of Health	Bidders' previous experience delivering evaluations of interventions targeting health systems and/or health or health related service delivery.	<p>Please outline your organisation's experience in evaluating development programmes within health systems, the delivery of health services and/or initiatives working towards improving International Health Regulation (IHR) capacities.</p> <p>In particular, if relevant, working on large scale evaluations of interventions targeting health systems and or health or health related service delivery for the Department for International Development, other UK government departments or large aid agencies/donors.</p>	<p>Bidder's response demonstrates</p> <ul style="list-style-type: none"> -their ability to deliver rigorous assessments in the health field, using appropriate evaluation methods including qualitative and quantitative methods. - their experience and understanding of the unique challenges and considerations that must be taken into account when conducting evaluations specifically in the field of health, such as an understanding of the different disease burdens faced by different members of society. -if relevant, their experience of conducting evaluations within international health environments 	30%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
C.3 Experience in low and middle income countries (LMICs) and relevant regions	Bidder's experience in delivering evaluations in a wide range of LMICs, with a focus on the regions of Africa and Asia, including any relevant experience on evaluation in fragile states.	<p>Please outline your organisation's experience in evaluating development programmes within LMICs</p> <p>In particular, if relevant, working on large scale evaluations of interventions taking place across a range of LMICs in Sub-Saharan Africa and Southern and South Eastern Asia for the Department for International Development, other UK government departments or large aid agencies/donors.</p>	<p>Bidder's response demonstrates</p> <ul style="list-style-type: none"> - their ability to deliver rigorous assessments of programmes in LMICs, particularly within relevant regions -their experience and understanding of the unique challenges and considerations that must be taken into account when conducting evaluations specifically within LMICs, particularly within relevant regions -their experience of delivering multi-country evaluation programmes and processes over a sustained period of time. 	30%

6. PROPOSAL ASSESSMENT

- 6.1. All previous scoring (such as for the Suitability Assessment) will be discarded at this point such that the Contract Award decision is based solely on the basis of the Bidder's technical / quality proposal and price offering.
- 6.2. The Authority uses a quality / price ratio to determine the outcome of its evaluation where quality (technical evaluation) and price are weighted and scored individually before being combined.
- 6.3. Technical criteria are weighted and scored as a percentage of the maximum score available with a minimum quality threshold set.
- 6.4. Price is scored as a percentage from the deviation of a Bidder's Evaluation Price from the mean (or average) Evaluation Price (see Section 8 – Price Evaluation)
- 6.5. A consolidation process between the quality and price scores is applied based on the weightings detailed in Section 10 (Consolidated View).

7. TECHNICAL EVALUATION

- 7.1. Tenders are assessed on how well they satisfy the technical evaluation criteria. The relative importance of each criterion is established by giving it a percentage weighting so that all the weightings equal 100%. The Evaluation Matrix (Table 5) provides details of the weightings that the Authority will use in assessing Bidder proposals.
- 7.2. The Technical Evaluation will be carried out using Bidder responses to Part B, Schedule One (a), Section D, using the scoring scheme (identified in

- 7.3. **Table 4** below).
- 7.4. The scored responses are assessed out of a maximum of five (5) for questions D1 to D8. Questions D9 (i & ii) and D10 are assessed on a pass / fail basis. The Evaluation Panel will not be allowed to give partial scores (for example 3.5); however, once all scores are aggregated, the technical scores will be rounded to two decimal places prior to consolidating with the price evaluation.
- 7.5. The Authority has set a minimum quality threshold for this procurement, therefore, those Bidders that achieve a weighted score of **two point eight five (2.85)** (equivalent to **57%** of the 100% available maximum score) or above, will be eligible for consideration of Contract Award by evaluation of the Bidder pricing proposals. Those tenders not achieving this threshold will be set aside and will not be considered further.

Table 4: Generic Technical Evaluation Scoring Scheme

Grade Label	Grade	Definition of grade
Unacceptable	0	A wholly unsatisfactory Bidder response that (where applicable): Provides no response or omissions/oversights that prevent scoring; Refuses to deliver the requirement; Creates concerns so significant that the response would be detrimental to the interests of DH
Unsatisfactory	1	A generally unsatisfactory Bidder response that (where applicable): Does not address the question or has omissions; Lacks understanding in significant areas; Provides an approach which has significant gaps or creates concerns; Shows that the level of confidence that the supplier can deliver is low; Creates uncertainty; Displays significant lack of commitment (with doubt as to the extent to which would translate into contractual terms)
Weak	2	A weak Bidder response that (where applicable): Addresses some of the question but either lacks relevant information and detail or lacks substance in a manner that would suggest the response is a “model answer”; Demonstrates some understanding but with a lack of clarity in key areas; Provides an approach which is not wholly appropriate or viable or lacks evidence; Shows that the level of confidence that the supplier can deliver does not outweigh the doubt; Does not address many areas of doubt and uncertainty; Does not offer sufficient commitment
Satisfactory	3	A satisfactory Bidder response that (where applicable): Addresses the majority of the question and is generally of a satisfactory standard but lacks substance or detail in some areas; Demonstrates an understanding of what is being asked for; Provides a satisfactory approach; Offers a general level of confidence that the Tenderer will deliver the service (but with room for doubt in some areas); Addresses some areas of doubt and uncertainty; Provides some commitments that can be translated well into contractual terms; The Tenderer proposal demonstrates elements of a collaborative and or proactive solution.

Grade Label	Grade	Definition of grade
Good	4	<p>A good Bidder response that (where applicable):</p> <p>Addresses all aspects of the question and is generally of a good standard;</p> <p>Demonstrates a good understanding of what is being asked for;</p> <p>Provides a worked-up methodical approach;</p> <p>Offers confidence that the Tenderer will deliver the service in full with limited areas of doubt or uncertainty;</p> <p>Addresses key areas of doubt and uncertainty;</p> <p>Provides commitments that can be translated well into contractual terms;</p> <p>The Tenderer proposal demonstrates a collaborative and or proactive solution.</p>
Excellent	5	<p>A wholly excellent Bidder response that (where applicable):</p> <p>Addresses all aspects of the questions in an informed and comprehensive manner;</p> <p>Demonstrates a thorough understanding of what is being asked for;</p> <p>Provides evidence of how that understanding can be applied in practice;</p> <p>Offers full confidence that the Tenderer will deliver the service in full;</p> <p>Addresses the majority of areas of doubt and uncertainty;</p> <p>Provides certain, unambiguous commitments or statements of intent that permit reliance through translation into contractual terms;</p> <p>The Tenderer proposal demonstrates an embedded collaborative and or proactive solution.</p>

Table 5: Technical Evaluation Matrix

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D.1 Overview	This response is not evaluated and is used to contextualise the Bidder's response.)	<p>Bidder must provide a concise summary highlighting the key aspects of their proposal, which is used to contextualise the Bidder's response.</p> <p>If relevant, Bidders should also include a brief section on how their bid:</p> <ul style="list-style-type: none"> - may support the Authority in meeting Government policy targets around SME's, sustainability and skills development. - may utilise equipment compliant with the Energy Efficiency Directive (EED6) to deliver the service - can evidence a commitment to support the development of skills and apprenticeships through service delivery - has an ethical approach to supply chain management that supports outcomes such as prompt payment 	N/a	N/a

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D.2 (i) Quality of proposed Project / Delivery Leads(s) to deliver this evaluation	Seeks to establish that the Bidder's Project / Delivery Lead(s) have the appropriate skills, qualifications and expertise for the scope of service delivery requirements	Bidder must provide details of the qualifications, skills and competencies of the individual(s) whose responsibility will be to ensure that the requirement is delivered. (This may be a Partner, Project Manager, Lead Consultant or similar)	The Bidder's response shows that it: - Has made Project / Delivery Lead arrangements that are sufficient and suitable with individual(s) that have the appropriate expertise and leadership capability to manage the scope of the requirements	15%
D.2 (ii) Quality of proposed team to deliver this evaluation	Seeks to establish that the Bidder's key team personnel (i.e. those delivering the services) have the appropriate skills, qualifications and expertise for a scope of service delivery requirements.	Bidder must provide details of the key team members, highlighting the role each will undertake in delivering the requirement, outlining their qualifications, skills and competencies to fulfil the specific roles identified.	- Has an appropriate balance of resources, with the skills and inputs required, deployed across the team to effectively deliver the programme - Has given due regard to the diversity and suitability of the proposed team in light of the Fleming Fund evaluation requirements (i.e. the requirement as detailed in part B; Scope of the Fleming Fund Evaluation) - Has individual team members with expertise within low and middle income countries, and a demonstrable understanding of the developing country context within the team itself. -Has the expertise relevant to undertaking the required work in both Africa and Asia.	15%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D.3 Methodology	Seeks to establish that the Bidder has understood the requirements and has a credible plan for delivering successful outcomes	Bidder must provide a methodology detailing how it proposes to fulfil the Authority's requirements (as described in the Specification). This should include a description of how it is intended to obtain, deliver and sustain the services for all aspects of the requirement. This should also include a proposed design of the methodology for the evaluation, detailing the model, any statistical analysis tools and reporting mechanisms with a specific focus of operating in lower-middle income countries (LMICs).	<p>The Bidder's response shows that it:</p> <ul style="list-style-type: none"> - Has a credible solution - Has a defined and achievable timeline detailing intervention points and timing of reporting deliverables - Has considered the approach to working in numerous countries across Sub-Saharan Africa and Asia - Has considered challenges and risks of evaluating in LMICs - Has a reasoned proposed strategic approach to evaluating the grants, with regard to how many projects or the whole programme require, for example, full evaluation, light touch approach, deep dive approach. - Has a quality assurance regime that monitors, measures and assures quality outcomes - Has outlined the ethical guidelines they will follow in carrying out evaluation activities. 	35%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D.4 Approach to project management	Seeks to establish that the Bidder has the necessary management and project delivery methods to successfully deliver the Specification	<p>Bidder must outline the processes it proposes to use in order to fulfil the Authority's requirements. Bidder should demonstrate how it will</p> <ul style="list-style-type: none"> - Comply with the timetable shown in part B - Continuously review and manage risks appropriately (including delivery to budget) - Adhere to the required quality standards - Comply with reporting requirements and feed into DH and Fleming Fund proposed governance 	<p>The Bidder's response shows that it</p> <ul style="list-style-type: none"> - Has the discipline and ability to comply with Fleming Fund timetables - Has identified the key risks, or has a strong methodology in place to identify risks - Manages risk appropriately - Understands and can comply with the quality standards required by the project - Understands and can comply with the reporting and governance arrangement required by the project 	10%
D.5 Approach to flexibility	Seeks to ensure that the Bidder is able to be flexible and adaptable to unforeseen change in elements of the Fleming Fund	<p>Bidder must indicate how they could adapt their methodology and the practical delivery of the evaluation to react to small or large changes and challenges that are likely when working in challenging environments, such as LMICs. Bidders must outline the ability to be flexible when working between a range of countries and regions</p>	<p>The Bidder's response show that it</p> <ul style="list-style-type: none"> - Has awareness of why flexibility is important when conducting evaluations in a challenging environment - Has examples of how flexibility in their design/delivery can be achieved - Has the ability to be flexible in order to handle the evaluation of multiple projects across a number of countries and regions - Has a strong proposed approach to adapting the evaluation as the Fleming Fund portfolio evolves 	10%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D.6 Approach to working with multiple stakeholders	Seeks to ensure that the Bidder is able to work with partners during the inception phase of the Fleming Fund and maintain a professional relationship with such partners throughout the life of the fund.	Bidder must identify suggested ways of working between the Management Agent, DH and the Bidder during inception phase and design learning loops to be built into the fund reporting mechanism	<p>The Bidder's response shows that it</p> <ul style="list-style-type: none"> - Has evidence of an understanding of the inception phase and its governance and can provide options for improvement if deemed necessary. - Has the skills required to work with multiple partners to design and deliver evaluations - Has a strong approach to retaining independence while working alongside the Management Agent during inception phase. - Has the skills required to work with multiple stakeholders, from community organisations, national governments through to multilaterals. 	10%
D.7 Scenario Appendix I - (Scenario 1)	Application of delivery methodology – Africa (Scenario 1) Sierra Leone	Bidder must provide a methodology detailing how it proposes to fulfil the Authority's requirements (as described in the Scenario 1 – Sierra Leone, Africa).	<p>The Bidder's response shows that it:</p> <ul style="list-style-type: none"> - Has a credible solution - Has considered the approach to working in Africa and can demonstrate application of its methodology to the given scenario 	2.5%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D.8 Scenario Appendix II (Scenario 2)	Application of delivery methodology – Asia (Scenario 2) Burma	Bidders must provide a methodology detailing how it proposes to fulfil the Authority's requirements (as described in the Scenario 2 – Burma, Asia).	The Bidder's response shows that it: - Has a credible solution - Has considered the approach to working in Asia and can demonstrate application of its methodology to the given scenario	2.5%
The two areas (D9 & D10) below are not weighted but bidders are required to provide a response (see note 1 and 2). The following questions are assessed on a pass / fail basis only, any bid that is scored as a fail for either or both questions D.9 and D.10 will be set aside and will not be considered for further evaluation, or as being eligible for Contract award.				
D.9	Conflict of Interest Please describe (i) any conflicts of interest and (ii) how any future conflicts will be managed and mitigated against	D9 (i) Please confirm there are no conflicts of interest that you are aware of that would preclude you from undertaking the Fleming Fund Evaluator role		Pass / Fail (See Note 1)
		D9 (ii) Please provide a description of how you intend to manage any conflict of interests which may arise if you undertake the Fleming Fund Evaluator role		
D.10	Duty of Care (DoC)	<ul style="list-style-type: none"> - Bidders are required to confirm their acceptance of Duty of Care responsibility and confirm they have the capability to take on and effectively manage their DoC Responsibilities throughout the life of the contract. Refer to part B for details on DoC. - Bidders are required to describe their DoC plans which are to include risk management and mitigation; general responsibilities and duties under relevant health and safety law including appropriate risk assessments, adequate information, instruction, training and supervision, and appropriate emergency procedures. 		Pass / Fail (See Note 2)

Note 1: Due to the nature of the Fleming Fund Evaluator activity conflict of interest earns either a Pass or a Fail. DH reserves the right to reject any tender which, in DH's opinion, gives rise, or could potentially give rise to, a conflict of interest. The Authority reserves the right to request Tenderers to provide adequate assurance over independence or to disqualify those Tenderers who fail to satisfy the Authority that they have satisfactory conflict of interest management procedures in place.

Note 2: The assessment of your Duty of Care (DoC) plans will be on a Pass / Fail basis and failure to provide the necessary assurances around your DoC capability will see you eliminated from the procurement process. Please refer to the Supplier Information Note on the DFID website for further information on this Duty of Care to Suppliers Policy <http://www.dfid.gov.uk/Work-with-us/Procurement/Duty-of-Care-to-Suppliers-Policy/>

8. PRICE EVALUATION

- 8.1. The price evaluation is carried out using the Evaluation Price (EP) for each Bidder proposal. The Evaluation Price is the method by which Bidder proposals are assessed on a like-for-like basis.
- 8.2. EP is calculated as follows:
The price will be assessed on a like-for-like basis for five separate sections, as follows; and the bidders resulting five scores (EP1, EP2, EP3, EP4 and EP5) will be added together to form the **total price score**.
EP1 - 10% from the Inception Costs price schedule
EP2 - 6% from Rate Card – Southern and South Eastern Asia
EP3 - 6% from Rate Card – Sub-Saharan Africa
EP4 – 4% from Scenario 1 (Africa; Sierra Leone)
EP5 – 4% from Scenario 2 (Asia; Burma)
- Price (EP1-5) will be derived from Bidder response to Pricing Schedule Two.
- 8.3. For information: the Authority does not expect the total budget for the initial five year Contract period to exceed £2.6m.
- 8.4. Once the EP is calculated, (this is done for each of the five pricing responses, separately to one-another); the following steps are taken:
1. The average (i.e. the mean) EP across the Bidders that have achieved the required technical/quality threshold identified in paragraph 7.5 above is calculated;
 2. The percentage difference between the Bidder EP and the average EP is calculated;
 3. The average EP is assigned an equivalent value of 50-points as a starting point for each Bidder;
 4. One point is deducted for each percentage point that a Bidder EP is above the average EP; or
 5. One point is added for each percentage point that a Bidder EP is below the average EP.
- 8.5. In the event that the aggregate point score for a Bidder is negative, then the Bidder score is restricted to 0 points. If however, the points score for a Bidder is greater than 100 points then the price evaluation score for the Bidder will be limited to a maximum of 100 points.
- 8.6. This aggregated point value is rounded to two decimal places, then carried forward and used during the consolidation exercise.
- 8.7. The example below illustrates the process (note this is done for each pricing elements as per table 8):

Table 6: Step 1 of the price evaluation

ELIGIBLE BIDDER	EVALUATION PRICE (EP)	DIFFERENCE FROM EP _{AVG} (DIF)
-----------------	-----------------------	---

ELIGIBLE BIDDER	EVALUATION PRICE (EP)	DIFFERENCE FROM EP_{AVG} (DIF)
BIDDER A	£ 1,000.00	-£ 66.67
BIDDER B	£ 900.00	-£ 166.67
BIDDER C	£ 1,300.00	+£ 233.33
MEAN EVALUATION PRICE (EP_{AVG})	£ 1066.67	

Table 7: Steps 2 to 5 of the price evaluation

ELIGIBLE BIDDER	PERCENTAGE CHANGE $= (DIF \div EP_{AVG}) \times 100$	PRICE SCORE $= 50 \pm (PC)$
BIDDER A	- 6.250	56.20
BIDDER B	- 15.625	65.63
BIDDER C	+ 21.875	28.13

- 8.8. The Price Score (refer to 10.2 and 10.3 is taken forward and consolidated with the Technical Evaluation.

9. BIDDER CLARIFICATION MEETING

- 9.1. Following the assessment of the tender proposals, the Authority (at its sole discretion) may invite Bidders to a clarification meeting. If required this will take place between receipt of tenders and announcement of successful tender. It is anticipated that Bidders will be provided with at least two (2) days' notice if a meeting is to be required.
- 9.2. If the Authority decides to hold a clarification meeting the number of Bidders to be invited will be determined by the Authority in its sole discretion, however, the minimum number of Bidders to be invited to a clarification meeting shall be two (2).
- 9.3. Bidders will be invited to give a presentation on their proposals. Key personnel in the delivery should attend and be involved in all aspects of the meeting.
- 9.4. The purpose of the meeting is to gain a greater understanding of a proposals and will generally take the form of a short presentation (by the Bidder) followed by a question and answer session.
- 9.5. Bidders can either accept or decline a request for such a meeting. However, it is in the interests of the Bidder to attend and provide additional confidence in its proposals to the Authority.
- 9.6. Although not scored on a separate basis, the session will be used to confirm the technical / quality score assessments of the tender evaluation. As such, scores

achieved during the written tender evaluation may be adjusted (up or down) and the consolidated score of a Bidder amended.

- 9.7. The Authority has tentatively set aside the following dates for accommodating potential clarification meetings:

Week commencing 01st August 2016

10. CONSOLIDATED VIEW

- 10.1. Tenders will be evaluated on both technical criteria and price. To ensure the relative importance of both categories are reflected correctly in the overall score, a weighting system has been applied to each part.
- 10.2. The Technical Evaluation forms [70%], whilst the Price Evaluation [30%], of the final score.
- 10.3. The total 30% for the Price Evaluation is formed from the following weightings –

EP1 - 10% from the Inception Costs price schedule
 EP2 - 6% from Rate Card – Southern and South Eastern Asia
 EP3 - 6% from Rate Card – Sub-Saharan Africa
 EP4 – 4% from Scenario 1 (Africa; Sierra Leone)
 EP5 – 4% from Scenario 2 (Asia; Burma)

As an example, using a technical score of 60% of the available maximum technical evaluation score and a price score of 50 for the Inception pricing schedule, 50 for the Southern and South Eastern Asia rate card, 50 for the Sub-Saharan Africa rate card, 50 for scenario 1 and 50 for scenario 2 (each of which is equivalent to an Evaluation Price equalling the mean Evaluation Price i.e. $EP = EP_{Avg}$) would equate to the following:

Table 8: Consolidation Calculation

EVALUATION AREA	CALCULATION
Technical score (As percentage of maximum)	$60 \times 70\% = 42$
Price score from Inception pricing schedule (EP1) (As percentage difference from mean)	$50 \times 10\% = 5$
Price score from rate card Asia (EP2) (As percentage difference from mean)	$50 \times 6\% = 3$
Price score from rate card Africa (EP3) (As percentage difference from mean)	$50 \times 6\% = 3$
Price score from scenario 1 (EP4)	$50 \times 4\% = 2$

EVALUATION AREA	CALCULATION
(As percentage difference from mean)	
Price score from scenario 2 (EP5) (As percentage difference from mean)	$50 \times 4\% = 2$
	<u>15</u>
(Total Price)	
Consolidated Score	= 57

10.4. The successful Bidder will be that which fulfils the following criteria:

- (i) Has a Technical Score that is greater than or equal to (see paragraph 7.5 above); and
- (ii) Has the **highest combined score** across those Bidders that satisfy the criteria in (i) above.

11. CONTRACT AWARD

- 11.1. The Contract will be awarded based on the offer that is the most economically advantageous to the Authority. For the purposes of this procurement, this is defined as the highest consolidated score (achieved in the manner described above).