Specification

Provision of Furniture including

Specialist/bespoke items

across all DVLA sites

[Estates Directorate]

**Contract Reference: PS/22/100**

**Framework Agreement Reference: RM6119 - Furniture and Associated Services**

**Lot 1: Office Furniture**

**Date: 18/11/22**

**Version: 1**

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## Introduction

The Driver and Vehicle Licensing Agency (DVLA) is an Executive Agency of the Department for Transport (DfT). Our goal is to get the right drivers and vehicles taxed and, on the road, as simply, safely, and efficiently for the public as possible.

We are responsible for maintaining over 47 million driver records, over 39 million vehicle records and collecting over £6 billion in Vehicle Excise Duty (VED).

We are also responsible for:

* Recording driver endorsements, disqualifications, and medical conditions.
* Issuing driving licences.
* Issuing vehicle registration certificates to vehicle keepers.
* Taking enforcement action against vehicle tax evaders.
* Registering and issuing tachograph cards.
* Selling DVLA personalised registrations.
* Helping the police and intelligence authorities deal with crime.
* Reduce VED that has not been collected because of non-compliance to no more than 1%; and
* Providing anonymised data to those who have the right to use the service.

The Authority also:

* Provides extensive electronic service channels to its Authorities, drawing on public sector best practice to make such transactions easier and more secure.
* Seeks out opportunities to work in partnership with industry representatives; and
* Contributes to the government’s Sustainable Development (SD) agenda by reducing carbon emissions, energy use and waste.

Further information about DVLA’s main objectives, activities and culture can be found in DVLA’s Strategic Plan 2021 – 2024 at [DVLA Strategic Plan 2021 to 2024 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dvla-strategic-plan-2021-to-2024)

The Secretary of State for Transport acting through (the “DVLA” or “the Authority”) is seeking to award contract(s) to provide services to assist the Authority in fulfilling its statutory function of operating a national scheme to enforce against Vehicle Excise Duty (VED) evasion throughout the United Kingdom.

## Background to the Requirement

The DVLA is an Executive Agency of the Department for Transport (DfT), based in Swansea. The DVLA’s primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty (VED).

In accordance with the terms and conditions of the Furniture & Associated Services RM6119 Framework Agreement, the Department for Transport (DfT)invites proposals for the procurement of a wide range of furniture including any bespoke specialist furniture items to support staff with a medical condition the ability to remain in the workplace.

The proposed agreement period will run for 2 years commencing 13/01/2023 until 12/01/2025, with the option of extending for 1 year from at DVLAs discretion.

Any decision on an extension will be communicated to the awarded Supplier in line with the Terms and Conditions of the RM6119 Framework Agreement.

## Procurement Timetable

The timetable for this Procurement is set out below. This timetable may be changed at any time but any changes to the dates will be made in accordance

with the Regulations (where applicable).

Potential tenderers will be informed if changes to this timetable are necessary.

|  |  |
| --- | --- |
| **DATE** | **ACTIVITY** |
| 18th November 22 | Release of the ITQ to all potential tenderers |
| 25th November 22 – 14:00 | Clarification period closes (“Tender Clarifications Deadline”) |
| 12th December 22 | Deadline for submission of Tenders to Jaggaer E-Sourcing Tool (“Tender Submission Deadline”) |
| Week commencing 12th December 22 | Evaluation Period |
| 19th December 22 | Approval to Award  |
| 3rd Jan 22 – 12th January 23 | Standstill Period (accounting for the Christmas Period) |
| 13th January 23 | Contract Award |

## Scope

The Agency has several Buildings across Swansea including our main site located at Longview Road, we have a campus at Ty Felin and Swansea Vale which incorporates our Contact Centre and main training facilities for DVLA.

This procurement exercise is to provide a “call off” contract agreement to supply all items as identified in Section 6 as well as any adhoc items required by the department throughout the life of the contract. There will be a requirement for the provider to supply, deliver and in most instances build furniture items to all DVLA offices across the UK as listed in Section 8.12.

Furniture items will need to be delivered directly to the location as advised by the Agency Estates Team, they will be expected to unpack and remove any/all packaging from site.

DVLA can support any Supplier visits/tours needed to our sites to support bids.

## Implementation and Deliverables

The Agency is looking to award a contract for a period of 2 years with the option to extend by a further 1 year taking the potential contract duration to 3 years.

This should include delivery and installation of all items specified in section 6 of this document.

The target date for contract commencement is January 2023.

## Specifying Goods and / or Services

The Agency currently procures a range of bespoke furniture items recommended by its Occupational Health services. To continue supporting staff at the Agency we require a furniture contract to provide all items as outlined in the table below.

|  |  |
| --- | --- |
| **Furniture Item**  | **Description of item** |
| Standard office desk | * Size of current general office furniture: 1600mm wide x 800mm and 1400mm wide x 800mm models
* Each desk to be freestanding, having its own independent legs or framework
* Availability of an electronic rise and fall option with 4 x socket power to support electronic rise and fall install requirements
* Colour: Any (Light wood colour preferred)
* Shape: Double Wave preferred
* Compliant with all relevant regulations for Display Screen Equipment (DSE) use
* Cable management: included
* Mains power distribution: minimum of 4 x fused 13 Amp mains sockets per desk
* Ability to provide desktop only to support any replacement requirements e.g. damage or fading on surface
* Warranty: Minimum 12 months
* The number of standard desk replacements will be minimal as current contract includes the replacement of desks if damaged
* Based on analysis of our pre-covid volumes, in 2018 we ordered approx. 43 electronic rise and fall desks and 80 in 2019. For evaluation purposes DVLA will give expected volumes of the 2019 figures plus 10% (for contingency purposes). Estimated volumes therefore are 88 desks per annum. Please note, this figure is given with the best information the agency has available to it as of the issue to tender date.
 |
| Standard office chair | * Colour: Any (several colour options would be preferred)
* Fully adjustable in compliance with all relevant regulations for DSE use
* Fire safety: Upholstery must conform to the requirements of British Standard BS5852: 1990
* Cushioned via padding or mesh (any polyurethane padding must conform to BS379)
* Chairs to have a “high” back support only
* Seat and back covering must be non-slip, easy to clean or wash, durable and made of a breathable material
* Wheeled base with castors
* Two arms, adjustable in height, back and a Slide seat adjustment
* Provide the Min/Max weight bearing details
* Warranty: Minimum 12 months
* The number of standard office chair will be minimal as current contract includes the replacement of chairs if damaged or worn
* For tendering purposes, we have included an estimated volume of 5 chairs per annum.
 |
| Specialist office chairs | * Provide samples for our onsite OH suite
* Colour: Any (several colour options would be preferred)
* Fully adjustable in compliance with all relevant regulations for DSE use
* Fire safety: Upholstery must conform to the requirements of British Standard BS5852: 1990
* Cushioned via padding or mesh (any polyurethane padding must conform to BS379)
* Seat and back covering must be non-slip, easy to clean or wash, durable and made of a breathable material
* Wheeled base
* Two arms, adjustable in height, back and a Slide seat adjustment
* Must have option for Headrest, cut outs or support pillow
* Provide the Min/Max weight bearing data
* Warranty: Minimum 12 months
* Provide operating instructions and/or user manuals
* Based on analysis of our pre-covid volumes, in 2018 we ordered 140 specialist chairs and 220 in 2019. For evaluation purposes DVLA will give expected volumes of the 2019 figures plus 10% (for contingencypurposes). Estimated volumes therefore are 242 chairs per annum. Please note, this figure is given with the best information the agency has available to it as of the issue to tender date.
 |
| **Furniture Item**  | **Description of item** |
| Ad hocEquipment including any specialist items | * One off specialist chair option, outside of the Catalogue options - 5
* Coccyx support cushion – 10 items
* Lumbar support – 30 items
* Footrest/Footstools – 20 items
* Desk Risers – 50 items
* Writing slopes/Document slopes – 10 items
* Leg rest, single and double – 10 items
* Lecterns – 5 items
* Desk mounted screens (backboards) 1600 × 25 × 400 mm, and 1400 x 25 x 400 mm – 15 items
* Desk number plates – 5 items
* Warranty: Minimum 12 months

Based on analysis of our pre-covid volumes, in 2018 we ordered 60 ad-hoc items and 100 in 2019. For evaluation purposes DVLA will give expected volumes of the 2019 figures plus 60% (for contingency purposes). Estimated volumes therefore are 160 ad-hoc items per annum. Please note, this figure is given with the best information the agency has available to it as of the issue to tender date. |
| **Delivery and build requirements** | * All furniture is to be ordered following approval from the DVLA Estates Team, including the site address
* Delivery all furniture items within a 28-working day period from the initial order request
* Deliver, build, and set-up all specialist chairs
* Deliver flat packed all desks including electronic desks
 |
| **Recover, Repair and Maintenance** | * Response within 48 hours
* Final fix within 10 working days of item collection
* Like for like replacement
 |

As stated in the table above, the provider needs to ensure all products supplied meet DVLA needs and has a minimum 12-month warranty. The terms and conditions need to include recover/repair and maintenance e.g. replacing gas cylinders. DVLA would like to know the expected life cycle of each item so we can understand when the items require life cycle replacement (LCR).

We are unable to forecast an accurate quantity of furniture to be supplied over the period of this contract as this is subject to change dependant on how many recommendations, we get from our Occupational Health department or via other sources not known at the tender date.

The quantities given are estimated figures based on pre-covid volumes. As the DVLA cannot accurately predict future order quantities, the table below has been included to give you visibility of the size of our estate as this could potentially impact order quantities. DVLA’s employment headcount of 6,219 is deployed across the estate as defined below, demonstrating the maximum potential occupancy of staff that can be onsite at any one time.

|  |  |
| --- | --- |
| **Morriston**  | **Headcount**  |
| XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 |
| **Swansea Vale**  | **Headcount**  |
| XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 |
| XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 |
| XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 |
| **Fforestfach**  | **Headcount**  |
| XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 |
| XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 |

The main occupancy times across the estate are as follows: Morriston site between 6am-11pm with a small workforce presence working 24/7, 365 days a year. Contact Centre is between 8am-7pm.

**6.1 Social Value Considerations**

Using policy outcomes aligned with Government’s priorities, a weighting of 10% of the overall score for this requirement isdedicated to social value criteria.

The social value themes for this requirement are risks of modern slavery and employment and training opportunities which requires Tenderers to demonstrate how, in the delivery of this contract, they can assist the DVLA in delivering the policy outcomes.

The full evaluation process is outlined in **(Section 13)** and the required social value criteria are detailed in **(Annex 1)**.

**6.2 Modern Slavery Considerations**

**Modern Slavery Assessment Tool (MSAT)** The MSAT is a modern slavery risk identification and management tool. This tool has been designed to help public sector organisations work in partnership with Suppliers to improve protections and reduce the risk of exploitation of workers in their supply chains. It also aims to help public sector organisations understand where there may be risks of modern slavery in the supply chains of goods and services they have procured.

Please note that the successful tenderer, as part of the contract, may be requested to complete the MSAT and, where appropriate, work with the DVLA in resolving any issues identified. If completion of the MSAT is required, the Commercial Advisor identified in Section 14 will instruct as appropriate. Suppliers who have previously completed the MSAT for another Government body may share their results with the DVLA.

The requirement to complete and assess the MSAT at appropriate intervals throughout the lifecycle of the contract may also form part of the Contract Management process.

In addition to completing the MSAT, and depending on the outcome of this assessment, it may be necessary for the DVLA to work with the successful Supplier to undertake a supply chain mapping exercise to have a more informed position of any modern slavery risks within the wider supply chain beyond first tier/prime Supplier. Such an exercise may also cover wider compliance with all relevant social, ethical and legal requirements of first tier/prime Suppliers and their supply chain.

For further information on the MSAT and registration process, please visit:

<https://supplierregistration.cabinetoffice.gov.uk/msat>

###

## Quality Assurance Requirements

Upon delivery, the business area will assess the furniture to ensure the specification / tender response solution provided are consistent with product delivered.

All furniture delivered must comply with all relevant legislation.

All Services supplied shall be fit for purpose and of a quality acceptable to the Authority and the Contracting Authorities. If at any time during the agreement the qualities of supply for any products or services are found not to be to the appropriate standard, the Supplier shall provide a substitute item or service acceptable to the Contracting Authority at no additional cost.

## Other Requirements

* 1. **Sustainability**

The DVLA is committed to reducing any negative impacts produced by our activities, products, and services. This aligns to the Government’s Greening Commitment which states we must: “Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society.”

DVLA would expect the Supplier to have reuse/recycle initiatives for the management of waste and would be required to support sustainability in any initiatives and projects.

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy at:

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

This can also be found in the ITQ pack.

There are specific GBS for office furniture, the Supplier will need to be able to meet these, [Furniture\_GBS\_1407.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/341461/Furniture_GBS_1407.pdf)

As per request for compliance in S3 below.

Further information on GBS can be found here: [Sustainable procurement: the Government Buying Standards (GBS) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs)

The DVLA require the Supplier to confirm their understanding and acceptance of each point **S1 – S8** and supply information if it has been requested.

**S.1 -** The DVLA is committed to sustainability and as such the Supplier should consider this as part of their submission.

The DVLA requires the Supplier to:

* Comply with the DVLA’s Environmental Policy: <https://www.gov.uk/government/publications/dvlas-environmental-policy>
* Where appropriate, assist the DVLA in achieving its Greening Government Commitments as detailed on [https://www.gov.uk/government/publications/greening-government-commitments-2021-to-202](https://www.gov.uk/government/publications/greening-government-commitments-2016-to-2020)5 i.e. Reduce CO₂ emissions through energy consumption and travel, reduce water consumption and waste produced;
* Be able to evidence continual environmental improvements in their own organisation (ideally through an accredited EMS, i.e. ISO 14001,Green Dragon etc);
* Ensure its own supply chain does not have negative environmental or social impact and;
* Where required, be able to provide data on carbon emissions related to the products / services being supplied to aid with scope 3 emission calculations.
* Provide the specified goods / services without the use of single use plastic in line with Government commitments.

**S.2 -** The Supplier shall provide their sustainability or environmental policy.

**S.3 -**The Supplier shall be able to meet and evidence conforming to the relevant [Government Buying Standards](https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs).

**S.4 -** The Supplier shall regard any packaging associated and replaced / redundant parts as their own waste, remove them from our site and dispose of in line with the waste hierarchy.

**S.5 -** The Supplier shall promote resource efficiency and waste avoidance, to reduce waste arising and consumption of natural resources.

**S.6 -** The DVLA requires details of the country of origin of any equipment / parts / operating consumables used.

**S.7 -** The DVLA requires details on the carbon emissions for the transportation of the equipment / consumables / parts / documentation to the DVLA sites.

**S.8 –** The Supplier shall be committed to reducing their carbon emissions in line with per year.

* 1. **Health and Safety**

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy, is available on request from the Commercial Advisor. (See Section 14 for Points of Contact):

All Supplier Staff working in the DVLA on any of our premises must fully comply with relevant health and safety legislation, together with health, safety and welfare policy and management arrangements applied by the DVLA. DVLAs Health and Safety policy can be found in the ITQ pack. If appropriate, these issues must be addressed at or before the award of the contract and may form part of the procurement process. Where requested, Suppliers will be required to provide copies of their health and safety policy statement, risk assessments and method statements, clearly identifying any safety implications that their activities may have and how these will be managed. Contract management staff are responsible for checking health and safety information provided by Suppliers and passing relevant information to local line management and staff. Supplier’s safety performance will be monitored and checked as part of normal contract management.

Tenderers should:

* Have an appointed competent person responsible for H&S, details to be made available to DVLA on request
* Have emergency arrangements and plans for their goods/product/service, and observe DVLA’s arrangements whilst on site, or through the course of the business or contract
* Have adequate provision for your own first aid when on site
* Have an accident reporting and recording process for all near miss, accidents/incidents, or violent and aggressive behaviours. Any incident on DVLA site should be reported immediately to the DVLA’s Health and Safety Team
* Communicate with DVLA on any health and safety matter or issue in relation to the contract/product/supply of goods or service, notifying DVLA of any Health and Safety hazard, which may arise in connection with its supply of goods, products, or services
* Indemnify DVLA in the instance where failure of the Supplier’s product/service, acts or omissions, with regards to health and safety, results in an economic penalty, time delay, issue, accident/incident or claim against the DVLA
* Have suitable and sufficient insurance cover for all business/products/services supplied/that are provided to DVLA
* Have documented, suitable and sufficient, risk assessments and method statements, covering all significant activities and deliveries of products, goods and services. Copies to be made available to DVLA on request
* Provide suitable and sufficient health and safety training, information and instruction for all its employees/contractors/subcontractors. Records to be made available on request
* Engage with DVLA’s Security/Estates Management Group to arrange access to all DVLA premises/buildings
* Have good Public Health records as appropriate

Comply with all vehicle and driver legal requirements and DVLA policies whilst driving on premises or conducting business for DVLA

* 1. **Estates**

The Supplier would be expected to work with the Estates Management Department including the completion of RAM forms and minimising disruption.

* 1. **Diversity and Inclusion**

The Public Sector Equality Duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day-to-day work – in shaping policy, in delivering services, and in relation to their own employees.

DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and we will not tolerate, bullying harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day- to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy is attached **(Annex 2)**.

* 1. **Business Continuity**

Suppliers should provide a statement regarding the scope of their Business Continuity and Disaster Recovery Plans to protect the Agency from the consequences of business interruptions.

* 1. **Procurement Fraud**

The Supplier should be aware of the DVLA Fraud Procurement Statement a copy of which is attached (**Annex 3**)

* 1. **Use of DVLA Brands, Logos and Trademarks**

The DVLA does not grant the successful Supplier licence to use any of the DVLA’s brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the DVLA and the successful Supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the DVLA’s brands, logos or trademarks must be requested and obtained in writing from the DVLA.

**8.8 Delivery Instructions – Goods Inward**

**8.8.1 Advance Delivery Booking Process**

All deliveries **must** be pre-booked and confirmed **48hours** in advance. Please contact **XXXXX redacted under FOI Section 40** ensuring the following information is included.

1. Driver’s Name
2. Vehicle Make and Model
3. Vehicle Registration Number
4. Number/Volume of items to be delivered

You will be sent a notification email confirming the booking reference number and the time and date delivery is required.

Large volume deliveries will normally be allocated a morning delivery time. This helps ensure that the vehicle can be offloaded with minimum impact to the delivery driver and their onward transmission of additional deliveries.

If a scheduled delivery is delayed in transit (e.g. vehicle break down, significant traffic or tacho restrictions) please contact **XXXXX redacted under FOI Section 40** immediately to provide information updates on progress and a revised estimated time of arrival.

Failure to notify a delay will result in an impact to the official acceptance of the delivery and the vehicle could be prevented from accessing the site by the DVLA Security team.

**8.8.2 Delivery Address/Locations**

DVLA has all delivery locations as follows:

|  |  |  |
| --- | --- | --- |
| **D – Basement Morriston** | **C – Basement Morriston** | **Ty – Felin Stores & Output Areas** |
| XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 | XXXXX redacted under FOI Section 40 |

|  |
| --- |
| **Birmingham Office** |
| XXXXX redacted under FOI Section 40 |

The delivery address will be included in the formal DVLA Purchase Order. It is your responsibility to ensure that the designated delivery vehicle is dispatched to the correct location.

**8.8.3 Onsite equipment**

All four locations have a combination of reach, counterbalance, and clamp forklift trucks along with electric powered pallet trucks and hand pallet trucks. The maximum loaded weight that can be safely managed using the existing equipment is 1.6 metric tonnes.

**8.8.4 Site Etiquette**

On arrival delivery drivers must make themselves known to a DVLA member of staff. The DVLA staff member will request details from the driver (i.e. driver’s name, vehicle make/model, vehicle registration number etc.) to ensure a match with the information already provided to DVLA when the delivery was pre-booked. A DVLA staff member will process the vehicle and enable access to site accordingly.

Drivers must not leave any items unattended or unsigned for as this will trigger a security breach and items being quarantined until deemed safe to accept. This will delay the goods in process.

When the delivery has been offloaded, checked, and approved by a member of staff they will sign and provide the relevant remittance slip to the driver (usually the delivery carrier’s official delivery note).

**8.8.5 Unsafe Load or Non-Compliant Delivery**

If a DVLA staff member deems the delivery unsafe or non-compliant the delivery will be rejected back to the Supplier to resolve and re-deliver.

**8.8.6 Consignment Labelling**

Labelling must conform to the standards outlined in the Packaging Requirements. Non-compliance will result in the delivery being rejected back to the Supplier to resolve and re-deliver.

**8.8.7 Exceptional Circumstances**

If heavier or oversized goods are to be delivered to any DVLA site, it is important that this is highlighted to DVLA in advance of delivery so that an alternative delivery plan can be provided if necessary.

## Management and Contract Administration

The Supplier must appoint a Contract/Account Manager to support the Authority throughout the Contract period and to report on progress at intervals specified by the Authority.

The Authority does not require a daily on-site presence and would anticipate this being an ad-hoc activity to resolve issues which may arise during the Contract period or to discuss new opportunities or developments.

In terms of Account Management, the Authority may require the Supplier to provide the following services:

* Ad-hoc meetings to cover issues / initiatives as they may arise.
* Supplier Performance
* Escalation and fault resolution contact pathway
* Dispute resolution - point of contact and agreed process
* Incident management process
* Invoicing and customer service performance . (Please see Purchase to Pay procedure **(Annex 4)**

### The identification and management of risks;

Both Parties shall pro-actively manage risks attributed to them under the terms of this Call-Off Contract.

The Supplier shall develop, operate, maintain and amend, as agreed with the Buyer, processes for:

* The identification and management of issues; and monitoring and controlling project plans.
* The Supplier allows the Buyer to inspect at any time within working hours the accounts and records which the Supplier is required to keep.
* The Supplier will maintain a risk register of the risks relating to the Call Off Contract which the Buyer's and the Supplier have identified.

The Supplier and the Authority are to provide each other with Notice Addresses to which formal communications will be sent.

**Subcontracting to Small and Medium Enterprises (SMEs):**

DVLA is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger Suppliers to make their subcontracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see the Gov.Uk [website](https://www.gov.uk/government/publications/department-for-transport-actions-for-improving-business-opportunities-for-small-and-medium-enterprises) for further information).

For further information on SMEs please see Joint Schedule 12.

## Documentation

Warranties and user manuals should be provided upon request.

## Arrangement for End of Contract

The Contractor shall fully cooperate with the Authority to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

## Evaluation Criteria

Selection will be based on the Evaluation Criteria, encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility and ability to deliver.

Your tender will be evaluated using the following weightings **and** the criteria weightings set out at **Annex 1**, to obtain the optimal balance of quality and cost.

**Mandatory Requirements (if applicable)**

Annex 1 provides details of any elements/criteria considered as critical to the requirement. These are criteria, which will be evaluated on a pass/fail basis. A fail may result in the tender being excluded from further evaluation.

**Quality Criteria:**

Annex 1 provides details of the quality criteria on which tenders will be evaluated. This will list the primary criteria along with the allocated percentage weighting and a description of the specific requirement. The overall percentage allocated for the Quality Criteria is outlined in the Table “Overall Weighting Allocation” and the method used to allocate scores is outlined below.

**Quality Criteria Scoring Methodology:**

The scoring methodology used to assess and allocate scores to each criteria are included in the table below

|  |  |
| --- | --- |
| **Points awarded** | **Description** |
| 100 | Fully meets/evidence provided that demonstrates the requirement can be met |
| 60 | Minor concerns/issues that the requirement can be met |
| 30 | Major concerns/issues that the requirement can be met |
| 0 | Does not meet the requirement, not addressed or no evidence provided |

Based on the allocated score, a percentage will be calculated against each element using on the following calculation:

(Allocated Score

 X Weighting

Maximum Score)

For example, “Quality Element 1” can be allocated a score between 0 and 100 but carries a weighting of 10%. Supplier A is given a score of 60 for this element so receives a score of (60/100 x 10) = 6%. The scores for each element will then be added together to calculate the overall Quality Criteria score.

**Financial / Price Criteria**

Evaluation of the prices submitted will be performed separately by a Commercial Finance Accountant and details will not be made available to the Quality Evaluation Panel. This is to ensure fairness and avoid any subconscious influence of a lower price on the quality scoring. The overall percentage weighting allocated for the Financial/Price Criteria is outlined in the Table “Overall Weighting Allocation”.

**Financial / Price Criteria Scoring Methodology:**

A Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

The lowest tendered price will be awarded the maximum score available. Each subsequent bid will be baselined to this score and will be awarded a percentage of the maximum score available. The calculation used is as follows:

 (Lowest Tendered Price

 X Maximum Score Available (i.e. Weighting)

Tender Price Submitted per Supplier)

For example, if the Financial/Price weighting allocation is 40%, the maximum score available is 40. Supplier A submits the lowest price of £100,000 and Supplier B submits a price of £180,000. Based on the above calculation Supplier A and B will receive the scores shown below:

Supplier A = 100k/100k x 40 = 40%

Supplier B = 100k/180k x 40 = 22.22%

**Overall Weighting Allocation**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| **Quality Criteria and Social Value Criteria (if applicable)** | 70% |
| **Financial / Price Criteria** | 30% |
| **Total** | 100% |

**Calculation of Overall Score:**

The allocated score for the Quality and Social Value Criteria (where applicable) will be added to the Financial/Price Factor score to calculate the overall score for each tender (out of a max available 100%). The tender with the highest overall score will be deemed as successful.

## Points of Contact

|  |  |  |
| --- | --- | --- |
| **Commercial Advisor** | Name | XXXXX redacted under FOI Section 40 |
|  | e-mail | XXXXX redacted under FOI Section 40 |
| Address | XXXXX redacted under FOI Section 40 |
| **Project Lead/Business Area Contact[Estates]**  | Name | XXXXX redacted under FOI Section 40 |
| Tel | XXXXX redacted under FOI Section 40 |
| e-mail | XXXXX redacted under FOI Section 40 |

**All queries/questions should be sent to the Commercial Advisor**

**Annexes:**

## Annex 1 – Evaluation Criteria:

**Mandatory Criteria**

| **Mandatory Criteria** | **Mandatory Criteria Description** | **Pass/Fail** |
| --- | --- | --- |
|  | Are you able to provide all the equipment listed in the specification document? |  |
| Please confirm that 28 days lead time would be used within the scope of this contract |  |

**Scored Quality Criteria**

| **Primary Scored Criteria** | **Primary Scored Criteria Weighting (%)** | **Scored Sub-criteria Description** | **Individual Scored Sub -Criteria Weighting (%)** |
| --- | --- | --- | --- |
|  Key Deliverables | **60%** | Please detail how you will be able to deliver the requirements detailed within this specification document including ensuring prompt and accurate delivery? | 20 |
| Please detail how you will ensure that the product delivered is of an acceptable quality.  | 25 |
| Please detail your after sales support is for each individual item (after delivery and build support) | 10 |
| Please confirm that all items will have warranties as listed in the specification document | 5 |
| Social Value Outcomes | **10%** | MAC 6.3Please demonstrate how you action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. | 7% |
| MAC 2.2Please evidence how you create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. | 3% |
|  | **Total = 70%** |  |  |

**Financial/Pricing Criteria**

| **Primary Financial/Pricing Criteria** | **Financial/Pricing Weighting (%)** | **Description** |
| --- | --- | --- |
| **Pricing Requirements** | **30%** |  |
|  | **Total = 30%** |  |

## Annex 2 - Equality, Diversity and Inclusion Policy

## Annex 3 - Fraud Procurement Statement

## Annex 4 – Purchase to Pay procedure

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