**Tender for**

**ELECTRONIC PROCUREMENT SYSTEM**

**Tender DOCUMENT One**

**Information and Instructions**

To assist you, three documents have been provided:

* Document One – Information and instructions (this document)
* Document Two –Specification
* Document Three – Tender Response Document

When completed, please return **one copy via email** ofthe response document (Document Four) to [sylvia.gough@ncha.org.uk](mailto:sylvia.gough@ncha.org.uk). Please use the following as the title for your email: “Tender for Electronic Procurement System”.

|  |
| --- |
| **To be received no later than 12 noon on 16th November 2021.**  **Late and/or incomplete submissions will be disregarded.** |

**TENDER – DOCUMENT ONE**

**INFORMATION AND INSTRUCTIONS**

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1. **Introduction**

**1.1 How this tender is structured**

This tender is arranged in three sections:

**Document One**, this document, contains instructions on how to respond to the Invitation to Tender; gives an indication of the timetable being followed; provides bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response Document (Document Three).

**Document Two** contains the detailed Specification for the goods or services required.

**Document Three** is the Tender Response Document which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

* 1. **The commissioning background**

1. This contract is issued by Nottingham Community Housing Association (NCHA).
2. In compliance with the Public Contract Regulations 2015, a single stage tender process is being followed.
3. This means that the tender response document combines Selection Questions, a set of Tender Evaluation Questions, Pricing Schedule, a Form of Tender, a Collusive Tendering Certificate and a Confidential and Commercially Sensitive Information form.
4. NCHA, as the contract holder, requires that the process of awarding this contract is to involve advertising on Contracts Finder and the circulation of the tender documents to those suppliers who took part in soft market testing.
5. The eventual contract between the successful tenderer and NCHA will consist of the following documents:
   1. Documents 1 to 2 of this tender developed by NCHA.
   2. Document 3 of this tender – the response document completed by the Bidder.
   3. ‘Letter of Acceptance’ confirming the conditions of acceptance of the tender.

5. NCHA currently uses Geometra as its e tendering system, the majority of the licences for this system expire on 3rd March 2021. NCHA wishes to replace this system with an end to end procurement system.

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**1.3 Procurement Timetable**

* + 1. The procurement is intended to follow the time-line below:

|  |  |  |
| --- | --- | --- |
|  | Tender documents Issued | 20th October 2020 |
|  | Deadline for clarification questions | 30th October 2020 |
|  | Deadline for Submission of Tenders | 16th November 2020 |
|  | Evaluation | 30th November 2020 |
|  | Demonstrations/Clarification meetings | 11th December 2020 |
|  | Contract Awarded | 22nd December 2020 |
|  | Implementation Period | January and February 2021 |
|  | Contract Start | 3rd March 2021 |

1.3.2 The NCHA reserves the right to amend this timetable and steps 4 to 8 are provided for indicative purposes only.

**1.4 Instructions on responding to this tender**

1. Bidders shall treat the details of the tender document as private and confidential. However such information may be disclosed, as necessary, for the purpose of obtaining quotations, e.g. insurance quotes.
2. All costs associated with the preparation and submission of the response to this Invitation to Tender shall be borne in full by the Bidders. NCHA will not be liable, under any circumstances, for any costs or charges incurred in submitting a tender or for the preparation of the Contract with the successful Bidder.
3. The Form of Tender, the Collusive Tendering Certificate and the Confidential and Commercially Sensitive Information form in Document Three must be completed and signed by the Bidder. The whole document (Document Three) should be returned via email to sylvia.gough@ncha.org.uk.
4. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
5. No unauthorised alterations or additions should be made to the Form of Tender, Collusive Tendering Certificate, the Collusive Tendering Certificate and the Confidential and Commercially Sensitive Information form or to any other part of Document Three.
6. Tenders must not be qualified but must be submitted strictly in accordance with the tender documents.
7. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
8. The tender submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the tender requirement are to be addressed. The submission is to be self-contained. The Bidder should not rely on the NCHA’s past experience as tender evaluations will be based only on the information contained within the submission.
9. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.
10. Tenders and supporting documents must be written in English.
11. Bidders should note that the tender document may include a requirement for element(s) of the goods or services to be completed by a certain date as shown.
12. Tenders should be submitted no later than the deadline indicated on the front of this document. Late and/or incomplete tenders will not be considered.
13. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
14. NCHA does not bind itself to accept the lowest or any tender.

**2. PROCUREMENT APPROACH**

1. This is a single stage/open tender process, this being the Invitation to Tender. You may ask questions in writing via email to [clare.ellis@ncha.org.uk](mailto:clare.ellis@ncha.org.uk) regarding the tender documents or the details of the goods or service required.
2. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. Once the deadline for receipt of tenders has been reached, NCHA will evaluate the submitted tenders. The standard Selection Questions will be assessed first, as Bidders who do not meet NCHA’s expectations may be excluded. Suppliers who self-certify that they meet the requirements for insurance, economic and financial standing, and technical and professional ability will be required to provide evidence of this if they are successful at contract award stage.
4. The responses to the evaluation questions will then be scored and weighted as explained in [Sections 3](#Scoring) , [4](#CriteriaforPQQ) and [5](#CriteriaforTenders) below.
5. Once the submitted bids have been evaluated, NCHA reserves the right to hold demonstrations/clarification meetings with no fewer than the top two highest scoring bidders. No new criteria will be introduced at these meetings, rather on the basis of these interviews NCHA may choose to revise a bidder’s score for each response to an evaluation question, either up or down, to reach a final score.
6. Should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any tender then that tender may, regardless of its other merits, be excluded from further consideration.
7. NCHA will then make its award decision, if appropriate.
8. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
9. The process is subject to the completion of formal contract documents.

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**3** **SCORING**

**3.1 Non-Price Scoring**

Each written tender will be evaluated by a small panel and each evaluation criteria (Section [5](#CriteriaforTenders) below) will be awarded points out of 10 according to the following scale.

| **Score** | **Criteria for awarding score** |
| --- | --- |
| 0 | No response or response is unacceptable |
| 1 | Response is very weak and almost unacceptable, and/or is inconsistent or in conflict with other responses |
| 2 | Response is weak, and falls well below expectations in a number of respects |
| 3 | Response is weak and is below expectations, not meeting the required standard in most respects, and/or is lacking/ inconsistent in others |
| 4 | Response is below expectations but meets the required standard in some respects |
| 5 | Response meets expectations regarding the required standard |
| 6 | Response slightly exceeds expectations regarding the required standard |
| 7 | Response is good and is well above expectations in some respects |
| 8 | Response is very good and is well above expectations in most respects |
| 9 | Response is outstanding and meets the required standard in all respects and exceeds some or all of the major requirements |
| 10 | Response is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value |

The weighting available for a score of 10 points is shown below in Section 5, and a pro rata weighting will be applied to the score.

**3.2 Price Scoring**

The total price figure will be converted into points by applying the formula:

Lowest price bid divided by tenderer’s price multiplied by 100%

For example, if the tenderer’s price is £100, and this is also the lowest price, the calculation is 100 x 100% = 100% of the available weighting

100

A bid of £200 would be calculated as 100 x 100% = 50% of the available weighting.

200

**4** **CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONNAIRE**

The Public Contract Regulations 2015 came into force on 26th February 2015. Since this date shortlisting has been prohibited in all procurements carried out by local government that are advertised and are above £25,000 in value but below the EU Threshold for Goods/Services (currently £189,330). For contracts advertised between these two values, Contracting Authorities must assess a Bidder’s suitability to deliver the requirements as stated in the Specification/Contract. Those bidders who satisfy the selection assessment will have their tenders evaluated. Those who do not may be excluded from the process.

| **Question**  **No.** | **Section Headings and Sub-Headings** | **Maximum Available Section Score** | **Weighting Within Sub-Heading** |
| --- | --- | --- | --- |
| **1**   * 1. (a)   1.1 (b) (i)  1.1 (b) (ii)  1.1 (c)  1.1 (d)  1.1 (e)  1.1 (f) | **Potential Supplier Information**  Full name  Registered office  Registered website address  Trading status  Company/charity registration number  SME  Contact details | 0% | 0% |
| **2**  2.1 (a)  2.1 (b) | **Grounds for Exclusion**  Regulations 57(1) and (2):  Measures taken | Pass/Fail | Pass/Fail |
| **3**  **3.1**  **3.2**  **3.3** | **Economic and Financial Standing**  Audited accounts or alternative means of demonstrating financial status  Parent company accounts  Parent company guarantee/Bank guarantee | Pass/Fail | Pass/Fail |
| **4**  **4.1** | **Technical and Professional Ability**  Details of up to three contracts  Evidence of healthy supply chains maintained with sub-contractors | Pass/Fail | Pass/Fail |
| **5.1**  **5.2** | **Requirements under Modern Slavery Act 2015**  Relevant commercial organisation  Compliant with annual reporting requirements | Pass/Fail | Pass/Fail |
| **6.1** | **Insurance** | Pass /Fail | Pass/Fail |
| **6.2** | **Equality and Diversity** | Pass/Fail | Pass/Fail |
| **6.3** | **Environmental Management** | Pass/Fail | Pass/Fail |
| **6.4** | **GDPR** | Pass /Fail | Pass/Fail |

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**5** **CRITERIA FOR ASSESSING TENDER RESPONSES**

Only those Bidders which pass the Selection Questions will have their tenders evaluated using this scheme.

| **Section Headings and Sub-Headings** | **Maximum Score Available** | **Weighting Within Sub-Heading** |
| --- | --- | --- |
| **Quality**  Delivery of essential characteristics  Compliance with ICT requirements  System usability (particularly RFQ function)  Helpdesk service  Delivery of desirable characteristics  Implementation plan  Supplier migration  Added value  Social value | 60% | Pass/Fail  Pass/Fail  22%  18%  16%  14%  14%  8%  8% |
| **\* Price (exclusive of VAT)** |  |  |
| Total price for the initial term of the contract | 40% | 100% |
| **Total** | **100%** |  |

**\*** Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price (See: 3.2 Price Scoring).

**6.** **INVITATION TO TENDER**

When completed, please return **one copy via email** of the response document (Document Three) to [sylvia.gough@ncha.org.uk](mailto:sylvia.gough@ncha.org.uk). Please use the following as the title for your email: “Tender for Electronic Procurement System”.

To arrive by **no later than 12 noon on 16th November 2020**

7. CONTACT

In the event of any queries or requests for further information arising from this tender, please email clare.ellis@ncha.org.uk

If NCHA considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all suppliers who have responded.

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