



Crown
Commercial
Service

Invitation to tender

Attachment 2 – How to bid

RM3837 – Construction Products, Consumables and Materials

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1. How to make your bid

- 1.1 Your bid must be made by the organisation that will be responsible for providing the goods and services if your bid is successful.
- 1.2 You may bid for any individual lot or combination of lots.
- 1.3 You must enter your bid into the [eSourcing Suite](#). We can only accept bids that we receive through the [eSourcing Suite](#).
- 1.4 Upload ONLY those attachments we have asked for. Do not upload any other documents that we haven't asked for. Any other documents will be disregarded and ignored. Check in attachment 1 – About the framework for a list of all documents you need to complete and attach in the eSourcing suite.
- 1.5 Make sure you answer every question.
- 1.6 You must submit your bid before the bid submission deadline (see '4. Timelines for the Competition' in 'Attachment 1 – About the Framework')
- 1.7 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.8 You must log in to the [eSourcing suite](#) and regularly check for messages throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
- 1.9 If anything is unclear or you are unsure how to complete your bid submission, you can raise a question before the clarification deadline in the eSourcing suite. See '6. When and how to ask questions' in 'Attachment 1- About the Framework for further details.'
- 1.10 We may require you to clarify aspects of your bid in writing or provide additional information. It is important that you provide an adequate response within the specified timeframe. If you do not do this, then this may result in the rejection of your bid and exclusion from this competition.

2. Selection stage

- 2.1 At the selection stage, we evaluate bidders' technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
- 2.2 When you answer Part 4 of the selection questionnaire, you may need to **rely on** the economic and financial standing or the technical and professional ability of another organisation to answer a question. In that case you will have to get the organisation you are relying on to pass the economic and financial assessment, they must complete to answer the questions in Parts 2 and 3 for themselves.

- 2.3 In addition, if you are the lead member of a consortium, you must get **each of the other members** to answer the questions in Parts 2 and 3 for themselves.
- 2.4 We are providing the **Information and declaration' workbook (Attachment 4)** to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example, a key subcontractor or a guarantor) or from other members of a consortium.

3. Selection process

- 3.1 After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.
- 3.2 We may ask you to clarify information you provide, if that is necessary. Don't forget to check for messages in the [eSourcing suite](#). You must log on to the eSourcing suite to access your message inbox for this competition.
- 3.3 Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the **evaluation guidance**.

4. Selection criteria

- 4.1 We may exclude you from the competition at the selection stage if:
- you submit a non-compliant bid
 - you receive a 'Fail' for any of the evaluated selection questions
 - any of the information you have provided proves to be false or misleading
 - you have broken any of the competition rules (see '9. Competition Rules' in 'About the framework') or not followed the instructions given in this ITT pack.
- 4.2 If we exclude you from the competition, we will tell you and explain why.

5. Selection questionnaire

- 5.1 Please refer to 'Attachment 2a – Selection Questionnaire'. Remember to complete the online questionnaire in our [eSourcing suite](#). This can be found in the qualification envelope.
- 5.2 You have the option of responding to Part 2 and Part 3 by attaching Parts II and III of your European Single Procurement Document (ESPD).
- 5.3 If you are submitting an ESPD, then you must still answer Parts 2A, 2B, 4, 5, 6, 7, 8, 9, and 10 and the declaration and complete the declaration.

6. Award stage

- 6.1 If you have successfully passed the selection stage, you will proceed to the award stage.
- 6.2 We have tried to make our award stage as simple as possible whilst achieving the best possible commercial outcomes.
- 6.3 Your bid must deliver what our buyers need, at the best possible price you can give.
- 6.4 When completing your bid you must:
- Read through the entire ITT pack carefully, and read more than once. Pay particular attention to Framework Schedule 2 (Specification)
 - Read each question, the response guidance and marking scheme.
 - Remember to read the contract terms.
 - If you are unsure, ask questions before the Clarification Questions Deadline. See '5 When and how to ask questions' in 'Attachment 1 - About the framework' for further details.
 - Allow plenty of time to complete your responses; it always takes longer than you think to submit

7. Award criteria

- 7.1 The award stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 10 of this document).
- 7.2 The award of this framework contract will be on the basis of the 'Most Economically Advantageous Tender' (MEAT).
- 7.3 The weighting for the quality and price evaluation is detailed in the table below:

Lot	Quality evaluation	Price evaluation	Maximum score
Lot 1	30	70	100
Lot 2	30	70	100
Lot 3	30	70	100
Lot 4	30	70	100
Lot 5	30	70	100
Lot 6	30	70	100
Lot 7	30	70	100
Lot 8	30	70	100

Lot 9	30	70	100
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8. Award process

8.1 What you need to do

- Answer all the questions for the lots you are bidding for as indicated in selection question 1.13.1. These can be found in the technical envelope in the eSourcing suite.
- complete and upload the requested attachments and upload to relevant questions into the eSourcing suite.
- complete the price matrix attachment 6 for the lot(s) for which you are bidding.
- upload your completed price matrix into the eSourcing suite at question PQ1. You will find this in commercial envelope.
- upload your catalogues again for each lot you are bidding to questions PQL1 to PQL9. You will find these questions in commercial envelope.

8.2 What we will do

1	<p>Compliance Check</p> <p>First, we will do a check to make sure that you completed the selection questionnaire and pricing matrix in line with our instructions.</p> <p>We will also evaluate your financial risk, your financial risk will be evaluated Pass/Fail.</p> <p>We assess your financial risk following the below stages:</p> <p>Stage 1 - We will use a credit reference agency (Dun & Bradstreet) to obtain a financial risk score (D&B Failure Score) for you and any members of your consortium or any nominated guarantor(s).</p> <p>If the financial risk score associated with the framework is 40 or more, or there is an equivalent international score, you will receive a Pass for this question.</p> <p>Stage 2 - If the score is less than 40 or no financial risk score is available then we will ask for copies of your financial statements, audited if applicable, for the two most recent years.</p> <p>If there are no financial statements available, we will ask for other information including:</p> <ul style="list-style-type: none"> • a statement of turnover, profit and loss account/income statement, balance sheet/statement of financial position and statement of cash flow for the most recent period of trading
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	<ul style="list-style-type: none"> ● forecast financial statements and cash for the current year and a bank letter outlining the current cash and credit position and/or ● an alternative means of demonstrating financial status <p>If the information we ask for is not provided you will Fail this question and your bid may be rejected.</p> <p>Stage 3 - We will then use the information provided at stage 2 above to assess the level of financial risk using our financial risk assessment template, attachment 5. If the level of financial risk is unacceptable, you will Fail this question. If the level of risk is acceptable with mitigating actions, and you have not already nominated a guarantor we will ask you to name a guarantor.</p> <p>If you have nominated a guarantor and your nominated guarantor's level of financial risk is unacceptable, you will Fail this question and your bid may be excluded.</p> <p>Stage 4 - If you name a guarantor, stages 1, 2 and 3 above will be repeated on the guarantor. If you cannot provide a guarantor whose level of financial risk is acceptable, or you cannot provide a guarantor, you will Fail this question and your bid may be excluded.</p> <p>If any member of a group or a consortium has a level of financial risk which is unacceptable, and you cannot provide a guarantor whose level of financial risk is acceptable, then you will Fail this question and the consortium bid may be excluded.</p> <p>We may require bidders to provide a guarantee/bond at the award of the first call-off contract, in the event that the bidder(s) is awarded a framework contract.</p>
2	<p>Quality Evaluation</p> <p>We will evaluate your responses to the quality questions using the response guidance and the marking scheme.</p> <p>Each evaluated question is allocated a pass or a fail. The marks for each question will be entered into our evaluation system.</p> <p>Refer to table at paragraph 9 for the quality questionnaire and how your quality score for each lot will be calculated.</p>
3	<p>Quality Threshold</p> <p>If you fail any of the quality questions, you will be excluded from the competition. We will tell you that you have been excluded from the competition and why.</p>

4	<p>Evaluate Pricing</p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses. They will calculate your price score using the evaluation criteria in ‘11 Price evaluation process.’</p>
5	<p>Final Score</p> <p>Your quality score will be added to your price score, to create your final score. See ‘12 Final decision to award’.</p>
6	<p>Award</p> <p>Awards will be made to the successful bidders following the standstill period, subject to contract.</p>

9. Quality questionnaire

- 9.1 The quality questionnaire (technical envelope) has been split into 10 sections – remember you must complete the questions in the technical envelope online in the eSourcing suite.
- 9.2 A summary of the quality questions along with the marking scheme is set out below:

Section 1 - Questions
<p>Q1 – All lots Annex 1 NUTS codes supplier branches</p> <p>Upload your completed Annex 1 NUTS codes supplier branches for the lot(s) you are bidding for as you have indicated in question 1.13.1 qualification envelope to this question.</p> <p>Remember to name your attachment “[Annex 1_insertyourcompanyname]</p> <p>The information you have submitted in Annex 1 is for information purposes only and will not be used in the evaluation of your bid.</p>
<p>Q2 – Lot 1 to 8 Annex 7 Goods Category Coverage</p> <p>Uploaded your completed Annex 7 Goods Category Coverage for the lot(s) you are bidding as you have indicated in question 1.13.1 qualification envelope to this question.</p> <p>Remember to name your attachment “[Annex7_insertyourcompanyname]</p> <p>The information you have submitted in Annex 7 will be used to evaluate the questions relevant to the lot(s) you are bidding for as below:</p> <p>Lot 1 – Question A1.1</p> <p>Lot 2 - Question B1.1</p>

Lot 3 - Question C1.1

Lot 4 - Question D1.1

Lot 5 - Question E1.1

Lot 6 - Question F1.1

Lot 7 - Question G1.1

Lot 8 - Question H1.1

Q3 - Lots 1 to 8 only

Please indicate by selecting either option 'Yes' or 'No', that in the event you are awarded a framework contract, whether you will or will not, unreservedly deliver in full, all the requirements set out in, Framework Schedule 2, Part A – Goods and/or Services, specification lots 1 to 8.

Yes - You will unreservedly deliver in full, all the requirements set out in Framework Schedule 2, Part A – Goods and/or Services specification lots 1 to 8 (for the lots you are bidding for)

No - You will not, or cannot, deliver in full, all the requirements set out in Framework Schedule 2, Part A – Goods and/or Services specification lots 1 to 8 (for the lots you are bidding for)

N/A - You are only submitting a bid for lot 9

This is a Pass/Fail question.

Question Q3 marking scheme

Pass	You have selected 'Yes' confirming that you will, and will be willing, to provide requirements as set out in Framework Schedule 2, Part A – Goods and/or Services specification lots 1 to 8 (for the lots you are bidding for) OR You have answered N/A
Fail	You have selected 'No' confirming that you will not be willing, or will not be able, to provide the requirements as set out in Framework Schedule 2, Part A – Goods and/or Services specification lots 1 to 8 (for the lots you are bidding for) OR You have not answered this question.

Q4 – Lot 9 only

Please indicate by selecting either option 'Yes' or 'No', that in the event you are awarded a framework contract, whether you will or will not, unreservedly deliver in full, all the requirements set out in, Framework Schedule 2, Part A – Goods and/or Services specification lot 9.

Yes - You will unreservedly deliver in full, all the requirements set out in Framework Schedule 2, Part A – Goods and/or Services specification lot 9

No - You will not, or cannot, deliver in full, all the requirements set out in Framework Schedule 2, Part A – Goods and/or Services specification lot 9

N/A - You are only submitting a bid for lot(s) 1 to 8

This is a Pass/Fail question.

Question Q4 marking scheme

Pass	You have selected 'Yes' confirming that you will, and will be willing, to provide requirements as set out in Framework Schedule 2, Part A – Goods and/or Services specification lot 9 OR You have answered N/A
Fail	You have selected 'No' confirming that you will not be willing, or will not be able, to provide the requirements as set out in Framework Schedule 2, Part A – Goods and/or Services specification lot 9 OR You have not answered this question.

Section A Lot 1 – Building Materials and Associated Services “One Stop Shop”

A1 Response guidance

Bidders submitting a bid for lot 1 shall answer questions A1a and A1b.

You are required to select either option 'Yes' or 'No' from the drop-down list for each requirement A1a and A1b.

Questions A1a and A1b are Pass/Fail questions.

CCS requires the bidder to provide building materials and associated services “One Stop Shop” which meets following lot 1 requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services

Please select option 'Yes' or 'No' for each requirement listed below A1a and A1b to indicate whether you will or will not be able or willing to comply with the requirements.

Question Number	Question	Response
A1a	Comply with the Directive 2012/19/EC on Waste Electrical and Electronic Equipment or equivalent	Yes/No
A1b	Comply with the Directive 2011/65/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment or equivalent	Yes/No

Questions A1a and A1b marking scheme	
Pass	You have selected option 'Yes' confirming that you will, and will be willing, to comply with the requirement
Fail	You have selected option 'No' confirming that you will not be willing, or will not be able to comply with the requirement OR You have not answered this question.
A1.1 CCS requires bidders to provide a minimum of 80% (97 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 1 – Lot 1 Building Materials. Remember to upload your completed Annex 7 to question Q2.	
A1.1 Response guidance Question A1.1 is a Pass/Fail question.	
Questions A1.1 marking scheme	
Pass	You can provide a minimum of 80% (97 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 1 – Lot 1 Building Materials.
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 1 – Lot 1 Building Materials.

Lot 1	
Q1	Information only
Q2	N/A
Q3	Pass/Fail
Q4	N/A
A1a	Pass/Fail
A1b	Pass/Fail
A1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3, A1a, A1b and A1.1 they will be excluded from further participation in the procurement. Bidders who

achieve a pass for all questions Q3, A1a, A1b and A1.1 will be awarded the maximum quality score (30 marks).

Section B Lot 2 – Plumbing and Heating		
B1 Response guidance Bidders submitting a bid for lot 2 shall answer questions B1a. You are required to select either option ‘Yes’ or ‘No’ from the drop-down list for question B1a. Question B1a is a Pass/Fail question.		
CCS requires the bidder to provide plumbing and heating services which meets following lot 2 requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services. Please select option ‘Yes’ or ‘No’ for the requirement listed below B1a to indicate whether you will or will not be able or willing to comply with the requirement.		
Question Number	Question	Response
B1a	The Supplier must identify Goods which are approved by the Water Regulatory Advisory Scheme (WRAS) within their Base Offering.	Yes/No
Question B1a		
Pass	You have selected option ‘Yes’ confirming that you will, and will be willing, to comply with the requirement	
Fail	You have selected option ‘No’ confirming that you will not be willing, or will not be able to comply with the requirement OR You have not answered this question.	
B1.1 CCS requires bidders to provide a minimum of 80% (25 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 2 – Lot 2 Plumbing and Heating Remember to upload your completed Annex 7 to question Q2.		
B1.1 Response guidance Question B1.1 is a Pass/Fail question.		
Questions B1.1 marking scheme		

Pass	You can provide a minimum of 80% (25 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 2 – Lot 2 Plumbing and Heating.
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 2 – Lot 2 Plumbing and Heating.

Lot 3	
Q1	Information only
Q2	N/A
Q3	Pass/Fail
Q4	N/A
B1a	Pass/Fail
B1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3, B1a, and B1.1 they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q3, B1a and B1.1 will be awarded the maximum quality score (30 marks).

Section C Lot 3 – Electrical		
C1 Response guidance Bidders submitting a bid for lot 3 shall answer questions C1a and C1b. You are required to select either option ‘Yes’ or ‘No’ from the drop-down list for each question Questions C1a and C1b are Pass/Fail questions.		
CCS requires the bidder to provide electrical services which meets following lot 3 requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services. Please select option ‘Yes’ or ‘No’ for each requirement listed below A1a and A1b to indicate whether you will or will not be able or willing to comply with the requirements.		
Question Number	Question	Response
C1a	Comply with the Directive 2012/19/EC on Waste Electrical and Electronic Equipment or equivalent	Yes/No

C1b	Comply with the Directive 2011/65/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment or equivalent	Yes/No
Questions C1a and C1b marking scheme		
Pass	You have selected option 'Yes' confirming that you will, and will be willing, to comply with the requirement	
Fail	You have selected option 'No' confirming that you will not be willing, or will not be able to comply with the requirement OR You have not answered this question.	
C1.1 CCS requires bidders to provide a minimum of 80% (21 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 3 – Lot 3 Electrical Remember to upload your completed Annex 7 to question Q2.		
C1.1 Response guidance Question C1.1 is a Pass/Fail question.		
Questions C1.1 marking scheme		
Pass	You can provide a minimum of 80% (21 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 3 – Lot 3 Electrical.	
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 3 – Lot 3 Electrical.	

Lot 3	
Q1	Information only
Q2	N/A
Q3	Pass/Fail
Q4	N/A
C1a	Pass/Fail
C1b	Pass/Fail
C1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3, C1a, C1b and C1.1 they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q3, C1a, C1b and C1.1 will be awarded the maximum quality score (30 marks).

Section D Lot 4 – Timber and Joinery		
D1 Response guidance Bidders submitting a bid for lot 4 shall answer questions D1a and D1b. You are required to select either option 'Yes' or 'No' from the drop-down list for question D1a and D1b. Question D1a and D1b are Pass/Fail questions.		
CCS requires the bidder to provide timber and joinery services which meets following lot 4 requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services. Please select option 'Yes' or 'No' for the requirement listed below D1a to indicate whether you will or will not be able or willing to comply with the requirements.		
Question Number	Question	Response
D1a	Paragraph 8.8 Requirements for Timber	Yes/No
D1b	Paragraph 8.9 Requirements for proof of Timber Origin	Yes/No
Question B1a		
Pass	You have selected option 'Yes' confirming that you will, and will be willing, to comply with the requirement	
Fail	You have selected option 'No' confirming that you will not be willing, or will not be able to comply with the requirement OR You have not answered this question.	
D1.1 CCS requires bidders to provide a minimum of 80% (20 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 4 – Lot 4 Timber and Joinery. Remember to upload your completed Annex 7 to question Q2.		
D1.1 Response guidance Question D1.1 is a Pass/Fail question.		

Questions D1.1 marking scheme	
Pass	You can provide a minimum of 80% (20 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 4 – Lot 4 Timber and Joinery.
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 4 – Lot 4 Timber and Joinery.

Lot 4	
Q1	Information only
Q2	N/A
Q3	Pass/Fail
Q4	N/A
D1a	Pass/Fail
D1b	Pass/Fail
D1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3, D1a, D1b and D1.1 they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q3, D1a, D1b and D1.1 will be awarded the maximum quality score (30 marks).

Section E Lot 5 – Workshop, Industrial and Electrical Tools
<p>E1 Response guidance</p> <p>Bidders submitting a bid for lot 5 shall answer all questions E1a and E1b.</p> <p>You are required to select either option ‘Yes’ or ‘No’ from the drop-down list for each requirement E1a and E2b.</p> <p>Questions E1a and E1b are Pass/Fail questions.</p> <p>CCS requires the bidder to provide Workshop, Industrial and Electrical Tools which meets following lot 5 requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services.</p> <p>Please select option ‘Yes’ or ‘No’ for each requirement listed below E1a and E1b to indicate whether you will or will not be able or willing to comply with the requirements.</p>

Question Number	Question	Response
E1a	Comply with the Directive 2012/19/EC on Waste Electrical and Electronic Equipment or equivalent	Yes/No
E1b	Comply with the Directive 2011/65/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment or equivalent	Yes/No
Questions E1a and E1b marking scheme		
Pass	You have selected option 'Yes' confirming that you will, and will be willing, to comply with the requirement	
Fail	You have selected option 'No' confirming that you will not be willing, or will not be able to comply with the requirement OR You have not answered this question.	
E1.1 CCS requires bidders to provide a minimum of 80% (56 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 5 – Lot 5 Workshop, Industrial and Electrical Tools. Remember to upload your completed Annex 7 to question Q2.		
E1.1 Response guidance Question E1.1 is a Pass/Fail question.		
Questions E1.1 marking scheme		
Pass	You can provide a minimum of 80% (56 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 5 – Lot 5 Workshop, Industrial and Electrical Tools.	
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 5 – Lot 5 Workshop, Industrial and Electrical Tools.	

Lot 5	
Q1	Information only
Q2	N/A

Q3	Pass/Fail
Q4	N/A
E1a	Pass/Fail
E1b	Pass/Fail
E1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3, E1a, E1b and E1.1 they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q3, E1a, E1b and E1.1 will be awarded the maximum quality score (30 marks).

Section F Lot 6 – Paints and Solvents

F1 Response guidance

Bidders submitting a bid for lot 6 shall answer questions F1a.

You are required to select either option 'Yes' or 'No' from the drop-down list for question F1a.

Question F1a is a Pass/Fail question.

CCS requires the bidder to provide paints and solvents which meets following lot 6 requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services.

Please select option 'Yes' or 'No' for the requirement listed below F1a to indicate whether you will or will not be able or willing to comply with the requirements.

Question Number	Question	Response
F1a	all Goods are supplied with technical data sheets e.g. Certification data - British Board of Agreement (BBA) or equivalent.	Yes/No
Question F1a		
Pass	You have selected option 'Yes' confirming that you will, and will be willing, to comply with the requirement	
Fail	You have selected option 'No' confirming that you will not be willing, or will not be able to comply with the requirement OR You have not answered this question.	

F1.1 CCS requires bidders to provide a minimum of 80% (26 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 6 – Lot 6 Paints and Solvents. Remember to upload your completed Annex 7 to question Q2.	
F1.1 Response guidance Question F1.1 is a Pass/Fail question.	
Questions F1.1 marking scheme	
Pass	You can provide a minimum of 80% (26 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 6 – Lot 6 Paints and Solvents.
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 6 – Lot 6 Paints and Solvents.

Lot 6	
Q1	Information only
Q2	N/A
Q3	Pass/Fail
Q4	N/A
F1a	Pass/Fail
F1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3, F1a and F1.1 they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q3, F1a and F1.1 will be awarded the maximum quality score (30 marks).

Section G Lot 7 – Flooring
G1.1 CCS requires bidders to provide a minimum of 80% (16 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 7 – Lot 7 Flooring. Remember to upload your completed Annex 7 to question Q2.
G1.1 Response guidance

Question Q1.1 is a Pass/Fail question.	
Questions Q1.1 marking scheme	
Pass	You can provide a minimum of 80% (16 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 7 – Lot 7 Flooring.
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 7 – Lot 7 Flooring.

Lot 7	
Q1	Information only
Q2	N/A
Q3	Pass/Fail
Q4	N/A
G1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3 and G1.1 they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q3 and G1.1 will be awarded the maximum quality score (30 marks).

Section H Lot 8 – Small Tools and Plant Hire Services		
H1 Response guidance Bidders submitting a bid for lot 8 shall answer questions H1a, H1b and H1c. You are required to select either option ‘Yes’ or ‘No’ from the drop-down list for each requirement H1a, H1b and H1c. Questions H1a, H1b and H1c are Pass/Fail questions.		
CCS requires the bidder to provide small tools and plant hire services which meets following requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services. Please select option ‘Yes’ or ‘No’ for each requirement listed below H1a, H1b and H1c to indicate whether you will or will not be able or willing to comply with the requirements.		
Question Number	Question	Response
H1a	Comply with the Directive 2012/19/EC on Waste Electrical and Electronic Equipment or equivalent	Yes/No

H1b	Comply with the Directive 2011/65/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment or equivalent	Yes/No
H1c	all plant supplied complies with the Control of Vibration at Work Regulations 2005 (SI 2005/1093).	Yes/No

Questions H1a, H1b and H1c marking scheme

Pass	You have selected option 'Yes' confirming that you will, and will be willing, to comply with the requirement
Fail	You have selected option 'No' confirming that you will not be willing, or will not be able to comply with the requirement OR You have not answered this question.

H1.1

CCS requires bidders to provide a minimum of 80% (67 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 8 – Lot 8 Small Tools and Plant Hire Services.

Remember to upload your completed Annex 7 to question Q2.

H1.1 Response guidance

Question H1.1 is a Pass/Fail question.

Questions H1.1 marking scheme

Pass	You can provide a minimum of 80% (67 or more) of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 8 – Lot 8 Small Tools and Plant Hire Services.
Fail	You cannot provide a minimum of 80% of category level 3, goods categories as defined in Annex 7 Goods Category Coverage tab 8 – Lot 8 Small Tools and Plant Hire Services.

Lot 7	
Q1	Information only
Q2	N/A
Q3	Pass/Fail

Q4	N/A
H1a	Pass/Fail
H1b	Pass/Fail
H1c	Pass/Fail
H1.1	Pass/Fail

Please note: that if a bidder fails one or more of question Q3, H1a, H1b, H1c and H1.1 they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q3, H1a, H1b, H1c and H1.1 will be awarded the maximum quality score (30 marks).

Section J Lot 9 – Personal Protection Equipment.

J1 Response guidance

Bidders submitting a bid for lot 9 shall answer questions J1a and J1b.

You are required to select either option 'Yes' or 'No' from the drop-down list for each requirement J1a and J1b.

Questions J1a and J1b are Pass/Fail questions.

CCS requires the bidder to provide Personal protective equipment (PPE) and clothing, including generic and specialised which meets following lot 9 requirements which are set out in Framework Schedule 2, Part A – Goods and/or Services.

Please select option 'Yes' or 'No' for each requirement listed below J1a and J1b to indicate whether you will or will not be able or willing to comply with the requirements.

Question Number	Question	Response
J1a	Comply with ISO 10007 "Quality management systems – Guidelines for configuration management".	Yes/No
J1b	All Goods provided are of a quality that meets the relevant statutory legislation e.g. all relevant British or European Standards or other International Standards where applicable (including CE marking).	Yes/No
Questions J1a and J1b marking scheme		
Pass	You have selected option 'Yes' confirming that you will, and will be willing, to comply with the requirement	

Fail	<p>You have selected option 'No' confirming that you will not be willing, or will not be able to comply with the requirement</p> <p>OR</p> <p>You have not answered this question.</p>
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Lot 9	
Q1	Information only
Q2	N/A
Q3	N/A
Q4	Pass/Fail
J1a	Pass/Fail
J1b	Pass/Fail

Please note: that if a bidder fails one or more of question Q4, J1a and J1b they will be excluded from further participation in the procurement. Bidders who achieve a pass for all questions Q4, J1a and J1b will be awarded the maximum quality score (30 marks).

End of award questionnaire

10. How to complete your price matrix

This section contains information on how to complete the pricing matrix (Attachment 6) and the price evaluation process.

- 10.1 Read and understand the instructions in the pricing matrix, and in this section before submitting your prices.
- 10.2 Your prices should compare with the quality of your offer.
- 10.3 Your prices must be sustainable and include your operating overhead costs and profit.
- 10.4 You should also take into account our management charge of 1% which shall be paid by you to us, as set out in the Framework Agreement paragraph 19.
- 10.5 You should have read and understood the information on TUPE - See 6. 'Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)' in 'Attachment 1 - About the framework. You are reminded that it is your responsibility to take your own advice on whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing matrix
- 10.6 Your prices must:
 - exclude VAT
 - be inclusive of all packaging and standard delivery
 - be in British pounds sterling
 - be up to two decimal places.
- 10.7 Zero or negative bids will not be allowed i.e zero or negative percentages. We will investigate where we consider your bid to be abnormally low.
- 10.8 Read attachment 8 - Framework Schedule 3: Framework Prices and Charging Structure.
- 10.9 Specifically for lots 1 to 8 the discounts submitted will be applied to your catalogue prices see Framework Schedule 3: Framework Prices And Charging Structure, Pricing mechanism for the calculation of framework prices
- 10.10 The prices submitted will be the maximum payable under the framework contract. Prices may be lowered at the call-off stage. Refer to Framework Schedule 3 (Pricing).
- 10.11 You must download and complete the price matrix attachment annex 6 and complete for the lot(s) you are submitting a bid for.
- 10.12 Provide a price, where one has been requested, in the cells that are highlighted in yellow.
- 10.13 The cells highlight grey will automatically populate.

- 10.14 When you have completed your pricing matrix, you must upload and attach it to question PQ1 in the eSourcing suite (technical envelope). If you do not upload and attach your price matrix, your bid may be rejected from this competition.
- 10.15 Do not alter, amend or change the format or layout of the price matrix attachment.
- 10.16 Remember to upload your catalogue prices to the relevant question in the (technical envelope). Your catalogue prices are not part of the price evaluation but will form part of Framework Agreement Schedule 3.

11. Price evaluation process

- 11.1 For each lot we will rank bidders from lowest to highest basket price i.e. the bidder who has submitted the lowest basket price is ranked 1st.
- 11.2 We will then allocate a price score to each bidder according to their ranking in line with the table below:

Ranking	Price score
1-5	70
6-10	60
11-15	55
16-20	45
21-25	35
25+	25

11.3 Abnormally low tenders

Where we consider any of the basket price you have submitted to have no correlation with the quality of your offer or to be **abnormally low** or will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

If your explanation is not acceptable, we may reject your bid and exclude you from this competition. We will inform you if your bid has been excluded and explain why.

12. Final decision to award

12.1 How we will calculate your final score

We will add your quality score to your price score to calculate your final score.

Example:

Bidder	Quality evaluation score	Price evaluation score	Final score
	(Maximum score available 30)	(Maximum score available 70)	(Maximum score available 100)
Bidder A	30.00	70.00	100.00
Bidder B	30.00	55.00	85.00
Bidder C	30.00	35.00	65.00

12.2 We will award a framework contract to all bidders who have submitted a compliant bid which meets all the requirements in the selection and award stages, subject to contract and achieved or exceeded a final score of 55.00.

12.3 Intention to award

We will tell you if you have been successful or unsuccessful via the eSourcing Suite. We will send 'intention to award' letters to all bidders who are still in the competition i.e. who have not been excluded. .

At this stage, a Standstill Period of ten (10) calendar days will start, the term Standstill Period is set out in Regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award.

We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.

If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain lot, we reserve the right, to conclude a framework contract with successful bidders for the lot(s) that have not been challenged.

Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a framework contract subject to signatures.

12.4 Framework contract

The conclusion of a framework contract is subject to the provision of due 'certificates, statements and other means of proof' where bidders have, to this point, relied on self-certification.