

Invitation to tender

Attachment 2 – How to bid

RM6147 Technology Online Purchasing Content

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1. **How to make your bid**
   1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
   2. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
   3. Make sure you answer every question.
   4. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in Attachment 1 - About the framework.
   5. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   6. You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   7. If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 “When and how to ask questions” in Attachment 1 - About the framework.
   8. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.
2. **How to submit your Bid in the eSourcing suite**
   1. Your Bid must be **entered into the eSourcing suite**. We can only accept Bids that we receive through the eSourcing suite.
   2. Responses to the Selection Questionnaire (qualification envelope), Quality Questionnaire (technical envelope) and the Price Questionnaire (commercial envelope) must be answered online in the eSourcing suite.
   3. You are also required to complete and upload the following attachments (if applicable) to the relevant Selection Questions in the eSourcing suite:

* **Attachment 2b Evidence of Contract Example** – complete in accordance with the instructions provided and upload to the relevant questions in Part 11 technical and professional ability in the eSourcing suite (qualification envelope).
* **Attachment 3 Pricing Matrix –** complete in accordance with the instructions provided in this document and upload your completed Pricing Matrix to question PQ1 in the eSourcing suite (commercial envelope).
* **Attachment 4 Information and Declaration Workbook** – if you are relying upon any other organisation, Key Subcontractor or consortium member to meet the Selection criteria, they must complete this attachment and you must upload it to the relevant Selection Question in the eSourcing Suite (qualification envelope).
* **Attachment 6 Consortia details** – if you are bidding as the lead member of a consortium, complete and upload this attachment to the relevant Selection Question in the eSourcing Suite (qualification envelope).
* **Attachment 7 Key Subcontractor details** – if you intend to use Key Subcontractors in your Bid, complete and upload this attachment to the relevant Selection Question in the eSourcing Suite (qualification envelope).
* **Attachment 8 Framework award form population template** – complete and upload this attachment to the relevant Selection Question in the eSourcing suite, to enable us to populate your Framework Contract if you are successful in this competition.

1. **Selection stage** 
   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. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
   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.
   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. Or they can provide you with their European Single Procurement Document (ESPD).
   5. You must ensure you read the instructions contained within Attachment 2b – Evidence of Contract Example carefully and ensure that you allow plenty of time to send to your Contract Referee for them to complete and return to you.
   6. You will need to submit one (1) completed Attachment 2b. Please be aware that it is essential that you clearly and unambiguously fall within the scope of the requirement set out in Framework Schedule 1 (Specification).
   7. Remember CCS may contact the Contract Referee to verify the information provided in your Attachment 2b, if the Contract Referee cannot or will not verify the information provided; or fails to respond to a verification request from us your Bid may be rejected and you will be excluded from the competition. We will tell you why your Bid has been excluded.
   8. Additionally, if you fail to provide the information we have asked for in the Attachment 2b certificate, or the information provided in the Attachment 2b does not clearly and unambiguously fall within the scope of the requirement set out in Framework Schedule 1 (Specification), your bid will be deemed not compliant and you will be excluded from this competition. We will tell you why your Bid has been excluded.
2. **Selection process**
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   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 throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. 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**.
3. **Selection criteria**
   1. We may exclude you from the competition at the selection stage if:

* your bid is non-compliant
* you receive a ‘fail’ for the evaluated selection question in Part 11 technical and professional ability of Attachment 2a.
* 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 in paragraph 9 Attachment 1 About the framework, or not followed the instructions given in this ITT pack.
  1. If we exclude you from the competition we will tell you and explain why.

1. **Selection questionnaire** 
   1. Please refer to Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (qualification envelope).
2. **Award stage** 
   1. If you have successfully passed the selection stage, you will proceed to the award stage.
   2. We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
   3. Your bid must deliver what our buyers need, at the best possible price you can give.
   4. When completing your bid you must:

* Read through the entire ITT pack specifically Framework Schedule 1 (Specification)carefully, and read more than once
* Read each question, the response guidance, marking scheme and evaluation criteria
* Read the contract terms.
* If you are unsure, ask questions before the clarification questions deadline See paragraph 5 ‘Timelines for the competition’ and paragraph 6 ‘When and how to ask questions’ in Attachment 1 - About the framework document
* Allow plenty of time to complete your responses; it always takes longer than you think to submit
* Your prices should be in line with the service level you offer, in response to the award quality questions.

1. **Award criteria** 
   1. The Award Stage consists of a quality evaluation (see section 9 of this document) and a price evaluation (see section 12 of this document).
   2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
   3. For clarity although Lot 1 has been determined as 100% price. Bidders must must achieve a pass for all the quality questions as detailed in paragraph 10.1 of this document.
2. **Award process**
   1. What YOU need to do

* Answer the quality questions section A of the quality questionnaire in the eSourcing suite in the technical envelope.
* Complete the price matrix (Attachment 3).
* Upload your completed price matrix into the eSourcing suite in the commercial envelope to question PQ1.
  1. What **WE** will do at the award stage

|  |  |
| --- | --- |
| 1. | **Compliance Check**  First, we will do a check to make sure that you have completed the pricing matrix in line with our instructions. |
| 2. | **Quality Evaluation**  We will assess your responses to the quality questions using the response guidance and the evaluation criteria for each question.  Any bidders who do not receive a Pass at this stage will be excluded from further participation in this competition and will not proceed to the Price evaluation. |
| 3. | **Evaluate Pricing**  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 section 12 ‘Price evaluation’. |
| 4. | **Final Score**  Your price score will be calculated to create your final score as illustrated in section 13 ‘Final decision to award’. |
| 5. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**
   1. Questions A1 to A7, are a mandatory questions and will be evaluated PASS / FAIL. If you answer no to one or more of the questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
   2. Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials for example reports or information located on your website.
   3. Please see table A below for an example of how your quality score will be calculated.

Table A

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Marking Scheme** | **Minimum Pass Mark** |
| A1 | Compliance with Framework Schedule 1 (Specification) | Pass / Fail | Pass |
| A2 | Providing Content for the Catalogue | Pass / Fail | Pass |
| A3 | Warranty | Pass / Fail | Pass |
| A4 | Payment Terms | Pass / Fail | Pass |
| A5 | Delivery | Pass / Fail | Pass |
| A6 | Returns | Pass / Fail | Pass |
| A7 | Customer Support | Pass / Fail | Fail |
| **Quality score** | | | Fail |

1. **Quality questionnaire**
   1. The quality questionnaire is one section:

* Section A – Mandatory service requirements
  1. Bidders who are achieve a ‘pass’ for all questions in Section A will progress to the price evaluation stage.
  2. If a Bidder is awarded a ‘fail’ for any question in Section A they will be excluded from this competition.
  3. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

|  |  |
| --- | --- |
| **Section A – Mandatory service requirements** | |
| **A1 Compliance with Framework Schedule 1 (Specification)** | |
| Requirement:  CCS requires the supplier to provide deliverables which meet all of the requirements of the RM6147 Technology Online Purchasing Content Framework.  Please confirm that you will unreservedly deliver, in full, all of the requirements set out in Framework Schedule 1 (Specification), in the event that you are awarded an RM6147 Framework Contract? | |
| **A1 Response Guidance**  All Bidders must answer this question.  **This question will be evaluated Pass/Fail.**  **If you cannot or are unwilling to select Yes to this question you will be excluded from this competition.**  You are required to select option **Yes** or **No** from the drop down list in the eSourcing suiteto confirmthatyou will unreservedly deliver, in full, all of the requirements set out in Framework Schedule 1 (Specification) of the RM6147 Technology Online Purchasing Content Framework. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option **Yes** confirming that you will unreservedly deliver in full, all of the requirements set out in Framework Schedule 1 (Specification). |
| Fail | You have selected option **No** confirming that you will not, or cannot, deliver in full, all of the requirements set out in Framework Schedule 1 (Specification).  OR  You have not answered this question. |

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| **Section A – Mandatory service requirements** | |
| **A2 Providing Content for the Catalogue** | |
| Requirement:  CCS requires the supplier to upload and maintain the contents of the catalogue in line with the criteria detailed in Framework Schedule 1(Specification) of the RM6147 Technology Online Purchasing Content Framework.  Please confirm that all catalogue content will be uploaded and maintained in the catalogue, in line with the criteria set out in the response guidance below? | |
| **A2 Response Guidance**  All Bidders must answer this question.  **This question will be evaluated Pass/Fail.**  **If you cannot or are unwilling to select Yes to this question, you will be excluded from this competition.**  You are required to confirm that you will upload and maintain your catalogue content in line with the following criteria:   * All content provided will fall within the scope of the Framework, as described in Framework Schedule 1 (Specification). * Where a product has an existing CNET code, you will provide price and stock levels for all goods that they wish to offer. * Where there is no CNET code, you will assign an accurate UNSPSC and un-altered manufacturer part code. * All descriptions of the goods offered will be accurate and enable Buyers to make objective decisions on whether to purchase them. * You will provide proof, if required, of any claims made in relation to the goods uploaded to the catalogue. * You will honour pricing in the catalogue. * You acknowledge and agree that CCS may devolve / duplicate content in other catalogue systems. * You acknowledge and agree that CCS may remove content that is deemed to not meet the requirements described in this question, in line with clause 2.6.1 of Framework Schedule 1 (Specification).   You are required to select option **Yes** or **No** from the drop down list in the eSourcing suiteto confirm that, in the event you are awarded a Framework Contract,you will upload and maintain your catalogue content in line with the criteria described in this response guidance. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option **Yes** confirming that you will upload and maintain your catalogue content as described in the above response guidance. |
| Fail | You have selected option **No** confirming that you will not upload and maintain your catalogue content as described in the above response guidance.  OR  You have not answered this question. |

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| **Section A – Mandatory service requirements** | |
| **A3 Warranty** | |
| Requirement:  CCS requires the supplier to include a product warranty with all goods (e.g. deliverables) sold as detailed in Framework Schedule 1 (Specification) of the RM6147 Technology Online Purchasing Content Framework.  Please confirm that all goods (e.g. deliverables) sold will include a product warranty as described in Framework Schedule 1 (Specification), and will include details of such warranty periods in your catalogue descriptions? | |
| **A3 Response Guidance**  All Bidders must answer this question.  **This question will be evaluated Pass/Fail.**  **If you cannot or are unwilling to select Yes to this question, you will be excluded from this competition.**  You are required to select option **Yes** or **No** from the drop down list in the eSourcing suiteto confirm that, in the event you are awarded a Framework Contract,you will ensure all goods (e.g. deliverables) sold will include a product warranty of at least 90 days as detailed in Framework Schedule 1 (Specification), and you will include details of such warranty periods in your catalogue descriptions. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option **Yes** confirming that you will ensure that all goods sold will include a product warranty as described in Framework Schedule 1 (Specification), and that details of such warranty periods will be included in your catalogue descriptions. |
| Fail | You have selected option **No** confirming that all goods sold will not include a product warranty as described in Framework Schedule 1 (Specification), and that details of such warranty periods will not be included in your catalogue descriptions.  OR  You have not answered this question. |

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| **Section A – Mandatory service requirements** | |
| **A4 Payment Terms** | |
| Requirement:  CCS requires the supplier to accept the payment options described in clause 2.6.10 of Framework 1 (Specification) of the RM6147 Technology Online Purchasing Content Framework.  Please confirm whether you will accept the following payment options:   * Payment by credit and/or debit card; * Payment by invoice, within 30 days upon accepted delivery of deliverables (e.g. goods). | |
| **A4 Response Guidance**  All Bidders must answer this question.  **This question will be evaluated Pass/Fail.**  **If you cannot or are unwilling to select Yes to this question, you will be excluded from this competition.**  You are required to select option **Yes** or **No** from the drop down list in the eSourcing suiteto confirm that, in the event you are awarded a Framework Contract,you will accept the two (2) payment options described in the requirement for this question. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option **Yes** confirming that you accept the two (2) payment options described in the requirement for this question. |
| Fail | You have selected option **No** confirming that you will not, or cannot, accept the two (2) payment options described in the requirement for this question.  OR  You have not answered this question. |

|  |  |
| --- | --- |
| **Section A – Mandatory service requirements** | |
| **A5 Delivery** | |
| Requirement:  CCS requires the supplier to offer and deliver goods (e.g. deliverables) to Buyers throughout Great Britain and Northern Ireland (UK), as described in clause 2.6.5 of Framework 1 (Specification) of the RM6147 Technology Online Purchasing Content Framework.  Please confirm that thedeliverables offered will be available to Buyers throughout the UK, and the delivery options will be clearly represented within the catalogue? | |
| **A5 Response Guidance**  All Bidders must answer this question.  **This question will be evaluated Pass/Fail.**  **If you cannot or are unwilling to select Yes to this question, you will be excluded from this competition.**  You are required to select option Yes or No from the drop down list in the eSourcing suite to confirm that, in the event you are awarded a Framework Contract, the deliverables offered will be available to Buyers throughout the Great Britain and Northern Ireland (UK), and the delivery options will be clearly represented within the catalogue as described in the requirement for this question. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option **Yes** confirming that thedeliverables offered will be available to Buyers throughout the UK, and the delivery options will be clearly represented within the catalogue. |
| Fail | You have selected option **No** confirming that thedeliverables offered will not be available to Buyers throughout the UK, and the delivery options will not be clearly represented within the catalogue.  OR  You have not answered this question. |

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| --- | --- |
| **Section A – Mandatory service requirements** | |
| **A6 Returns** | |
| Requirement:  CCS requires the supplier to provide a detailed returns process and policy, as described in clause 2.5 of Framework 1 (Specification) of the RM6147 Technology Online Purchasing Content Framework.  Please confirm that you will provide CCS and/or Buyers with a detailed returns process and policy in line with the obligations set out in the requirement, and that this will form part of your catalogue content? | |
| **A6 Response Guidance**  All Bidders must answer this question.  **This question will be evaluated Pass/Fail.**  **If you cannot or are unwilling to select Yes to this question, you will be excluded from this competition.**  You are required to select option **Yes** or **No** from the drop down list in the eSourcing suiteto confirm that, in the event you are awarded a Framework Contract,you will provide CCS and/or Buyers with a detailed returns process and policy in accordance with the obligations described in the requirement for this question and that this will form part of your catalogue content. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option **Yes** confirming that you will provide CCS and/or Buyers with a detailed returns process and policy in line with your obligations in this question, and this will form part of your catalogue content. |
| Fail | You have selected option **No** confirming that you will not provide CCS and/or Buyers with a detailed returns process and policy in line with your obligations in this question, and this will not form part of your catalogue content.  OR  You have not answered this question. |

|  |  |
| --- | --- |
| **Section A – Mandatory service requirements** | |
| **A7 Customer Support** | |
| Requirement:  CCS requires the supplier to provide and maintain their contact details for Buyers (including a named contact, telephone number, email address and postal address), and respond to queries raised within the timeframes described in clause 2.6.6 of Framework 1 (Specification) of the RM6147 Technology Online Purchasing Content Framework.  Please confirm that you will provide and maintain your contact details in relation to any Call-Off Contract or potential Call-Off Contract, and that you will respond to any queries raised within the required timeframes? | |
| **A7 Response Guidance**  All Bidders must answer this question.  **This question will be evaluated Pass/Fail.**  **If you cannot or are unwilling to select Yes to this question, you will be excluded from this competition.**  You are required to select option **Yes** or **No** from the drop down list in the eSourcing suiteto confirm that, in the event you are awarded a Framework Contract,you will provide and maintain your contact details (including a named contact, telephone number, email address and postal address) for Buyers to contact you in relation to any Call-Off Contract or potential Call-Off Contract, and that you will respond to any queries raised within the timeframes described in the requirement for this question. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option **Yes** confirming that you will provide and maintain your contact details in relation to any Call-Off Contract or potential Call-Off Contract, and that you will respond to all queries raised within the required timeframes. |
| Fail | You have selected option **No** confirming that you will not provide and maintain your contact details in relation to any Call-Off Contract or potential Call-Off Contract, and you will not respond to any queries raised within the required timeframes.  OR  You have not answered this question. |

1. **Price evaluation**

This section 12 contains information on how to complete the pricing matrix (Attachment 3) and the price evaluation process.

* 1. **How to complete your pricing matrix:**

You must read and understand the instructions in the pricing matrix, and in this section 12, before submitting your maximum percentage margins and price pledge responses in the pricing matrix.

Your maximum percentage margins should compare with the quality of your offer.

Your maximum percentage margins must be sustainable and include your operating overhead costs and profit.

Bidders should be aware, your maximum percentage margins will be used as your Framework Prices but will not be carried forward to Call-Off.

Your maximum percentage margins must be greater than 1% to take into account our management charge which shall be paid by you to us, as described in the framework award form.

You should have read and understood the information on TUPE in paragraph 8 of Attachment 1 – About the framework. You are reminded that it is your responsibility to take your own advice and consider 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.

Your maximum percentage margins submitted for each product group must:

* + - be exclusive of expenses/travel and subsistence;
    - submitted up to two (2) decimal places; and
    - exclude delivery costs.

Zero or negative bids will not be allowed.

We reserve the right to investigate any percentage value that is 3.5% higher or lower than the average maximum percentage margins submitted by bidders for each product group (e.g. hardware, software and associated services).

You must download the pricing matrix (Attachment 3) and complete all applicable tabs in the matrix.

You must input a percentage (%) or response value (yes/no) where one has been requested in the pricing matrix.

You must input a maximum percentage margin into the cells highlighted yellow in accordance with the instructions provided for each product group. The percentages (%) submitted in the yellow cells will be used in the price evaluation and as such, failure to insert an applicable percentage may result in your bid being rejected from this competition.

You must also input the values we have asked for in the cells highlighted green. The responses submitted in the green cells will be evaluated as Pass/Fail in accordance with Attachment 3 Price matrix instructions. The responses submitted will be inserted into your Framework Contract if you are successful in this competition.

When you have completed your pricing matrix, you must upload it into the eSourcing suite (commercial envelope) at question PQ1. If you do not upload your completed pricing matrix your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the pricing matrix (Attachment 3). You must not insert or attach any notes or comments into any of the worksheets, any additional information will be disregarded by CCS.

* 1. **Price evaluation process**
     1. **This is how we will evaluate your pricing:**

We will check you have completed all the yellow and green cells.

Failure to insert an applicable percentage or response value may result in your bid being deemed non-compliant and may be rejected from this competition.

The price evaluation will be undertaken separately to the quality evaluation process.

We will evaluate each maximum percentage margin submitted for each product group (e.g. hardware, software and associated services) by comparing it against all other maximum percentage margins submitted by other Bidders for the same product group.

The Bidder who submits the lowest maximum percentage margin for each product group in the pricing matrix will receive 100% of the maximum score available for the applicable product group, as detailed in the table below.

The maximum number of marks available for each product group are as follows:

|  |  |  |
| --- | --- | --- |
| **Product Group** | **Weighting (%)** | **Maximum Mark Available** |
| Hardware | 80% | 80.00 |
| Software | 10% | 10.00 |
| Associated Services | 10% | 10.00 |
| **Total** | **100%** | **100.00** |

Where two or more bidders submit an equal maximum percentage margin which is the lowest, then these bidders will each achieve 100% of the maximum score available for the applicable product group, as detailed in the tables above.

All other bidders who submitted a maximum percentage margin for each product group, will receive a percentage of the maximum score available relative to the lowest maximum percentage margin for each product group.

For example:

Bidders A, B and C each submitted a maximum percentage margin for the ‘hardware’ product group, as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A |  | Bidder B |  | Bidder C |
| Maximum Percentage Margin |  | Maximum Percentage Margin |  | Maximum Percentage Margin |
| 3.00% |  | 1.50% |  | 1.50% |
|  |  |  |  |  |

The lowest maximum percentage margin submitted by any Bidder for the ‘hardware’ product group was Bidder B, who submitted 1.50%.

Bidder C however, also submitted an equal maximum percentage margin of 1.50%. Therefore both Bidder B and Bidder C each receive 100% of the maximum marks available for the ‘hardware’ product group (e.g. 80.00 marks).

The following calculation will be applied to all other submissions for the ‘hardware’ product group:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Lowest tendered maximum percentage margin |  | = 80  (maximum mark available for hardware) |
|  |  | x |
|  | Bidder’s tendered maximum percentage margin |  |

Using the above formula, the calculation for Bidder A for the ‘hardware’ product group is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 1.50% |  | 80 = 40.00  (mark for hardware product group) |
|  |  | x |
|  | 3.00% |  |

We will then calculate each Bidder’s price score (e.g. maximum of 100), by adding together the marks awarded for each product group (e.g. hardware, software and associated services).

* 1. **Abnormally low tenders**

Where we consider any of the maximum percentage margins you have submitted to have no correlation with the quality of your offer or to be **abnormally low,** we will ask you to explain the percentages you have submitted (as required in regulation 69 of the Regulations).

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

1. **Final decision to award**
   1. **How we will calculate your final score**

Example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bidder | Quality score | Hardware Price score | Software Price score | Associated Services  Price score | Final score |
| Pass/Fail | (Maximum score available 80) | (Maximum score available 10) | (Maximum score available 10) | (Maximum score available 100) |
| Bidder A | Pass | 80.00 | 10.00 | 10.00 | 100.00 |
| Bidder B | Pass | 75.00 | 5.00 | 3.00 | 83.00 |
| Bidder C | Pass | 73.00 | 5.00 | 2.00 | 80.00 |

* 1. We will then rank all final scores from highest to lowest.
  2. We will offer bidders a framework contract as set out in paragraph 3.9 of Attachment 1 – About the framework.

**Intention to award**

* 1. 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.
  2. 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.
  3. 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.

1. **Framework contract** 
   1. You must sign and return the framework contract within 10 days of being asked. If you do not sign and return, we will withdraw our offer of a framework contract.
   2. 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 and also have engaged in the onboarding process with the named platform provider.
   3. This means:

* Employer’s (Compulsory) Liability Insurance
* Public Liability Insurance
* Product Liability Insurance
* Cyber Essentials Certificates