

Specification

Provision of DVLA Estate and Land Valuation

Contract Reference: PS/23/41
Framework Title & Reference: RM 6168 Estate
Management Services Lot 5 (Valuation and
Compulsory Purchase Orders)

Date: 20 November 2023
Version: 1.0

1. Introduction	3
2. Background to the Requirement	3
3. Procurement Timetable	3
4. Scope	4
5. Implementation and Deliverables	5
6. Specifying Goods and / or Services	6
7. Quality Assurance Requirements.....	7
8. Other Requirements	7
9. Management and Contract Administration.....	14
10. Training / Skills / Knowledge Transfer	15
11. Documentation.....	15
12. Arrangement for End of Contract	15
13. Response Evaluation.....	15
Points of Contact	18
Annex 1	19
Appendices.....	21

1. Introduction

In accordance with the terms and conditions of the CCS Framework *Estate Management Services Lot 5 – RM6168* the Driver and Vehicle Licensing Agency (**DVLA**) invites proposals for the following services.

2. 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).

DVLA Estate

The DVLA continues to focus on developing, improving and maintaining its estate to create an environment that encourages;

- further collaboration, teamwork and innovation,
- a modern and flexible workplace,
- resilience and continuity.

The DVLA's flexible working policies and modern technology are helping to make more efficient use of our space and modernise the environment.

DVLA Estate Valuation

A full valuation of DVLA's estate is carried out every 5 years. The last full valuation was carried out on 31 March 2019.

3. Procurement Timetable

The timetable for this procurement is set out in the table below. The timetable may be changed at any time but any changes to the dates will be made in accordance with the Regulations (where applicable).

Suppliers will be informed if changes to the timetable are necessary.

The key dates for this procurement (**Timetable**) are currently anticipated to be as follows:

Event	Date
Issue of the ITQ to all potential suppliers	20 November 2023
Site Visit (<i>only available on request</i>)	w.c. 27 November 2023
Deadline for receipt of clarifications	13:00 on 4 December 2023

Deadline for the publication of responses to ITQ clarification questions	4 December 2023
Deadline for receipt of responses	13:00 on 18 December 2023
Evaluation of responses	18 – 21 December 2023
Contract Award	22 December 2023
Contract start date [and start of mobilisation period]	8 January 2024

DVLA reserves the right to amend the Timetable. Any changes to the Timetable shall be notified to all suppliers as soon as practicable.

4. Scope

The DVLA is seeking to appoint an External Valuer¹ to obtain an independent assessment of the required valuations² within the complete 5-year valuation cycle for the purpose of end of year accounting in compliance with International Financial Standards Reporting³ (IFRS).

The DVLA requires all valuation assignments to be undertaken, and all associated reports to be prepared, in accordance with the Royal Institute of Chartered Surveyors (RICS) Valuation – Global Standards⁴.

Defined below are indicative requirements to fulfil the DVLA's needs during the complete valuation cycle. The appointed Valuer(s) must ensure that the service provided meets the requirements of the DVLA in a cost effective and timely manner.

The scope of the valuation services, within this contract, shall include (but not necessarily be limited to):

- i. confirmation of any notable conflicts of interest;
- ii. provision of appropriate Terms of Engagement including any valuation assumptions;
- iii. an agreed valuation sign-off methodology;
- iv. collation and validation that the information held regarding the property assets⁵ is accurate, complete and up-to-date;
- v. inspection of property assets, both internally and externally;
- vi. ensuring all measurements are validated as accurate and in accordance with RICS Valuations – Global Standards.

The scope of the valuation services, within this contract, shall not include:

¹ Definition as stated in RICS Valuation – Global Standards 2022, Part 2: Glossary | Section 1: RICS glossary of technical terms.

² The required valuations comprise full physical and interim desktop valuation/s including land, buildings, site works and all plant, equipment, furniture and fittings (associated with the mechanical and engineering services of the property assets).

³ Definition as stated in RICS Valuation – Global Standards 2022, Part 2: Glossary | Section 1: RICS glossary of technical terms.

⁴ The RICS Valuation – Global Standards (the 'Red Book'), current version 2022 including the International Valuation Standards.

⁵ Reference to property assets shall be taken to mean land and buildings.

- i. A full building survey;
- ii. A condition survey;
- iii. An environmental survey.

Appointed Valuer(s) are free to provide comments, from observations made, on the general condition of the land and/or property including any known environmental issues.

Properties and Locations

The properties to be valued, their location addresses, and any salient points are detailed below.

Redacted under FOIA section 41

Redacted under FOIA section 41

Redacted under FOIA section 41

More detailed information relating to the above properties can be found in Annex G – DVLA Property Portfolio.

There will be an opportunity for a site visit week commencing **27 November 2023**. A specific day will be decided once all requests are received. Requests should be submitted no later than **13:00 on Friday 24 November 2023**.

Any required information relating to the properties shall be provided at contract commencement.

The DVLA shall make the appointed Valuer(s) aware of any relevant new works undertaken over the duration of the contract.

5. Implementation and Deliverables

DVLA requires the complete 5-year valuation cycle to be undertaken in accordance with the following mid and end financial year reporting timescales.

Period	Description	Valuation Dates/Report Dates
Year 1	Full Physical Inspection	19 January 2024 (reported as at 19 January 2024)
	Interim Report	Draft: 5 working days following inspection Full: 29 February 2024 (no later than)
	Interim Desktop Valuation	31 March 2024 (reported as at 31 March 2024)
	Final Report	30 April 2024 (no later than)
Year 4	Desktop Valuation	31 March 2027 (reported as at 31 March 2027)

	Final Report	30 April 2027 (no later than)
--	--------------	-------------------------------

The delivery plan, reporting regime and the payment plan shall be confirmed at the initial engagement meeting.

The outputs of the full physical valuation and interim desktop valuations shall be provided in draft and final valuation reports, in accordance with RICS Valuations – Global Standards, including (but not limited to):

- i. An overview of the properties – location, situation, description, accommodation (including verification of measurement of the buildings and their net internal areas) etc;
- ii. The valuation approach taken to each of the properties (i.e. market approach⁶);
- iii. The valuation is prepared on the basis of Existing Use Value for each of the properties, with informal apportionments⁷ of the value between land and buildings.

6. Specifying Goods and / or Services

DVLA is running this procurement to appoint a supplier to perform estates valuations as set out in the valuation cycle.

DVLA requires that:

- all inspections, valuations and associated reports are carried out in accordance with the RICS Valuation – Global Standards;
- all work is undertaken by RICS Registered Valuer(s) with the appropriate:
 - qualification(s) and adequate experience for the task, including current (local and national) knowledge and understanding of the relevant market;
 - adequate skills to undertake all valuations in a credible and competent manner.
- all inspections, valuations and associated reports will be subject to internal quality assurance/review procedures (as appropriate).

If the appointed Valuer(s) do not hold Baseline Personnel Security Standard⁸ clearance (BPSS), there will be a requirement for individuals to be escorted on the properties at all times by DVLA staff.

The duration of the engagement is expected to cover the complete 5-year valuation cycle, from **8 January 2024**.

DVLA requires an initial engagement meeting to be held week commencing **8 January 2024**, or the earliest available date after this.

⁶ Definition as stated in RICS Valuation – Global Standards 2022, Part 2: Glossary | Section 1: RICS glossary of technical terms.

⁷ Any informal apportionments will be regarded as hypothetical for accounting purposes only, and will not be taken to represent formal valuations of the individual elements (i.e. land and buildings).

⁸ For information on BPSS clearance, please refer to HMG Baseline Personnel Security Standard May 2018 on [GOV.UK](https://www.gov.uk).

6.1 Social Value Considerations

The Social Value Act (2012) requires contracting authorities to consider social value when procuring services, by taking into account the additional social benefits that can be achieved in the delivery of its contracts. It has been identified that Procurement Policy Note 06/20 – taking account of social value in the award of central government contracts applies to this procurement.

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

The social value theme for this requirement is set out below, which requires suppliers to demonstrate how, in the delivery of this contract, they can assist the DVLA in delivering the policy outcome(s) shown:

Theme	Policy Outcome	Delivery Objective
Theme 5: Wellbeing	Improve Health and Wellbeing	MAC 7.1: Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce.

Please see below embedded document which includes a link to the Social Value Model, and also the criteria and question that is being asked for this procurement.

7. Quality Assurance Requirements

The DVLA requires all valuation assignments to be undertaken, and all associated reports to be prepared, in accordance with the Royal Institute of Chartered Surveyors (RICS) Valuation – Global Standards⁹.

8. Other Requirements

8.1 – Information Assurance Group Security Schedule

Where the supplier processes Government data, including but not limited to, personal data on behalf of the DVLA the following requirements shall apply, unless otherwise specified or agreed in writing.

Assurance and Audit

- **Statement of Assurance**

This contract will require the supplier to access and process information about DVLA's estate on DVLA's behalf. The successful tenderer will be required to complete a Statement of Assurance Questionnaire (SoAQ) prior to formal contract award and before any processing of information commences in relation to this contract, to satisfy DVLA that this information will be appropriately protected. The

⁹ The RICS Valuation – Global Standards (the 'Red Book'), current version 2022 including the International Valuation Standards.

purpose of the questionnaire is to assess the maturity of policies, systems and controls associated with the handling of our information.

As part of this, the supplier must confirm how DVLA data or information will be securely managed at each stage of the supply chain, including any sub-contractors, sub-processors or any other third parties.

The questionnaire must be completed and returned prior to contract award, and annually thereafter, and will be assessed by our Information Assurance & Governance team. DVLA will work with the supplier to address any information aspects requiring improvement.

Certification

The supplier shall ensure they hold relevant certifications in the protection of personal data and information and/or evidencing the effectiveness of technical and organisational measures they have in place. These certifications must be maintained throughout the entirety of the contract, including any applicable extension periods. Evidence of valid certificates and corresponding documentation shall be provided upon request by the DVLA's representative or an agent acting on DVLA's behalf.

Supplier Devices

- **Removable Media**

The supplier shall not use removable media in the delivery of this contract without the prior written consent of the DVLA.

Governance

- **Organisational Structure**

The supplier shall have a senior individual responsible for DVLA assets within your custody.

- **Asset Management**

The supplier shall implement and maintain an asset register that identifies and records the value of sensitive DVLA assets which require protection. This includes both physical and information assets. Risk assessments should be managed to ensure that the security of the asset is proportionate to the risk depending on value and sensitivity.

- **Policies**

The supplier shall establish, or indicate that they have in place, policies which detail how DVLA assets should be processed, handled, copied, stored, transmitted, destroyed and/or returned. These shall be regularly maintained. The supplier shall provide evidence of relevant policies upon request.

- **Risk Assessment**

- **Technical**

The supplier shall perform a technical information risk assessment on the service/s supplied and be able to demonstrate what controls are in place to address any identified risks.

- **Security**

The supplier shall ensure an annual security risk assessment is performed at any sites used to process or store any DVLA data. This assessment must include perimeter security, access controls, manned guarding, incoming mail and delivery screening, secure areas and/or cabinets for the storage of sensitive assets, and have a demonstrable regime in place for testing controls against operational requirements.

- **Return of Data / Information to DVLA**

The supplier must be able to demonstrate they can supply a copy of all data or information on request or at termination of the service.

- **Destruction / Deletion of Data or Information**

The supplier must be able to securely erase or destroy all DVLA-related data or information that it has been stored and processed for the service, upon DVLA request.

- **Incident Management**

The supplier shall have policies in place which set out how information security incidents, and personal data breaches or data loss events (including breaches to the confidentiality, integrity, availability, and resilience of data) should be managed and who it should be escalated to, including notifying the DVLA immediately, or in any case within 24 hours, of becoming aware of the incident/s and/or breach/es.

This policy shall also include:

- a) individual responsibilities for identifying and reporting security incidents and information security breaches;
- b) a reporting matrix including escalation points;
- c) an up to date list of relevant internal and external contact points; and
- d) a timeline detailing at which point the policy should be implemented.

Personal Data

- **Processing Personal Data**

The supplier as part of the contract agrees to comply with all applicable UK law relating to the processing of personal data and privacy, including but not limited to the UK GDPR and the Data Protection Act 2018, and the EU GDPR where applicable to the processing.

- **International Transfers (Offshoring) of Government Data or Information**

When international transfers or offshoring is described, the focus is typically on the physical location where data or information is hosted (such as where the data centres are located). However, whilst physical location of data or information is a critical part of the offshoring question, it is important to understand how and where data or information might be logically accessed. Administrators or technical support staff may be located anywhere in the world, with logical access to data or information.

The supplier (and any of its third party sub-contractors, sub-processors or suppliers) shall not, transfer, store, process, access or view DVLA data or information outside of the UK without the prior written approval of DVLA, which may be subject to

conditions. Any changes to offshoring arrangements must also be approved by DVLA.

Any request to offshore DVLA data or information must receive formal approval from DVLA prior to the commencement of any data processing activity. This is requested through the completion of DVLA's offshoring questionnaire.

In the event that the supplier proposes to offshore any DVLA data or information as part of the contract, they would be required to provide details in the offshoring questionnaire about the processing to be carried out offshore, including the security controls in place to protect the data or information.

Processing of Sensitive Information (not Personal Data)

- **Security Classification of Information**

If the provision of the services requires the supplier to process DVLA data or information which is classified as OFFICIAL:SENSITIVE or higher, the supplier shall implement such additional measures as agreed with the DVLA in order to enhance the safeguarding of such information. A copy of the Government Security Classification scheme can be found at:

<https://www.gov.uk/government/publications/government-security-classifications>

Personnel

- **Security Clearance**

- **Level 1**

The supplier is required to acknowledge in their response that any supplier staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

- **Level 2**

The supplier is required to confirm that Baseline Personnel Security Standard clearance (BPSS) is held for any supplier staff that will have:

- access to or will process DVLA (customer or staff) data or information
- access to the DVLA site to provide routine maintenance
- access to the DVLA site and DVLA systems

The BPSS comprises verification of the following four main elements:

1. Identity;
2. Employment History (past 3 years);
3. Nationality and Immigration Status;
4. Criminal Record Check (unspent convictions only).

The aim of the BPSS verification process is to provide an appropriate level of assurance as to the trustworthiness, integrity and proper reliability of prospective staff. The supplier is required to provide evidence of relevant supplier staff clearance in their response.

- **Employment Contracts**

The supplier shall confirm that organisational and individual responsibilities for information security are clearly defined in the terms and conditions of employment

contracts, along with relevant non-disclosure agreements, where the individual with have access to any DVLA data, information and /or the DVLA site or systems.

- **Training**

The supplier shall maintain a mechanism to ensure employees and contractors receive appropriate information security awareness and data protection training upon appointment, and perform regular updates to organisational policies and procedures, as relevant for each job function. Evidence must be provided where reasonably requested by DVLA.

- **Access Rights**

The supplier shall ensure their staff are provided only the necessary level of access (using the principle of least privilege) to DVLA data or information, to deliver their job function within the contracted service(s).

Upon staff migration, or termination of employment, the supplier shall verify that there is a process in place to ensure assets are returned and rights to assets revoked without undue delay.

Evidence of the above must be provided where reasonably requested by DVLA.

Business Continuity and Disaster Recovery

The supplier shall have business continuity and disaster recovery plans in place to maintain or quickly resume any services provided to DVLA and shall maintain compliance with relevant legislation.

8.2 Cyber Security

Not applicable

8.3 Data Sharing

DVLA's Contract Owner will work with the successful tenderer to implement any information sharing or data sharing procedures and associated DVLA requirements that may be needed at any point during the lifecycle of the contract.

Information or data sharing procedures will need to be formally assessed and approved by DVLA through the Data Sharing Clearance Process, managed by the Information Assurance & Governance Team.

The Supplier will submit any requirements for information / data sharing via the Contract Owner to the DVLA who will consider the changes through this Data Sharing Clearance process. Any proposals shall be considered and if approved an implementation plan will be formally offered to and accepted by both the DVLA and the Supplier before commencement.

This approvals process is designed to assess and identify additional measures and safeguards that may be required to protect data to those already stated in this specification document.

8.4 Sustainability

DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns with the Greening Government Commitments which state 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 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> The Supplier must comply with this policy.

Where appropriate, the Supplier shall assist DVLA in achieving its Greening Government Commitments, current iteration detailed on [Greening Government Commitments 2021 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025) i.e. Reduce CO₂ emissions through energy consumption and travel, reduce water consumption and waste produced.

The Supplier shall provide the specified services without the use of single use plastic in line with Government commitments.

The Supplier shall be committed to continual environmental improvements in their own organisation, and be able to demonstrate this, ideally through a certified EMS, i.e. ISO 14001.

If available, the Supplier shall provide a copy of their sustainability or environmental policy.

The Supplier shall ensure that its own supply chain does not have negative environmental or social impacts.

If requested, the Supplier shall be able to provide data on carbon emissions related to the services being supplied to aid with scope 3 emission calculations and other Government reporting requirements.

The Supplier shall promote resource efficiency and waste avoidance, to reduce waste arising and consumption of natural resources. Any waste shall be disposed of correctly and in accordance with the waste hierarchy and duty of care, and any applicable legislation.

The Supplier shall continually aim to travel sustainably when attending a DVLA site or conducting DVLA business.

The Supplier shall be committed to reducing their carbon emissions year on year.

8.5 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.

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. 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.

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

8.6 Estates

Not applicable

8.7 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 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 included at Annex D.

8.8 Business Continuity

The successful supplier shall have robust Business Continuity and Disaster Recovery Plans in place in the event of loss and/or unavailability to the contract and a contingency to meet the required deadlines.

The successful supplier will need to demonstrate how if closure or unavailability to the building occurred, how will the contract be satisfied. This would be circumstances beyond our control (For example severe weather.)

Any suppliers of goods or service that are involved in the service outlined in the contract should deliver a secure supply chain that can manage any disruption to supplies without unacceptable disruption to DVLA's critical activities.

DVLA's Business Continuity team would expect suitable disaster recovery plans to recover data gathered during the contract in the event of a data loss or system outage.

8.9 Procurement Fraud

Not applicable

8.10 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.

9. Management and Contract Administration

DVLA's Contract Manager will be responsible for monitoring the performance of this agreement.

The Supplier will be required to:

- Be proactive in monitoring its performance against the agreement and immediately report to DVLA Contract Manager any areas where it is having or may have difficulties in fulfilling the terms of the agreement.

- Supplier Review Meetings (SRMs) will be held annually via Microsoft Teams.

10. Training / Skills / Knowledge Transfer

Not Applicable.

11. Documentation

All documentation must be in compliance with the RICS Valuation – Global Standards.

12. Arrangement for End of Contract

The Supplier shall fully cooperate with the DVLA to ensure a fair and transparent re-tendering process for this contract. This may require the Supplier 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.

All documentation provided by DVLA or sourced as part of the contract is expected to be returned at contract expiry and/or termination (if applicable).

13. Response Evaluation

Quality Factors:

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.

This tender will be evaluated using the weightings set out at Annex 1 to obtain the optimal balance of quality and cost.

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:

$$\frac{\text{(Allocated Score)}}{\text{Maximum Score}} \times \text{Weighting}$$

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 $(60/100 \times 10) = 6\%$. 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:

$$\frac{\text{(Lowest Tendered Price)}}{\text{Tender Price Submitted per Supplier}} \times \text{Maximum Score Available (i.e. Weighting)}$$

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 = $100k/100k \times 40 = 40\%$
 Supplier B = $100k/180k \times 40 = 22.22\%$

Overall Weighting Allocation

Evaluation Criteria	Weighting
Quality Criteria and Social Value Criteria (if applicable)	60%
Financial / Price Criteria	40%
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 FOIA Section 40
	Tel	Xxxxx redacted under FOIA Section 40
	e-mail	Xxxxx redacted under FOIA Section 40
Project Lead DVLA	Name	Xxxxx redacted under FOIA Section 40
	Tel	n/a
	e-mail	<u>Xxxxx redacted under FOIA Section 40</u>

All queries/questions should be sent to the Commercial Advisor

Annex 1

Annex 1 – Evaluation Criteria

Mandatory Criteria

Mandatory Criteria	Mandatory Criteria Description	Yes/No
M1	Please confirm all inspections, valuations, and associated reports will be carried out in accordance with the RICS Valuation – Global Standards	
M2	Please confirm all work will be undertaken by RICS Registered Valuer(s).	
M3	Please confirm that you can fully meet the requirements set out within this Specification document.	

Scored Quality Criteria:

Primary Scored Criteria	Primary Scored Criteria Weighting (%)	Scored Sub-criteria Description
Implementation and Deliverables	30%	Please provide a detailed plan on how you will achieve the Implementation and Deliverables within Section 5 of the Specification document.
Qualifications and adequate experience	20%	Please evidence any qualification(s) and adequate experience for the task, including current (local and national) knowledge and understanding of the relevant market.
Social Value Question	10%	Theme 5: Wellbeing Policy Outcome: Improve Health and Wellbeing MAC 7.1: Demonstrate action to support health and wellbeing,

		including physical and mental health, in the contract workforce. Please see section 6.1 'PS/23/41 – Social Value Criteria (embedded document) for the question relating to this which should be answered as described.
	Total = 60%	

Financial/Pricing Criteria

Primary Financial/Pricing Criteria	Financial/Pricing Weighting (%)	Description
Pricing Requirements	40%	The total cost as completed in the embedded pricing schedule (Annex A)
	Total = 40%	

Appendices

Annex A – Pricing Schedule

Annex B – DVLA Environmental Policy

Annex C – DfT Counter Fraud, Bribery, Corruption and Ethical Procurement Statement

Annex D – DVLA Equality, Diversity and Inclusion Policy

Annex E – DVLA Health & Safety Policy

Annex F – Information to be provided by bidders

Annex G – DVLA Property Portfolio

Annex H – Armed Forces Covenant

Annex I – Statement of Assurance Questionnaire (SoAQ)