

Invitation to tender

Attachment 2 – How to bid

RM6071 Print Marketplace

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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. Your bid must be **entered into the** [**eSourcing suite.**](https://crowncommercialservice.bravosolution.co.uk/web/login.html) We can only accept bids that we receive through the [eSourcing suite](https://crowncommercialservice.bravosolution.co.uk/web/login.html).
   3. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for. Any other documents will be disregarded and ignored.
   4. Make sure you answer every question.
   5. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in attachment 1 - About the framework.
   6. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   7. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages. You must regularly check for messages in the eSourcing suite throughout the competition.
   8. 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.
   9. 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 may result in the rejection of your bid and your exclusion from this competition.
2. 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. 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 the answer the questions in 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.
3. 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**.
4. Selection criteria
   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 in 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. 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).
   3. If you are submitting an EU ESPD you must still complete Parts 2A, 2B, 4, 5, 6, 7, 8, 9, 10, 11, the visibility of third party bid writers and the declaration.
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 5 (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 paragraph 9 of this document) and a price evaluation (see paragraph 11 of this document).
   2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
   3. The weighting for the quality evaluation is 80 marks and, the price evaluation is worth 20 marks.
2. Award process
   1. What YOU need to do

* answer the quality questions in section A and section B 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 submitted your bid in line with our instructions. |
| 2. | **System Validation Demonstration**  You will be invited to a face to face meeting to demonstrate that the current Print Marketplace you have in place meets all of the required features set out in attachment 2b System Validation Demonstration. |
| 3. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 4. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid for. |
| 5. | **Quality Threshold**  If you have received a **zero** for any of the quality questions we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  Refer to table for an example of how your **quality score** will be calculated. |
| 6. | **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 Paragraph 11 – Price Evaluation. |
| 7. | **Final Score**  Your quality score will be added to your price score, to create your final score as illustrated in Paragraph 12 – Final decision to award. |
| 8. | **Award**  Awards will be made to the successful bidder following the standstill period, subject to contract. |

1. Quality Evaluation
   1. Question QA1 and QA2, are mandatory questions and will be evaluated PASS / FAIL. If you answer no to these 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. In relation to QA2, you will be asked to submit a completed copy of Attachment 2c System Validation Checklist. You will then be asked to attend a system validation demonstration where you will required to demonstrate that your system has the required functionality.
   3. Please ensure that you read and understand the instructions in this paragraph and within Attachment 2b System Validation Demonstration.
   4. 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.
   5. Each of the quality questions in section b of the quality questionnaire will be independently assessed by our evaluation panel.
   6. When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that questions weighting to calculate your weighted mark for that question.
   7. Each weighted mark for each question for you have submitted a bid for will then be added together to calculate your quality score.
   8. Please see tables below for examples of how your quality score will be calculated.

**Bidder A:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| B1 | System and Service Readiness | 30 | 100 | 100 | 30 |
| B2 | Service Delivery | 20 | 100 | 100 | 20 |
| B3 | Supply Chain Management | 20 | 100 | 100 | 20 |
| B4 | Extracting Value | 30 | 100 | 100 | 30 |
| **Quality score (80%)** | | | | | **80.00** |

**Bidder B:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| B1 | System and Service Readiness | 30 | 100 | 75 | 22.50 |
| B2 | Service Delivery | 20 | 100 | 50 | 10.00 |
| B3 | Supply Chain Management | 20 | 100 | 33 | 6.60 |
| B4 | Extracting Value | 30 | 100 | 100 | 30 |
| **Quality score (80%)** | | | | | **55.28** |

**Bidder C**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| B1 | System and Service Readiness | 30 | 100 | 50 | 15 |
| B2 | Service Delivery | 20 | 100 | 100 | 20 |
| B3 | Supply Chain Management | 20 | 100 | 100 | 20 |
| B4 | Extracting Value | 30 | 100 | 25 | 7.50 |
| **Quality score (80%)** | | | | | **50.00** |

1. Award quality questionnaire
   1. The quality questionnaire is split into two sections:

* Section A – Mandatory questions
* Section B – Generic questions
  1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Marking scheme** |
| **Section A – Mandatory Service Requirements** | | | |
| A1 | Compliance with Mandatory Service Requirements | | Pass / Fail |
| A2 | Compliance with System Requirements | | Pass / Fail |
|  | | | |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section B – Generic Questions** | | | |
| B1 | System and Service Readiness | 100/66/33/0 | **30** |
| B2 | Service Delivery | 100/75/50/25/0 | **20** |
| B3 | Supply Chain Management | 100/66/33/0 | **20** |
| B4 | Extracting Value | 100/75/50/25/0 | **30** |

|  |  |
| --- | --- |
| **Section A – Mandatory Service Requirements** | |
| **A1 Compliance with Framework Schedule 5 (Specification)** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, all the mandatory service requirements as set out in Framework Schedule 5 (Specification)?  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 5 (Specification).  **No** **-** You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 5 (Specification). | |
| **A1 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES or NO from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 5 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 5 (Specification) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 5 (Specification). |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 5 (Specification). |

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| --- | --- |
| **A2 Compliance with System Requirements** | |
| If you are awarded a framework contract, you will be required to ensure that the Print Marketplace that you currently have in place meets all of the required functionality set out in Attachment 2c System Validation Checklist and Attachment 10 Framework Schedule 5 (Specification).  After the bid submission deadline you will be required to provide a live demonstration of your Print Marketplace, to verify that your system satisfactorily complies with the minimum requirements detailed in Attachment 2b System Validation Demonstration, in a live environment.  You are required to populate and upload a copy of Attachment 2c to this question. Please name the file [attachment 2c\_yourcompanyname] | |
| **A2 Response Guidance**  This is a Pass/Fail question.  If you cannot provide evidence within Attachment 2c to demonstrate that you will ensure that the Print Marketplace system that you currently have in place meets all of the required functionality, you will receive a FAIL. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have provided evidence within Attachment 2c to demonstrate that you will ensure that the Print Marketplace system that you currently have in place meets all of the required functionality. |
| Fail | You have not provided evidence within Attachment 2c to demonstrate that you will ensure that the Print Marketplace system that you currently have in place meets all of the required functionality. |

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| **Section B – Generic questions** | |
| **B1 System & Service Readiness** | |
| **B1 Requirement:**  You are required to demonstrate how you will ensure that the Print Marketplace and the Buyer support that you will provide will be fully operational to meet Buyer requirements, as per paragraphs 9, 16 and 18 of Attachment 10 Framework Schedule 5 (Specification).  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the Response Guidance below. | |
| **B1 Response Guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how your approach to developing and testing the Print Marketplace will ensure that the required functionality will be available in readiness for implementation and integration with CCS’s IDAM service, including how your approach will ensure an appropriate level of resource is available for implementation, in accordance with paragraph 18 of the Specification. 2. Demonstrate how you will ensure an appropriate level of resource is in place to manage fluctuating demands throughout the lifetime of the framework contract, including how you will ensure that you recruit and retain appropriate staff with the relevant skills and knowledge required to provide support to Buyers, in accordance with paragraph 9 of the Specification. 3. Demonstrate the processes you will have in place to accommodate the range of payment methods detailed in paragraph 16.5 of the Specification, including how you will process the different payment methods whilst providing the necessary support to Buyers, in accordance with paragraphs 16.4 to 16.9 of the Specification.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this Response Guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B1(i), B1(ii) and B1(iii). Each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **B2 Service Delivery** | |
| **B2 Requirement:**  You are required to demonstrate how you will deliver the services to ensure that Buyers’ requirements are met, as per paragraphs 9, 11 and 12 of Attachment 10 Framework Schedule 5 (Specification).  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to d) of the Response Guidance below. | |
| **B2 Response Guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate your approach to enabling a smooth consumer journey for Buyers, ensuring that the Print Marketplace is user friendly and easy to use to specify their print requirements, in accordance with paragraph 11 of the Specification. 2. Demonstrate your approach to ensuring that the Print Marketplace provides instant pricing, allowing Buyers to easily view the best solution for their requirements based on variables including price, location and speed of delivery, in accordance with paragraphs 12.1 to 12.5 of the Specification. 3. Demonstrate how you will ensure that Print Suppliers can easily amend their pricing within the Print Marketplace, including how you will provide the necessary support to them, in accordance with paragraphs 12.9 to 12.11, 12.12.1.6 and 12.12.1.7 of the Specification. 4. Demonstrate your approach to ensuring a robust and auditable complaints procedure, including how this will allow you to analyse and identify patterns, and enable prompt mitigation measures and improvements to be implemented, in accordance with paragraph 9.10 of the Specification.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this Response Guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B2(i), B2(ii), B2(iii) and B2(iv). Each box has a character count of 2,000 characters. | |
| **Marking scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

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| **B3 Supply Chain Management** | |
| **B3 Requirement:**  You are required to demonstrate your approach to supply chain management, to ensure that the Print Suppliers’ performance is maintained to deliver the Buyers’ requirements, as per paragraphs 6, 7, 17 and 32 of Attachment 10 Framework Schedule 1 (Specification).  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the Response Guidance below. | |
| **B3 Response Guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate your approach to attracting a diverse supply chain throughout the life of the framework contract, including SMEs, geographical coverage and print manufacturing coverage, in accordance with paragraphs 6.2 to 6.5, 17.5, 17.6 and 32.4 of the Specification. 2. Demonstrate how you will assess Print Suppliers to ensure that the approved Print Suppliers have the technical and professional capability to deliver Buyers’ requirements, in accordance with paragraph 7 and Framework Schedule 16 Registration and Management of Print Suppliers. 3. Demonstrate the process you will have in place to monitor and measure Print Suppliers’ performance throughout the life of the framework contract, including how you will identify and address any underperformance, in accordance with paragraphs 6.7 to 6.10.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this Response Guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B3(i), B3(ii) and B3(iii). Each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **B4 Maximising Value** | |
| **B4 Requirement:**  You are required to demonstrate how you will maximise value for all parties, including increasing Buyer uptake across public sector organisations, delivering savings and ensuring Print Suppliers are paid promptly, as per paragraphs 17, 32 and 33 of the Framework Schedule 5 Specification.  Please set out and demonstrate how you will meet the requirement by fully addressing component parts a) to d) of the Response Guidance below. | |
| **B4 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate the processes you will have in place to identify and attract potential new customers, and how you will increase spend during the life of the framework contract, in accordance with paragraph 17 of the Specification. 2. Demonstrate how the Print Marketplace will ensure value for money, including how the processes you will have in place will achieve competitiveness throughout the life of the framework contract, in accordance with paragraph 33.1 and 33.2 of the Specification. 3. Demonstrate how you will use the management information and data collected throughout the life of the framework contract to enable you to influence and improve value for money, in accordance with paragraphs 19.1 and 33.3 to 33.7 of the Specification. 4. Demonstrate the process and measures you will have in place to facilitate prompt payment throughout your supply chain, including how you will resolve disputed invoices promptly and effectively, in accordance with paragraph 32.5 of the Specification.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this Response Guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B4(i), B4(ii), B4(iii) and B4(iv). Each box has a character count of 2,000 characters. | |
| **Marking scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

1. Price evaluation

This paragraph contains information on how to complete the pricing matrix attachment 3 and the price evaluation process.

* 1. How to complete your pricing matrix:

Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.

Your prices should compare with the quality of your offer.

Your prices must be sustainable and include your operating overhead costs and profit.

You should also take into account our management charge of 1% which shall be paid by you to us.

Your prices submitted must:

* + exclude VAT.
  + be in british pounds sterling
  + submitted up to two decimal places

Zero or negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.

The prices submitted will be the maximum payable under this framework. Refer to Framework Schedule 6 – Commercial Schedule.

You must download and complete the pricing matrix attachment 3.

Provide a price, where one has been requested, in the cells highlighted yellow.

When you have completed your pricing matrix, you must upload this into the eSourcing suite at question PQ1 in the commercial envelope. If you do not upload your 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.

* 1. Price evaluation process

This is how we will evaluate your pricing:

We will check you have completed all the yellow cells.

Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero or negative prices will not be accepted.

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

The bidder with the lowest Total Price will be awarded the maximum mark available (a price score of 20).

All other bidders will get a price score relative to the lowest Total Price.

The calculation we will use to evaluate your total basket price, is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Price Score |  | Lowest Bid Total |  | 20 (maximum mark available) |
| = |  | x |
|  | Bidders’ Bid Total |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A |  | Bidder B |  | Bidder C |
| Total basket price |  | Total basket price |  | Total basket price |
| £ 217,000.00 |  | £ 432,000.00 |  | £ 542,000.00 |
|  |  |  |  |  |

1. Bidder A has the lowest total price of £217,000.00. Bidder A is awarded the maximum mark available for price, which is 20;
2. Bidder B submits a total price of £432,000.00. Bidder B is awarded a price score of 10.04
3. Bidder C submits a total price of £542,000.00 and is awarded a price score of 8.01.
   1. Abnormally low tenders

Where we consider any of the prices 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 price(s) 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

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

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Quality score | Price score | Final score |
| (Maximum score available 80) | (Maximum score available 20) | (Maximum score available 100) |
| Bidder A | 80 | 20 | 100 |
| Bidder B | 55.28 | 10.04 | 65.32 |
| Bidder C | 50 | 8.01 | 58.01 |

We will then rank all final scores from highest to lowest.

We will offer the bidder ranked first a framework contract as set out in paragraph 3 of attachment 1 – about the framework.

* 1. 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 the bidder who is 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.

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

* 1. Framework contract

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.

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

This means:

* Employer’s (Compulsory) Liability Insurance = £5,000,000
* Public Liability Insurance = £5,000,000
* Professional Indemnity Insurance = £5,000,000
* Product Liability Insurance = £5,000,000
* Cyber Essentials Plus certificate
* ISO 9001 Quality Management Certificate
* ISO 27001 Information Security Management Certificate
* ISO 22301 Business Continuity Certificate
* ISO 14001 Environmental Management Certificate