



Crown
Commercial
Service

Invitation to Tender

Attachment 2 – How to bid

RM6217 Travel and Venue Solutions

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1. How to make your bid

- 1.1 Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
- 1.2 You may bid for one or more of the lots, ensure you read sections 2, 3 and 4 of Attachment 1 – About the Framework.
- 1.3 Your bid must be **entered into the e-Sourcing suite**. We can only accept bids that we receive through the e-Sourcing suite.
- 1.4 Upload **ONLY** those attachments we have asked for. Do not upload any attachments we haven't asked for.
- 1.5 Make sure you answer every question.
- 1.6 You must submit your bid before the bid submission deadline, in paragraph 5 "Timelines for the competition" in Attachment 1 - About the framework.
- 1.7 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.8 You must regularly check for messages in the e-Sourcing suite throughout the competition. You must log on to the e-Sourcing suite and access your message inbox for this competition to check for messages.
- 1.9 If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the e-Sourcing suite. Read paragraph 6 "When and how to ask questions" in attachment 1 - About the framework.
- 1.10 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. **Selection stage**

- 2.1 At the selection stage, we evaluate bidders' technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
- 2.2 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.
- 2.3 In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
- 2.4 We are providing the 'Information and declaration' workbook (attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor or a guarantor) or from other members of a consortium.

3. **Selection process**

- 3.1 After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
- 3.2 We may ask you to clarify information you provide, if that is necessary. Don't forget to check for messages in the e-Sourcing suite throughout the competition. You must log on to the e-Sourcing suite and access your message inbox for this competition to check for messages.
- 3.3 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.
- 3.4 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**

- 4.1 We may exclude you from the competition at the selection stage if:
 - 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.

- 4.2 If we exclude you from the competition we will tell you and explain why.

5. **Selection questionnaire**

- 5.1 Please refer to Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the e-Sourcing suite (qualification envelope).

6. Award stage

- 6.1 If you have successfully passed the selection stage, you will proceed to the award stage.
- 6.2 We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
- 6.3 Your bid must deliver what our buyers need, at the best possible price you can give.
- 6.4 When completing your bid you must:
- Read through the entire ITT pack 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.

7. Award criteria

- 7.1 The Award Stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 11 of this document).
- 7.2 The award of this framework will be on the basis of the 'Most Economically Advantageous Tender' (MEAT).
- 7.3 The weighting for the quality evaluation and the price evaluation for each Lot are shown in the below table:

	Lot 1	Lot 2	Lot 3	Lot 4
Quality weighting per Lot (Including Social Value)	40%	60%	60%	70%
Price weighting per Lot	60%	40%	40%	30%

8. Award process

- 8.1 What **YOU** need to do

- Answer the quality questions applicable to the Lots you are bidding for in sections A – G of the quality questionnaire in the e-Sourcing suite in the technical envelope.
- Answer Attachment 2b Online Booking Tool Capability Assessment if you are bidding for Lots 1, 2 and/or 3.
- Upload your Attachment 2b Online Booking Tool Capability Assessment if you are bidding for Lots 1, 2 and/or 3 in the e-Sourcing suite in the technical envelope.
- Complete the Attachment 3 –Price Matrix for the lot(s) for which you are bidding.
- Upload your completed Price Matrix for each Lot you are bidding for into the e-Sourcing suite in the commercial envelope to the relevant question in the table below:

Lot	Pricing Attachments to be completed	Upload completed pricing matrix to following questions
Lot 1	Attachment 3a - Lot 1 Price Matrix	PQ1
Lot 2	Attachment 3b - Lot 2 Price Matrix	PQ2
Lot 3	Attachment 3c - Lot 3 Price Matrix	PQ3
Lot 4	Attachment 3d - Lot 4 Price Matrix	PQ4

8.2 What **WE** will do at the award stage

1.	<p>Compliance Check</p> <p>First, we will do a check to make sure that you completed the pricing matrix in line with our instructions.</p>
2.	<p>Quality Evaluation</p> <p>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 e-Sourcing suite.</p>
3.	<p>Consensus</p> <p>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.</p>
4.	<p>Quality Threshold</p> <p>If you have not met a minimum quality score for each question detailed in table 10.2 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.</p> <p>Refer to tables at paragraph 9.8 for an example of how your quality score for each lot will be calculated.</p>
5.	<p>Evaluate Pricing</p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.</p> <p>They will calculate your price score using the evaluation criteria set out in section 11 – Price Evaluation.</p>
6.	<p>Final Score</p> <p>Your quality score will be added to your price score, to create your final score as illustrated in Section 12 Final decision to award.</p>
7.	<p>Award</p> <p>Awards will be made to the successful bidders following the standstill period, subject to contract.</p>

9. Quality Evaluation

- 9.1 Question A1 is a mandatory question and will be evaluated PASS / FAIL. If you answer no to the question, 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.
- 9.2 Question A2 is a mandatory question but will not be evaluated, the responses are for information only.
- 9.3 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.
- 9.4 An evaluation of your Online Booking Tool system will be completed as detailed in the Online Booking Tool Capability Assessment – Attachment 2b for Lot 1, 2 and 3.
- 9.5 Each of the quality questions, in section B-H of the quality questionnaire will be independently assessed by our evaluation panel.
- 9.6 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 question's weighting to calculate your weighted mark for that question.
- 9.7 Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.
- 9.8 Please see tables A, B, C and D below for an example of how your quality score will be calculated for each lot(s).

Table A – Lot 1

Overall Weighting 40%					
Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
At 2b	Booking tool Capability Assessment	10%	33	33	10.0

B1	Social Value	10%	100	100	10.0
C1	Business Continuity	4%	100	66	2.64
C2	Business Intelligence	4%	100	100	4.0
E1	Quality of Services	4%	100	50	2.0
E2	Cost Optimisation	4%	100	100	4.0
H1	Implementation	4%	100	100	4.0
Quality score					36.64

Table B – Lot 2

Overall Weighting 60%					
Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
Att 2b	Online Booking Tool Capability	10%	35	25	7.14
B1	Social Value	10%	100	60	6.0
D1	Business Continuity	8%	100	100	8.0
D2	Business Intelligence	8%	100	100	8.0
D3	Cost Optimisation	8%	100	100	8.0
D4	Implementation	8%	100	100	8.0
D5	Quality of Services	8%	100	100	8.0
Quality score					53.14

Table C - Lot 3

Overall Weighting 60%				
Question	Question Weighting	Maximum mark available	Your final mark	Your weighted mark

At 2b	Online Booking Tool Capability Assessment	8%	32	32	8.0
B1	Social Value	10%	100	100	10.0
C1	Business Continuity	8%	100	100	8.0
C2	Business Intelligence	6%	100	100	6.0
E1	Quality of Services	4%	100	100	4.0
E2	Cost Optimisation	8%	100	100	8.0
G1	Delivery of MoD Specific Complex Requirements	3%	100	75	2.25
G2	Security	11%	100	66	7.26
G3	Implementation	2%	100	75	1.5
Quality score					55.01

Table D – Lot 4

Overall Weighting 70%					
Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
B1	Social Value	10%	100	80	8.0
C1	Business Continuity	12%	100	100	12.0
C2	Business Intelligence	12%	100	100	12.0
F1	Meeting & Events Service Delivery	12%	100	50	6.0
F2	Cost Optimisation	12%	100	100	12.0
H1	Implementation	12%	100	100	12.0
Quality Score					62.00

10. Award quality questionnaire

10.1 The quality questionnaire is split into seven sections:

- Section A – Mandatory questions
- Section B – Social Value Question – all Lots
- Section C – Lot 1 and 3 and 4 Questions
- Section D – Lot 2 Questions
- Section E – Lot 1 and 3 Questions
- Section F – Lot 4 Questions
- Section G – Lot 3 Questions
- Section H – Lot 1 and 4 Questions

10.2 A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

Question		Marking scheme	Min Score	Weighting %			
				Lot 1	Lot 2	Lot 3	Lot 4
Att. 2b	Booking Tool Capability Assessment	See attachment	10	10%	10%	8%	
A1	Compliance with Framework Schedule 1 (Specification) All Lots 1-4	Pass/Fail	Pass	N/A	N/A	N/A	N/A
A2	Buyer Optional Services	N/A	N/A	N/A	N/A	N/A	N/A
B1	Social Value – All Lots	100/80/60/40/20/0	60	10%	10%	10%	10%
C1	Business Continuity	100/66/33/0	33	4%		8%	12%
C2	Business Intelligence	100/66/33/0	33	4%		6%	12%
D1	Business Continuity	100/75/50/25/0	50		8%		

D2	Business Intelligence	100/66/33/0	33		8%		
D3	Cost Optimisation	100/66/33/0	33		8%		
D4	Implementation	100/80/60/40/20/0	60		8%		
D5	Quality of Services Lot 2	100/75/50/25/0	50		8%		
E1	Quality of Services Lot 1 and 3	100/75/50/25/0	50	4%		4%	
E2	Cost Optimisation Lot 1 and 3	100/66/33/0	33	4%		8%	
F1	Meetings & Events Service Delivery	100/75/50/25/0	50				12%
F2	Cost Optimisation Lot 4	100/66/33/0	33				12%
G1	Delivery of MoD Specific Complex Requirements	100/75/50/25/0	50			3%	
G2	Security	100/66/33/0	33			11%	
G3	Implementation Lot 3	100/66/33/0	33			2%	
H1	Implementation Lot 1 and 4	100/75/50/25/0	50	4%			12%

10.3 The quality questions are set out in Attachment 2c - Award Questionnaire.

11. Price evaluation

This paragraph 11 contains information on how to complete the Price Matrix attachment 3 and the price evaluation process.

11.1 How to complete your pricing matrix:

- Read and understand the instructions in Attachment 3 Price 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, as set out 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 prices submitted must:
 - exclude VAT.
 - be exclusive of expenses/travel and subsistence
 - be in british pounds sterling, up to two decimal places, unless stated otherwise in the Price Matrix where foreign currencies are required.
 - Discounts and commissions must be a percentage, up to 1 decimal point.

Pricing will be based on:

- 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. Prices may be lowered at the call-off stage. Refer to Framework Schedule 3 – Framework Prices.
- You must download and complete Attachment 3 Price Matrix for the lot(s) you are submitting a bid for.
- Follow the instructions in the Price Matrices.
- You are required to submit discount percentages, based on total spend across the Framework. You are permitted to submit a zero discount.
- The percentage discounts you submit will be used to auto-populate your basket prices within the 'Booking/Transactions Basket Tier 2 and Tier 3 lines.

When you have completed your Attachment 3 Price Matrix you must upload this into the eSourcing suite at question PQ1-PQ4, for the lot(s) you are bidding for, in the commercial envelope. If you do not upload your Attachment 3 Price Matrix your bid may be rejected from this competition.

- Do not alter, amend or change the format or layout of Attachment 3a – 3d Price Matrix.

11.2 Price evaluation process

This is how we will evaluate your pricing:

- We will check you have completed all the yellow cells for each lot you are bidding for.
- Failure to insert an applicable price or percentage, as required, may result in your bid being deemed non-compliant and may be rejected from this competition.
- Negative prices will not be accepted.
- The price evaluation will be undertaken separately to the quality evaluation process.

11.2.1 Lot 1

In Lot 1 the price weighting is 60%. The maximum score available in Lot 1 is 60.

The 60% Price weighting is sub-weighted as follows

Evaluated Prices	Sub-weighting	Maximum score available
Booking/Transaction Basket Tier 1	70%	42
Booking/Transaction Basket Tier 2	20%	12
Booking/Transaction Basket Tier 3	10%	6

The Bidder with the lowest price for Total "basket" price for 'Total Booking/Transactions Fees Basket Price Tier 1' will be awarded the maximum mark available (a price score of 42).

The Bidder with the lowest price for Total "basket" price for 'Total Booking/Transactions Fees Basket Price Tier 2' will be awarded the maximum mark available (a price score of 12).

The Bidder with the lowest price for Total "basket" price for 'Total Booking/Transactions Fees Basket Price Tier 3' will be awarded the maximum mark available (a price score of 6).

All other Bidders will get a price score relative to the lowest total basket price.

Bidders score for each price basket will be combined to provide their total price score for Lot 1 up to a total maximum available mark of 60.00.

Example

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

$$\text{Price Score} = \frac{\text{Lowest total basket price for Booking/Transaction Basket Tier 1}}{\text{Bidders total basket price for Booking/Transaction Basket Tier 1}} \times \text{XX (42 maximum mark available)}$$

$$\text{Price Score} = \frac{\text{Lowest total basket price for Booking/Transaction Basket Tier 2}}{\text{Bidders total basket price for Booking/Transaction Basket Tier 2}} \times \text{XX (12 maximum mark available)}$$

$$\text{Price Score} = \frac{\text{Lowest total basket price for Booking/Transaction Basket Tier 3}}{\text{Bidders total basket price for Booking/Transaction Basket Tier 3}} \times \text{XX (6 maximum mark available)}$$

Example applicable for Lot 1

Bidders Fees Booking /Transaction Basket Tier 1			Maximum 42
Potential Provider	Bidder Fees	Raw Score (0-100)	Question Weighted Score
Bidder A	10,000,000	100	42
Bidder B	12,000,000	83.33	35
Bidder C	13,000,000	76.92	32.31

The same example can be applied to Total Basket Price for each price basket evaluated. Bidder's scores will be combined to provide their total price score for Lot 1 up to a total maximum available mark of 60.

11.2.2 Lot 2

In Lot 2 the Price Weighting is 40%. The maximum price score available in Lot 2 is 40.

The 40% Price Weighting is sub-weighted as follows;

Evaluated Prices	Sub-weighted	Max Score
UK Price Total Booking/Transactions	40%	16

Fees Basket Price Tier 1		
UK Price Total Booking/Transactions Fees Basket Price Tier 2	15%	6
UK Price Total Booking/Transactions Fees Basket Tier 3	10%	4
Group 9 Management Fee	10%	4
Total Hubs Booking/Transactions Fees Basket Price Tier 1	15%	6
Hub Price Booking/Transactions Basket Tier 3	5%	2
Hub Price Booking/Transactions Basket Tier 3	5%	2

The Bidder with the lowest price for Total "basket" price for 'UK Price: Total Booking/Transactions Fee Basket Price Tier 1' will be awarded the maximum mark available (a price score of 16).

The Bidder with the lowest price for Total "basket" price for 'UK Price: Total Booking/Transactions Fees Basket Price Tier 2' will be awarded the maximum mark available (a price score of 6).

The Bidder with the lowest price for Total "basket" price for 'UK Price: Total Booking/Transactions Fees Basket Price Tier 3' will be awarded the maximum mark available (a price score of 4).

The Bidder with the lowest price for Total "basket" price for 'Additional Services: Group 9 Management Fee' will be awarded the maximum mark available (a price score of 4).

The Bidder with the lowest price for "Total "basket" price for 'Hub Servicing Model Evaluation: Total Hubs Booking/Transactions Fees Basket Price Tier 1' will be awarded the maximum mark available (a price score of 6).

The Bidder with the lowest price for "Total "basket" price for 'Hub Servicing Model Evaluation: Total Hubs Booking/Transactions Fees Basket Price Tier 2' will be awarded the maximum mark available (a price score of 2).

The Bidder with the lowest price for “Total “basket” price for ‘Hub Servicing Model Evaluation: Total Hubs Booking/Transactions Fees Basket Price Tier 3’ will be awarded the maximum mark available (a weighted score of 2).

All other Bidders will get a price score relative to the lowest total basket price.

Bidders score for all price baskets will be combined to provide their total price score for Lot 2 up to a total maximum available mark of 40.00.

Example

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

$$\text{Price Score} = \frac{\text{Lowest total basket price for UK Price Booking/Transaction Basket Tier 1}}{\text{Bidders total basket price for UK Price Booking/Transaction Basket Tier 1}} \times \text{XX (16 maximum mark available)}$$

$$\text{Price Score} = \frac{\text{Lowest total basket price for UK Price Booking/Transaction Basket Tier 2}}{\text{Bidders total basket price for UK Price Booking/Transaction Basket Tier 2}} \times \text{XX (6 maximum mark available)}$$

The same calculation will apply for all Price basket prices.

Example applicable for Lot 2

Bidders Fees Booking Transaction Basket Tier 1			Maximum 16
Potential Provider	Bidder Fees	Raw Score (0-100)	Question Weighted Score
Bidder A	10,000,000	100	16.00
Bidder B	12,000,000	83.33	13.33
Bidder C	13,000,000	76.92	12.31

The same example can be applied to Total Basket Price for each Price element. Bidder’s scores for all Price baskets will be combined to provide their total price score for Lot 2 up to a total maximum available mark of 40.

11.2.3 Lot 3

In Lot 3 the price weighting is 40%. The maximum price score available in Lot 3 is 40.

The 40% Price weighting in Lot 3 is sub-weighted as follows:

Evaluated prices	Sub-weighting	Maximum score available
Total Booking/Transactions Fees Basket Price Tier 1	65%	26
Total Booking/Transaction Fees Basket Price Tier 2	17.5%	7
Total Booking/Transaction Fees Basket Price Tier 3	10%	4
Group 10: Management Fee	7.5%	3

The Bidder with the lowest price for Total "basket" price for 'Total Booking/Transactions Fees Basket Price Tier 1' will be awarded the maximum mark available (a price score of 26).

The Bidder with the lowest price for Total "basket" price for 'Booking/Transactions Fees Basket Price Tier 2' will be awarded the maximum mark available (a price score of 7).

The Bidder with the lowest price for Total "basket" price for 'Total Booking/Transactions Fees Basket Price Tier 3' will be awarded the maximum mark available (a price score of 4).

The Bidder with the lowest price for "Total "basket" price for 'Group 10 Management Fee' will be awarded the maximum mark available (a price score of 3).

All other Bidders will get a price score relative to the lowest total basket price.

Bidders score for all price baskets will be combined to provide their total price score for Lot 3 up to a total maximum available mark of 40.00.

Example

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

$$\text{Price Score} = \frac{\text{Lowest total basket price for Booking/Transaction Basket Tier 1}}{\text{Bidders total basket price for Booking/Transaction Basket Tier 1}} \times \text{XX (26 maximum mark available)}$$

$$\text{Price Score} = \frac{\text{Lowest total basket price for Booking/Transaction Basket Tier 2}}{\text{Bidders total basket price for Booking/Transaction Basket Tier 2}} \times \text{XX (7 maximum mark available)}$$

The same calculation will apply for all basket prices.

Example applicable for Lot 3

Bidders Fees Booking Transaction Basket Tier 1			Maximum 26
Potential Provider	Bidder Fees	Raw Score (0-100)	Question Weighted Score
Bidder A	10,000,000	100	26.00
Bidder B	12,000,000	83.33	21.67
Bidder C	13,000,000	76.92	20.00

The same example can be applied to Total Basket Price for each Price basket. Bidder's scores for all Price baskets will be combined to provide their total price score for Lot 3 up to a total maximum available mark of 40.

11.2.4 Lot 4

In Lot 4 the Price weighting is 30%. The maximum Price score available in lot 4 is 30.

The 30% price weighting in Lot 3 is sub-weighted as follows;

Evaluated prices	Sub-weighting	Maximum Score available
Pricing Group 1 Booking/Transactions Basket Price	40%	12

Pricing Group 2 Booking/Transactions Basket Price	20%	6
Pricing Group 1 & 2 Booking/Transaction Basket Price Tier 2	10%	3
Pricing Group 1 & 2 Booking/Transaction Basket Price Tier 3	5%	1.5
Additional Commissions	15%	4.5
Commissions committed to collect	10%	3

The Bidder with the lowest price for Total "basket" price for 'Pricing Group 1 Booking/Transactions Basket Price' will be awarded the maximum mark available (a price score of 12).

The Bidder with the lowest price for Total "basket" price for 'Pricing Group 2 Booking/Transactions Basket Price' will be awarded the maximum mark available (a price score of 6).

The Bidder with the lowest price for Total "basket" price for 'Pricing Group 1 & 2 Booking/Transaction Basket Price Tier 2' will be awarded the maximum mark available (a price score of 3).

The Bidder with the lowest price for "Total "basket" price for 'Pricing Group 1 & 2 Booking/Transaction Basket Price Tier 3' will be awarded the maximum mark available (a price score of 1.5).

All other Bidders will get a price score relative to the lowest total basket price.

Example

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

Price Score	Lowest total basket price for Pricing Group 1 Booking/Transactions Basket Price	XX (12 maximum mark available)
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$$= \frac{\text{Bidders total basket price for Pricing Group 1 Booking/Transactions Basket Price}}{\text{Bidders total basket price for Pricing Group 1 Booking/Transactions Basket Price}} \times$$

The same calculation will apply for each Price basket.

The Bidder with the highest Additional Commissions percentage for 'Additional Commissions' will be awarded the maximum mark available (a weighted score of 4.5).

All other Bidders will get a price score relative to the highest total basket price.

The calculation is as follows;

Additional Commissions mark			Potential Providers Additional Commissions	x	X Maximum Mark Available
	=		Highest Additional Commissions		

The Bidder with the highest Commissions percentage for 'Commissions committed to collect' will be awarded the maximum mark available (a weighted score of 3).

All other Bidders will get a price score relative to the highest total basket price.

The calculation is as follows;

Commissions committed to collect			Potential Providers Commissions committed to collect'	x	X Maximum Mark Available
	=		Highest Commissions committed to collect'		

Example applicable to Lot 4: Transactions fees

Pricing Group 1 Booking/Transactions Basket Price			Maximum 12
Potential Provider	Bidder Fees	Raw Score (0-100)	Question Weighted Score

Bidder A	50,000	100	12
Bidder B	55,000	90.91	10.91
Bidder C	60,000	83.33	10.00

Example applicable to Lot 4: Commissions

Bidder A		Bidder B		Bidder C
% Commissions Additional Commissions		% Commissions Additional Commissions		% Commissions Additional Commissions
15%		10%		5%

1. Bidder A has the highest additional percentage of 15%. Bidder A is awarded the maximum mark available for price 'Additional Commissions', which is 4.5;
2. Bidder B submits an additional percentage of 10%. Bidder B is awarded a price score of 3.0.
3. Bidder C submits an additional percentage of 5% and is awarded a price score of 1.5.

11.3 Abnormally low tenders

- Where we consider any of the total basket price(s) you have submitted to have no correlation with the quality of your offer or to be **abnormally low** or will ask you to explain the price(s) you have submitted (as required in regulation 69 of the 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.
- If your total basket price is 25% below the median of the total basket prices submitted we may consider your total basket price to be abnormally low.

12. Final decision to award

12.1 How we will calculate your final score

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

Example: Lot 1

Bidder	Quality score	Price score	Final score
	(Maximum score available 40)	(Maximum score available 60)	(Maximum score available 100)

Bidder A	40.00	60.00	100.00
Bidder B	30.00	45.00	75.00
Bidder C	30.00	32.00	62.00

Example: Lot 2 and 3

Bidder	Quality score	Price score	Final score
	(Maximum score available 60)	(Maximum score available 40)	(Maximum score available 100)
Bidder A	60.00	40.00	100.00
Bidder B	50.00	25.00	75.00
Bidder C	40.00	22.00	62.00

Example: Lot 4

Bidder	Quality score	Price score	Final score
	(Maximum score available 70)	(Maximum score available 30)	(Maximum score available 100)
Bidder A	70.00	30.00	100.00
Bidder B	60.00	15.00	75.00
Bidder C	50.00	12.00	62.00

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

We will offer the number of bidders a framework contract as set out in paragraph 3.1 of Attachment 1 – About the Framework.

The maximum number of successful suppliers for all Lots of this framework will not increase.

Where two (2) or more Bidders have tied scores and are in any position, with the exception of last position, the number of Bidders will fill the positions immediately following the position that they have tied for. For instance where two Bidders are tied in 2nd position they will occupy that 2nd position as well as the 3rd position.

Where there are two or more Bidders who have tied scores and are placed in last position (e.g. 3rd), the Authority will apply a tie breaker and the Bidder who obtained the highest overall Price Evaluation Score will be awarded a place on the Commercial Agreement.

In the event that price scores are the same in a tie break the Bidder with the highest score for Total Transaction/Booking Fees Tier 1 for Lot 1 to 3 will be awarded a place. For Lot 4 the supplier the Bidder with the highest score for Cost Optimisation will be awarded a place on the Commercial Agreement.

12.2 Reserved rights

We also reserve the right to award a framework to any bidders whose final score is within 1% of the last position.

Example: for Lot 1

If the bidder in 3rd place, last position has a final score of 60.00

The calculation we will use is:

Lot 1 – 3rd place bidders final score is 60.00

1% of 60.00 = 0.06

The calculation will be rounded to two decimal places in excel.

60.00 - 0.06 = 59.94

So any bidder whose final score is 59.94 or above will be awarded a lot 1 place on the framework.

13. Intention to award

You can submit a bid for one or more lots.

If you have submitted a bid for Lot 1 and Lot 2 you can only be successful on one of the Lots. If you are successful in both Lot 1 and Lot 2 you will be awarded a Framework contract based on your preference in Selection question 1.11.1 and the final ranking.

The following is a worked example to illustrate the Bidder's Final Score and the approach that will be taken in establishing the most economically advantageous tenders and how the order of preference will be implemented.

Example:

Bidder A - Preference of Lot 1

Bidder B – Preference of Lot 1

Bidder C – Preference of Lot 2

Bidder D – Preference of Lot 2

Bidder E – Preference of Lot 1

Bidder F – Preference of Lot 1

	Bidder A	Bidder B	Bidder C	Bidder D	Bidder E	Bidder F
Lot 1 (3 places)	Bid – 1 st place	Bid – 2 nd Place	Bid – 3 rd place	Bid - 4 th place	Bid - 5 th place	Bid – 6 th place
Lot 2 (3 places)	Bid – 3 rd place	Bid – 4 th place	Bid – 2 nd place	Bid - 1 st place	Did not bid	Bid – 5 th place
Lot 3 (1 place)	Bid – 2 nd place	Bid – 5 th place	Bid – 1 st place	Bid - 3 rd place	Bid - 4 th place	Did not bid
Lot 4 (1 place)	Bid – 1 st place	Bid – 3 rd place	Bid – 2 nd place	Bid - 4 th place	Did not bid	Did not bid

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

At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.

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

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

13.1 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 bidders have, to this point, relied on self-certification.

You will be notified in your Intention to Award letter what certification is required.