



The Planning
Inspectorate

ESPO Framework 3A Advertising Solutions Lot 2 Public Notices Advertising

Reference: PINS 17/2/721
11th August 2016



Invitation to quote for the provision of an Advertising Solution service

The Planning Inspectorate invites you to submit a proposal for the provision of an Advertising Solution service (ESPO Framework 3A) under Lot 2 Public Notices Advertising.

To ensure fairness, all suppliers are required to submit their proposals in accordance with the instructions provided in section 6 'Responses'. Failure to do so could invalidate your proposal.

Thank you for taking the time to consider working with the Planning Inspectorate, I look forward to hearing from you and encourage you to ask any questions should you require any clarification once you have reviewed all of the documentation.

Yours sincerely

REMOVED

REMOVED
Commercial Officer

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1 - Introduction

Introduction to the Planning Inspectorate

- 1** The Planning Inspectorate is an Executive Government Agency in the Department for Communities and Local Government and the Welsh Government. We are responsible for:
 - national infrastructure planning, which includes large-scale projects such as harbours, power generating stations (including wind farms) and electricity transmission lines
 - planning and enforcement appeals
 - examining local plans and community infrastructure levy charging schedules
 - listed building consent appeals
 - advertisement appeals
 - reporting on planning applications that are called in for DCLG's Secretary of State to decide
 - compulsory purchase orders
 - rights of way cases
 - cases arising from the Environmental Protection and Water Acts, the Transport and Works Act and other Highways Legislation
 - applications for awards of costs which may arise from any of the above
- 2** Our headquarters are in Bristol, where about 500 administrative support staff and senior management are based. We also have a small office in Cathays Park, Cardiff which deals with casework arising in Wales. Administrative staff carry out a wide range of functions such as those relating to all aspects of casework administration (including dealing with the public); providing direct support for Inspectors, formal decision making for some types of casework and ensuring essential organisational support through the provision of Corporate Services such as Finance, Commercial, HR and Information Technology.
- 3** Appeals are determined and recommendations are made by our home-based workforce which consists of some 350 Planning Inspectors, all of whom are professionally qualified (for example, as town planners, architects, lawyers or engineers). They come into the office infrequently but they are provided with remote access to the Planning Inspectorate's ICT systems. In addition we contract with approximately 90 Non-Salaried Inspectors who provide their own working accommodation, usually at home or some other location.
- 4** More information about the Planning Inspectorate is available at:
<https://www.gov.uk/government/organisations/planning-inspectorate>

Background to our requirement

We are required to place statutory adverts as follows:

- To give notice of a hearing or inquiry in a newspaper circulating in the area to which the application relates under the Commons Act 2006.
- To advertise an Inspector's proposed modifications to an Order, certain procedural decisions of an Examining Authority and Secretary of State decisions under a number of different Acts and their related secondary legislation framework, including the Town and Country Act 1990, the Highways Act 1990, the Planning Act 2008 and the Wildlife and Countryside Act 1981.

2 – The Requirement

Scope

- We seek provision of advertisements in local and national newspapers under Lot 2 (Public Notices Advertising).

Deliverables

5 As a minimum we seek the following deliverables:

- Quotations on the full costing of the advert, broken down to show the cost structure including payment to the newspaper and the supplier's profit, etc.
- The smallest font possible.
- To acknowledge receipt of a request for an advertisement within 2 hours of receipt.
- A proof of the advert (for approval) to be sent to us within 2 -3 working days of receipt.
- Advertisements to be placed in the newspaper on the date requested.
- The Invoice to have a clear and exact costing of the advert it should match the quotation.
- A contact point for billing and other queries.
- In the invoice we need the following details:-

The publication e.g. the name of the newspaper, our reference, insertion date, position and breakdown of costs, the Planning Inspectorates contacts name (e.g. the person who has requested the advert) and the purchase order number provided in advance.

- Ideally we would like a copy of the newspaper cutting at no extra cost.

Skills & Experience required

6 As a minimum the successful contractor:

- Will have a proven ability to provide advice and guidance on placing advertisement.
- Will have proven experience in providing this service.
- Will be able to show that they can meet tight deadlines.

3 – Procurement process & key dates

- 7 The table below sets out the procurement process and associated timescales. Please ensure that you read this carefully and **note the key dates and action required**.

Activity	Key Date*
Invitation to tender issued The tender will be e-mailed to suppliers in Lot 2 of the framework and published on Contracts Finder (for information only).	11 th August 2016
Final date for submission of questions Please submit any questions you may have by 5pm on this date to *REMOVED* Questions and answers will be provided to other tenderers however any such information will be made anonymous before being passed on. The Inspectorate reserves the right to respond to such enquiries where this would be inappropriate.	19 th August 2016
Tender deadline Tenders must be submitted by e-mail to *REMOVED* as a Microsoft Word or PDF by no later than 12pm. Tenders received after this deadline will not be accepted. Should you encounter any problems please contact *REMOVED*	26 th August 2016
Evaluation The Inspectorate will evaluate all tenders in accordance with the evaluation criteria provided in Annex A.	w/c 29 th August 2016
Notification to successful bidder A formal acceptance letter will be issued to the successful bidder and the contract will commence.	w/c 5 th September 2016

*These are dates are indicative only, and may be subject to change.
The Inspectorate will endeavour to stay as close to this timetable as possible.

4 – Evaluation criteria

- 8** The Contract shall be awarded to the most economically advantageous tender scored in accordance with the evaluation criteria matrix provided at Annex A.
- 9** These criteria will be scored on a scale of 0-5 in accordance with the Inspectorate's standard scoring guide as shown below.



- 10** The Inspectorate may request to interview Tenderer's and reserves the right to consider the interview as part of the evaluation process.
- 11** Marketing and sales brochures will not be evaluated unless specifically referred to by the Tenderer as particular evidence.
- 12** The total evaluation score will be broken down as follows:
- Quality: 60%
 - Price: 40%

Quality

- 13** We will evaluate the quality of all tenders in accordance with the evaluation criteria matrix provided in Annex A.
- 14** The quality evaluation will be calculated as follows:
- Evaluators will independently score quality by rating tenders on a scale of 0-5 for each criterion of the evaluation matrix in Annex B. Where a criterion has been weighted, the score given will be multiplied by that weighting resulting in a weighted score. The scores will be added together for each Supplier giving a total weighted score.
 - The maximum weighted quality score which can be awarded is per supplier 115.

- c. The total weighted score will be divided by the maximum weighted score to produce a final % quality score.

Costs

- 15** Tenderers are asked to complete the costs schedule at Annex B. The cost evaluation will be calculated as follows:
 - a. The total value of the rates proposed will be scored as a percentage of the score in the pricing criteria. The lowest Value will score the maximum score available (100%)
 - b. The lowest final evaluation prices will receive the maximum scores and all other tenders will be reduced by reference to the lowest price using the "Lowest Cost Price Scoring Methodology".
 - c. The pricing provided by the winning tenderer will be taken across in any agreed contract.
- 16** For the avoidance of doubt, any tender which is double that of the lowest price tender will receive a zero score for this criterion.

Total evaluation score

- 17** The total evaluation score will be calculated using 60% quality and 40% costs score ratio.
- 18** Suppliers will be ranked and the contract awarded to the highest scored tender.

5 – Other Matters

Duration of the Contract

- 19** The duration of the contract will be from award for a period of 2 years with an option to extend up until 4th July 2020 (maximum extension period under the framework). Any extension will be subject to satisfactory performance and business need.
- 20** The contract will be awarded on a call off basis with all work to be agreed in advance with PINS contacts.

Terms and conditions of contract

- 21** The contract will be subject to the terms & conditions of the following ESPO framework:
- Framework ref: 3A Advertising Solutions
 - Framework name: Lot 2 – Public Notices Advertising

Contract Manager

- 22** The Contract Manager will be *REMOVED*.
- 23** Contract meetings will take place in Bristol, as agreed with the successful supplier and the Contract Manager / Lead Business User's.
- 24** Any changes to the agreed scope/ cost of the contract must be authorised by the PINS Commercial Team by variation order prior to the commencement of work without exception.
- 25** Any work undertaken which has not been specifically authorised by PINS must not be invoiced.

Security standards

- 26** The Inspectorate strictly adheres to the HMG Baseline Personnel Security Standard – the Cabinet Office's guide to the pre-appointment screening of Government staff and contractors.
- 27** It shall be the Contractor's responsibility to ensure that, where access to the Inspectorate's premises or confidential information is necessary, personnel engaged in the performance of this contract shall have undergone pre-employment checks covering identity, the last three years employment history, nationality and immigration status and criminal record for unspent convictions. Such checks shall meet the requirements of HMG Baseline Personnel Security Standard.
- 28** The Inspectorate reserves the right, at its sole discretion, to carry out audits and spot checks at any time during the contract period to satisfy itself that the checks have been carried out.

Conduct

- 29** The tenderer must not communicate to any person the tender price (even approximately) before the date of the contract award other than to obtain, in strict confidence, a quotation for insurance required to submit the tender.
- 30** The tenderer must not try to obtain any information about any other person's tender or proposed tender before the date of contract award.
- 31** The tenderer must not make any arrangements with any other person about whether or not they should tender, or about their tender price.
- 32** The tenderer must not offer any inducement to any member of the Inspectorate's staff for doing or refraining from doing any act in relation to the tender.
- 33** If the tenderer engages in any of the activities set out in this paragraph or if the Inspectorate considers the tenderers behaviour is any way unethical we reserve the right to disqualify the tenderer from the procurement.

Due diligence

- 34** While reasonable care has been taken in preparing the information in this ITT and any supporting documents, the information within the documents does not purport to be exhaustive nor has it been independently verified.
- 35** Neither the Inspectorate nor its representatives, employees, agents or advisors:
- i. makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT and supporting documents; or
 - ii. accepts any responsibility for the adequacy, accuracy or completeness of the information contained in the ITT and supporting documents nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 36** It is the tenderer's sole responsibility to undertake such investigations and take such advice (including professional advice) as it considers appropriate in order to make decisions regarding the content of its tenders and in order to verify any information provided to it during the procurement process and to query any ambiguity, whether actual or potential.

Transparency

- 37** In addition to Clause 16.12 of ESPO's Call Off terms, The Planning Inspectorate publishes all spend in excess of £250 on a monthly basis and can be viewed on DCLG's website and data.gov.uk

6 – Responses

- 38** The Tenderer shall submit a proposal describing how they will meet each element of the requirements set out in this statement of requirements.

Contents of your tender

- As a minimum your tender should include the following information:
 - Introduction to the supplier and a brief overview of the proposal.
 - Contact point including name, address, telephone/mobile numbers and email address.
 - Unqualified acceptance of all terms and conditions of contract, including any special terms proposed by the Inspectorate.
 - Understanding of the requirement: Clearly demonstrate that you understand the business and technical requirements as detailed in this document.
 - Implementation process: Detail how the service will be set up/implemented and the associated timescales.
 - Account management: Detail the approach to how this service will be managed providing details for all key staff who you propose will be involved.
 - Detailed response to the services required.
- Completion of Annex B Costs Schedule.

Where to send your tender

- 39** Tenders must be submitted by e-mail to *REMOVED* to arrive no later than 12pm on Friday 26th August 2016. Tenders received after this deadline will not be accepted.
- 40** Should you encounter any problems please contact *REMOVED* before the deadline.

Costs and Expenses

- 41** You will not be entitled to claim from the Inspectorate any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

7 – Contact at the Planning Inspectorate

- 42** *REMOVED* a Commercial Officer at the Inspectorate, is the manager of this procurement and he can be reached via the following contact details:

E-mail: *REMOVED*

Telephone: *REMOVED*

Address: 4B Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol,
BS1 6PN

8 – Annexes

Annex A - Evaluation Criteria



Annex A Evaluation
Criteria.xlsx

Annex B – Costs Schedule



Annex B Costs
Schedule.xlsx