



Defence Equipment & Support

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# Bid Pack

## Attachment 1b – How to Bid Including Evaluation Criteria

Contract Reference: CWAS-352-2022



### Contents

1

1. 2
2. 2
3. 20
4. 22
5. 23
6. 23
7. 24
8. 26
9. 27

## 1. How to Make Your Bid

- 1.1. Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.
- 1.2. Remember to:
  - 1.2.1. Decline this Bid Pack if you do not wish to submit a response. If you Decline please provide a reason for doing so
  - 1.2.2. Submit your Bid as instructed under Section 2.0 in the Instructions to Tenderers
  - 1.2.3. Make sure you answer every question
  - 1.2.4. 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 e.g. reports located on your website.
  - 1.2.5. Submit your bid in good time and before the bid submission deadline.
  - 1.2.6. Upload ONLY those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us.
  - 1.2.7. If you are unsure, ask questions before the Clarification Questions Deadline.

## 2. How The Evaluation Envelopes Are Structured:

We will consider your commercial response, review for abnormal bids and conduct any clarifications required to formally evaluate your commercial submission. The evaluation panel will not have sight of the commercial response till technical evaluations and consensus have been completed.

We will only calculate your commercial score using the scoring mechanism outlined within the Bid Pack. However, if you failed to meet the minimum acceptable score during the technical evaluation you will not receive a score for the Commercial Envelope.

If we wish to clarify any areas of your bid, bid clarification questions will be issued via email on an individual basis.

Please ensure as part of your tender return you include the Documents listed in the Tender Compliance Checklist

2.1. A summary of all the questions in the evaluation, along with the marking scheme, and weightings for each question is set out below:

2.2. **QUALIFICATION ENVELOPE**

- Question 1 - Key Participation Requirements – Pass/Fail
- Question 2 - Conflicts of Interest – Pass/Fail
- Question 3 - Information only
- Statement of Non-Collusion

2.3. **TECHNICAL ENVELOPE**

- Question 4 – Management Structure & Experience
- Question 5 – Methodology & Risk Management
- Question 6 – Social value

2.4. **COMMERCIAL ENVELOPE**

- Question 7 - Pricing Document
- Form of Tender

## QUALIFICATION ENVELOPE

### QUALIFICATION - KEY PARTICIPATION REQUIREMENTS

#### Response Guidance

The following questions are 'Pass/Fail' questions. If Potential Bidders are unwilling or unable to answer "Yes", their submission will be deemed non-compliant and shall be rejected. Potential Bidders should confirm their answer by selecting the appropriate option from the drop down menu.

Question Number	Question	Your Response
1.1	Do you accept the competition rules as described in Attachment 1 – About the Procurement?	Yes/No
1.2	Have you read, understood and accepted the Bid Pack and all associated attachments?	Yes/No
1.3	Do you agree that, in the event that you are successful, the Terms and Conditions set out in the Proposed Contract Documents will govern the provision of this contract, and that these are accepted in full and without amendments or with amendments that are not considered to confer any adverse risk to the Authority or any material diminution in contractual cover of the Authority?	Yes/No
1.4	Do you confirm your Organisation's e-Sourcing suite profile is complete and accurate at the time the bid closed and that any amendments made following acceptance of this event will be notified to the buyer in writing?	Yes/No

**QUALIFICATION - CONFLICTS OF INTEREST****Response Guidance**

Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered.

Question 2.2 is a Pass / Fail question. Potential Bidders are required to provide details of how the identified conflict will be mitigated.

The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if Potential Bidders cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Bid will be deemed non-compliant and will be rejected.

<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
2.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	Yes/No
2.2	We require that any potential, actual or perceived conflicts of interest in respect of this Bid Pack are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Text Box

**QUALIFICATION - INFORMATION ONLY****Response Guidance**

The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this procurement.

<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
3.1	Please provide details of where the Award Outcome should be directed. Your response must include their; <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Role/Title</li> <li>• Registered Address</li> <li>• Email Address</li> </ul>	Text Box
3.2	Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their; <ul style="list-style-type: none"> <li>• Trading Name(s)</li> <li>• Registered Address(ees) and Contact Details</li> <li>• Goods/Services to be provided</li> </ul>	Text Box

**TECHNICAL ENVELOPE****Overall weighting 70%****TECHNICAL - MANAGEMENT STRUCTURE & EXPERIENCE****WEIGHTING 50%****Response Guidance**

Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question.

Unless otherwise specified, you must upload your response as attachments.

It is requested that attachments are submitted in Microsoft Word or Excel format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams.

Where a response exceeds the stated page limit, the response will only be evaluated up to the agreed limit. Pages exceeding the limit will not be evaluated or considered for scoring.

Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us.

**No costings should be included in responses to this Question.**

Question Number	Question	Your Response	Minimum Acceptable Score	Maximum Available Score	Technical Weighting
4.1	<p>Please detail out your management structure for this project during the PCSA period / <b>pre-construction</b> phase</p> <p>Evidence required:</p> <ul style="list-style-type: none"> <li>• Organogram showing full time/part time resource</li> <li>• Rationale for choosing this team including a statement focussed on how this team will impact the delivery of the project</li> </ul>		33	100	30%

	<p>and implement lessons learned from previous projects.</p> <ul style="list-style-type: none"> <li>• Management interface between Contractor and supply chain</li> <li>• Please provide a list showing all team members and their current level of UK Security clearance. Please also highlight where no clearances currently exist and where clearances may have lapsed.</li> </ul> <p>Characteristics sought:</p> <ul style="list-style-type: none"> <li>• Confidence that you can source sufficiently skilled and experienced staff to support the Pre-construction phase of the requirement.</li> <li>• Clarity on your ability to manage and interface with the supply chain for early pricing/availability.</li> </ul> <p><b>PAGE LIMIT (A4) - 3</b></p> <p>(CVs may be included in an appendix)</p>				
4.2	<p>Please detail out your management structure for this project during the <b>construction</b> phase.</p> <p>Evidence required:</p> <ul style="list-style-type: none"> <li>• Organogram showing full time/part time resource</li> </ul>		33	100	30%



	<ul style="list-style-type: none"> <li>• Rationale for choosing this team including a statement around each proposed team members experience and availability.</li> <li>• Management interface between Contractor and supply chain</li> <li>• Please include any relevant security clearances.</li> </ul> <p>Characteristics sought:</p> <ul style="list-style-type: none"> <li>• Confidence that you can source sufficiently skilled and experienced staff to support the construction phase of the requirement, especially important due to the remote nature of the site.</li> <li>• Confidence that you can manage, identify and resolve supply chain issues which may arise avoiding any supply single points of failure;</li> <li>• Confidence that logistic systems employed can provide accurate delivery forecasts; able to track delivery and location throughout the supply chain;</li> <li>• Confidence that sufficient stock contingency will be held by you to ensure that items will not be unduly effected/delayed by interruptions to a 'Just in Time' supply chain model</li> </ul>			
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	<b>PAGE LIMIT (A4) - 3</b>  (CVs may be included in an appendix)				
4.3	<p>Please outline with 3 supporting case study examples where your organisation has delivered similar projects of this nature before. Include in your responses the lessons learnt on these schemes and how they will be implemented to the benefit of this project.</p> <p>Evidence Required:</p> <ul style="list-style-type: none"><li>• Provide 3 x case studies that highlight relevant experience and lessons learnt that will be implemented to the benefit of this project. These will be evaluated by their individual merits, these could include:<ul style="list-style-type: none"><li>○ Examples of recent Logistics projects, similar in nature.</li><li>○ Demonstration of MoD or other Controlled Site experience and understanding of the need for Security Clearances and training</li><li>○ Recent successful delivery of an accelerated programme</li></ul></li></ul>		33	100	40%

	<ul style="list-style-type: none"><li>○ Details of any Projects delivered in the immediate region</li></ul> <p>Characteristics Sought:</p> <ul style="list-style-type: none"><li>• Confidence that you have experience of similar projects and programmes</li><li>• Confidence that you can deliver within the boundaries of a restricted environment</li></ul> <p><b>PAGE LIMIT (A4) - 4</b></p>			
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**TECHNICAL – METHODOLOGY & RISK MANAGEMENT****WEIGHTING 30%****Response Guidance**

Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question.

Unless otherwise specified, you must upload your response as attachments.

It is requested that attachments are submitted in Microsoft Word or Excel format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us

**No costings should be included in responses to this Question.**

Question Number	Question	Your Response	Minimum Acceptable Score	Maximum Available Score	Technical Weighting
5.1	<p>A key success criteria for the project is that it be completed on programme and in accordance with MOD's required spend profile to meet key business case drivers. Failure to deliver each stage of the project to the programme and spend profile will have severe consequences for the viability of the project.</p> <p>If successful, how will you:</p> <ul style="list-style-type: none"> <li>Manage and drive the design team to ensure the design is coordinated, robust and is issued on programme to meet your package procurement</li> </ul>		33	100	50%

	<p>timescales aligning to the overall master programme.</p> <ul style="list-style-type: none"> <li>• Manage the 2<sup>nd</sup> stage procurement process (PCSA Services) to ensure the project achieves the required timescales, whilst ensuring the project remains within its budget envelope and is overall a viable scheme.</li> </ul> <p>Evidence required:</p> <ul style="list-style-type: none"> <li>• Methodology for delivery of the PCSA services / 2<sup>nd</sup> stage including how you will address the points noted above.</li> <li>• Overall draft plan for procurements of work packages and construction process outlining how you propose to meet the required spend profile.</li> </ul> <p>Characteristics sought:</p> <ul style="list-style-type: none"> <li>• Confidence that you have the requisite understanding of the project drivers and a robust plan on how to deliver against the project success criteria,</li> <li>• Confidence that you will be able to meet the timescales required.</li> </ul> <p><b>PAGE LIMIT (A4) - 3</b></p>				
5.2	Given the current industry challenges arising from EU EXIT / COVID / Ukraine, wider		33	100	50%

	<p>supply and demand issues as well as skills shortages, and coupled with a potentially challenging project location, how will you proactively manage these risks and issues (labour and materials) to ensure that there is no adverse impact on the project and ensure that the project will be delivered on programme?</p> <p>Evidence required:</p> <ul style="list-style-type: none"> <li>• Submit a plan highlighting where the current and possible supply chain issues exist, and how you would mitigate these risks.</li> </ul> <p>Characteristics sought:</p> <ul style="list-style-type: none"> <li>• Confidence that you have the flexibility and dexterity to respond to challenges and create positive outcomes</li> <li>• Confidence that you have been able to navigate recent industry wide issues to a satisfactory outcome.</li> </ul> <p><b>PAGE LIMIT (A4) - 3</b></p>				
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**TECHNICAL – SOCIAL VALUE****WEIGHTING 20%****Response Guidance**

Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question.

The Questions relate to the Governments Social Value Policy, which can be found here: [Social Value Policy](#) or for more indepth information please visit the [procurement policy note](#).

Unless otherwise specified, you must upload your response as attachments.

It is requested that attachments are submitted in Microsoft Word or Excel format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us

**No costings should be included in responses to this Question.**

Question Number	Question	Your Response	Minimum Acceptable Score	Maximum Available Score	Technical Weighting
6.1	<p>MAC2.3: Support educational attainment relevant to the contract (PCSA), including training schemes that address skills gaps and result in recognised qualifications.</p> <p>Evidence required: Using a maximum of two pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:</p> <ul style="list-style-type: none"> <li>• your 'Method Statement', stating how you will achieve this</li> </ul>		33	100	50%

	<p>and how your commitment meets the Award Criteria, and</p> <ul style="list-style-type: none"> <li>• a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: <ul style="list-style-type: none"> <li>○ timed action plan</li> <li>○ use of metrics</li> <li>○ tools/processes used to gather data</li> <li>○ reporting</li> <li>○ feedback and improvement</li> <li>○ transparency</li> </ul> </li> <li>• how you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.</li> </ul> <p>Characteristics sought: Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> <li>• Understanding of employment and skills issues, and of the education and training issues relating to the contract. Illustrative examples: demographics, skills shortages, new opportunities in high growth sectors, groups under-represented in the workforce (e.g. prison leavers, disabled people), geographic/local community and skills/employment challenges.</li> <li>• Support for educational attainment relevant to the contract, including training schemes that address skills gaps</li> </ul>				
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	<p>and result in recognised qualifications.</p> <ul style="list-style-type: none"><li>● Activities to support relevant sector related skills growth and sustainability in the contract workforce. <b>Illustrative examples:</b> careers talks, curriculum support, literacy support, safety talks and volunteering.</li><li>● Delivery of apprenticeships, traineeships and T Level industry placement opportunities (Level 2, 3 and 4+) in relation to the contract.</li></ul> <p><b>PAGE LIMIT (A4) - 2</b></p>				
6.2	<p>MAC 4.1 Deliver additional environmental benefits in the performance of the contract (PCSA) including working towards net zero greenhouse gas emissions.</p> <p><b>Evidence Required:</b> Using a maximum of two pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include:</p> <ul style="list-style-type: none"><li>● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and</li><li>● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: <ul style="list-style-type: none"><li>○ timed action plan</li><li>○ use of metrics</li><li>○ tools/processes used to gather data</li></ul></li></ul>		33	100	50%

	<ul style="list-style-type: none"> <li>○ reporting</li> <li>○ feedback and improvement</li> <li>○ transparency</li> </ul> <p><b>Characteristics sought:</b> Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.</p> <p><b>Illustrative example:</b> conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.</p> <ul style="list-style-type: none"> <li>● Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.</li> <li>● Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions.</li> </ul> <p><b>Illustrative examples:</b></p> <ul style="list-style-type: none"> <li>○ Enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators.</li> <li>○ Green space creation in and around buildings in towns and cities, e.g. green walls, utilising roof tops for plants and pollinators.</li> <li>○ Improving air quality</li> </ul> <p>Increased level of pre-manufactured value.</p> <p><b>PAGE LIMIT (A4) - 2</b></p>				
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**COMMERCIAL ENVELOPE****Overall weighting 30%****COMMERCIAL ENVELOPE****Overall weighting 100%****Response Guidance**

Potential Bidders must enter costs by uploading the relevant Attachment – Pricing Document, within the appropriate subfolder prior to uploading.

Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.

Please attach the complete Pricing Document in response to each question for the Lot you have Bid for.

In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in the Attachment 1a – About the Procurement.

<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>	<b>Minimum Available Score</b>	<b>Maximum Available Score</b>	<b>Commercial Weighting</b>
7.1	Please price the tab 7.1 PCS Fee on the Pricing Document	Attachment	N/A	100	40%
7.2	Please price the tab 7.2 Prelims on the Pricing Document	Attachment	N/A	100	40%
7.3	Please Price the tab 7.3 OHP on the Pricing Document	Attachment	N/A	100	20%

### 3. Award Criteria

- 3.1. The award stage consists of a Qualification, Technical and Commercial evaluation.
- 3.2. The award of the resultant contract will be on the basis of the 'Most Economically Advantageous Tender' (MEAT)
- 3.3. **Award process - What you need to do**
  - 3.3.1. Answer the questions in section 2 above and submit your documents in accordance with Section 2.0 of the Instructions to Tender
- 3.4. **What we will do**

#### **QUALIFICATION evaluation (Compliance Check)**

First, we will complete a mandatory evaluation to make sure that you have answered all questions and have completed the Pricing Document in line with our instructions. All bids passing the mandatory evaluation will be progressed to the Technical Evaluation.

#### **TECHNICAL Evaluation**

We will give your responses to the TECHNICAL questions to the Contracting Authority's evaluation panel. Each evaluator will independently assess your responses to the technical questions using the response guidance and the evaluation criteria.

They will give a score and a reason for their score for each question they are assessing.

If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via email on an individual basis.

#### **Consensus**

Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet. We will facilitate the discussion.

At this meeting, the evaluators will discuss the technical responses and review their scores and reasons for that score. The discussion will continue until they

reach a consensus regarding the score, and reason for that score, for each question.

These final scores will be used to calculate your technical score

If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the email on an individual basis.

### **TECHNICAL Threshold**

If you have not met the minimum acceptable score for each question, you will be excluded from the competition and you will not receive a Commercial score. We will tell you that you have been excluded from the procurement and why at award stage.

### **COMMERCIAL Evaluation**

We will consider your commercial response and conduct compliance checks, review for abnormal bids and conduct any clarifications required to formally evaluate your submission. This will be conducted in tandem with the technical evaluations and completed by a commercial evaluation panel.

We will only calculate your commercial score using the scoring mechanism outlined within the Bid Pack. However, if you failed to meet the minimum acceptable score during the technical evaluation you will not receive a score for the Commercial Envelope, see Technical Threshold above.

If we wish to clarify any areas of your bid, bid clarification questions will be issued via email on an individual basis.

### **Final Score**

Your technical score will be added to your commercial score, to create your final score.

### **Award**

Award(s) will be made to the successful bidder(s), subject to contract.

We will notify successful and unsuccessful bidder(s) providing feedback via email.

A standstill period of 10 days will commence from release of the contract award letter. See 9.2 for further details.

## 4. Marking Scheme

4.1. The evaluation criteria set out below will be used during the Technical Evaluation:

Marking Scheme	Description
<b>100 - Excellent</b>	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Contracting Authority, other than that outlined within the Statement of Requirements.</p>
<b>66 – Good</b>	<p>The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Contracting Authority to meet its deliverables.</p>
<b>33 – Acceptable</b>	<p>The response has met most, but not all elements of the basic requirement, which poses risk that the proposal will not meet the deliverables required.</p> <p>The response does not demonstrate a full understanding of the requirement posing major concerns.</p>
<b>0 – Major Concerns / Non Compliant</b>	<p>The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, demonstrating little to no understanding of the requirement.</p>

## 5. Qualification Envelope Evaluation

- 5.1. Questions 1 and 2 are mandatory question(s) and will be evaluated PASS / FAIL. If you fail any of these questions, you will be excluded from the competition. We will tell you that your bid has been excluded.

## 6. Technical Envelope Evaluation

- 6.1. When the consensus meeting has taken place and the final score for each question has been agreed by the evaluators, your final score for each question will be multiplied by that question's weighting to calculate your weighted score for that question.
- 6.2. Each weighted score for each question will then be added together to calculate your technical score.
- 6.3. Please see table A below for an example of how your technical score will be calculated, please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

**Table A – EXAMPLE ONLY**

Technical	Total weight	Sub Question	Sub Question Weighting	Bidder A				Bidder B				Bidder C			
				Sub Question Score	Sub Question Weighted score	Total Question Weighting		Sub Question Score	Sub Question Weighted score	Total Question Weighting		Sub Question Score	Sub Question Weighted score	Total Question Weighting	
4. Management	50%	4.1	30%	33	9.9	50%		66	19.8	50%		100	30	50%	
		4.2	30%	66	19.8			66	19.8			33	9.9		
		4.3	40%	33	13.2			100	40			66	26.4		
Management Total					42.9	21.45			79.6	39.80			66.3	33.15	
5. Programme	30%	5.1	50%	33	16.5	30%		100	50	30%		66	33	30%	
		5.2	50%	66	33			100	50			33	16.5		
Programme Total					49.5	14.85			100	30.00			49.5	14.85	
6. Social Value	20%	6.1	50%	33	16.5	20%		66	33	20%		33	16.5	20%	
		6.2	50%	66	33			66	33			33	16.5		
Social Total					49.5	9.90			66	13.20			33	6.60	
Total Score	100%						46.20				83.00				54.60
Technical Weighted Score	70%						32.34				58.10				38.22

## 7. Commercial Envelope Evaluation

7.1. This section contains information on how to complete the Pricing Document and the commercial evaluation process.

### 7.2. How to complete your Pricing Document

- 7.2.1. Read and understand the instructions in the Pricing Document and in this section before submitting your prices.
- 7.2.2. Your prices should compare with your Technical submission.
- 7.2.3. Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.
- 7.2.4. Your prices are to exclude VAT.
- 7.2.5. Pricing is to be inclusive of expenses.
- 7.2.6. The currency is British pounds sterling, up to two decimal places.
- 7.2.7. The percentages submitted shall be up to two decimal places.
- 7.2.8. Pricing will be based on:
  - Eight (8) hour Working Day (excluding breaks);
  - Rounded to the nearest £10
- 7.2.9. We will investigate where we consider your bid to be abnormal.
- 7.2.10. The prices submitted shall not exceed any existing commercial agreement rates.
- 7.2.11. You must download and complete the Pricing Document you are submitting a bid for. Further detail may be provided within the Pricing Document.
- 7.2.12. When you have completed your Pricing Document, you must upload this into the in the Commercial Submission folder within your Tender Submission. If you do not upload your completed Pricing Document your bid may be rejected from this competition.



- 7.2.13. Do not alter, amend or change the format or layout of the Pricing Document.

### 7.3. Commercial Evaluation Process

- 7.3.1. Commercial scores shall be calculated using pricing submitted as part of a compliant bid only and using the following process:
- 7.3.2. We will check you have completed the Pricing Document as instructed.
- 7.3.3. Failure to complete the Pricing Document as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.
- 7.3.4. The commercial evaluation will be undertaken separately to the technical evaluation process.
- 7.3.5. The commercial evaluation will be undertaken against each pricing tab/question detailed within Pricing Document
- 7.3.6. The Bidder with the lowest price for each question will be awarded the maximum score available for that question.
- 7.3.7. All other Bidders will get a score relative to the lowest total price for that question, calculated using the formula below
- 7.3.8. The calculation we will use to evaluate your total price per element for each Lot you are bidding for, is as follows:
- Commercial Score =  $\frac{\text{Lowest total price}}{\text{Potential Bidder's total price}}$  \* maximum score available
- 7.3.9. Once all question scores have been calculated, they will be added together and multiplied by the Commercial Envelope weighting to identify your Total Commercial Weighted Score.
- 7.3.10. Please see table B below for an example of how your commercial score will be calculated, please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

**Table B – EXAMPLE ONLY**

Commercial Score	30%			Bidder A				Bidder B				Bidder C			
				Bid	Lowest Bid	Score	Weighted Score	Bid	Lowest Bid	Score	Weighted Score	Bid	Lowest Bid	Score	Weighted Score
7.1 PCS Fee	40%			£550,000	£500,000	90.91	36.36	£500,000	£500,000	100.00	40.00	£500,000	£500,000	100.00	40.00
7.2 Prelims	40%			£750,000	£600,000	80.00	32.00	£700,000	£600,000	85.71	34.29	£600,000	£600,000	100.00	40.00
7.3 OHP	20%			£1,000,000	£800,000	80.00	16.00	£800,000	£800,000	100.00	20.00	£850,000	£800,000	94.12	18.82
Total Score				£2,300,000	£1,900,000		84.36	£2,000,000	£1,900,000		94.29	£1,950,000	£1,900,000		98.82
Commercial Weighted Score	30%						25.31				28.29				29.65

7.3.11. Where we consider any of the total price(s) you have submitted to be abnormally low, we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

## 8. Final Decision to Award

- 8.1. We will add your technical score to your commercial score to calculate your final score.
- 8.2. Where the final score achieved by multiple Bidders ranks them in equal position and all such Bidders have achieved the Minimum Pass Mark or higher in all questions, the Bidder with the highest score for the question 4, followed by question 5 will be deemed the winner and awarded the Contract.
- 8.3. Please see table C below for an example of how your technical score and commercial score will be added together to identify your final score. Please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

**Table C – EXAMPLE ONLY:**

		Bidder A	Bidder B	Bidder C
Technical Weighted Score	70%	32.34	58.10	38.22
Commercial Weighted Score	30%	25.31	28.29	29.65
Final Weighted Scores	100%	57.65	86.39	67.87
Final Rank		3	1	2

- 8.4. The bidder with the highest final score, where the bid is deemed compliant, will be awarded the contract, where approved by the Contracting Authority.

## **9. Further Information**

- 9.1. All communications will be conducted via email, including notification of outcome.
- 9.2. We will send Intention to Award letters to all Potential Bidders. 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.
- 9.3. Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a contract.
- 9.4. The conclusion of a contract is subject to the provision of due 'certificates, statements and other means of proof' where Potential Bidders have, to this point, relied on self-certification.