

## TCA 3/7/1074

### HM Coastguard Clinical Governance

#### INSTRUCTIONS ON SUBMISSION OF TENDERS

1. The MCA looks forward to receiving your tender for the work described in the attached documents.
2. To ensure fairness all tenderers are required to submit their tenders in accordance with these instructions. **Failure to comply could invalidate your tender.**

#### Communications During the Tender Process

3. This contract has been advertised on the Contracts Finder portal, and all communications with tenderers during the process will, as far as possible, take place via that portal. Tender documents, including the specification and documents for return with your tender, can be found in the 'Attachments' section of the Contracts Finder advertisement.
4. Tenderers are welcome to ask questions about any aspect of the procurement process. Such queries should be addressed to the Procurement Team at [contracts@mcga.gov.uk](mailto:contracts@mcga.gov.uk), and should contain the reference number or title of the contract. The deadline for submission of queries is **17:00 on Thursday 14<sup>th</sup> March 2019**.
5. In the interest of fairness, all answers will be published on the Contracts Finder website as a further attachment to the advertisement, unless clearly only relevant to one supplier. **Answers to questions will not be individually emailed to tenderers**, so you are strongly advised to keep up to date with any additional documents posted to the site.
6. Please ensure that you have read all documents attached to the Contracts Finder advert before asking a question, as your query may already have been answered.
7. The MCA will inform all tenderers individually whether or not they have been successful in the tendering process.

#### Submission of Tenders

8. You should send your tender in a plain envelope, to the address on the eTender Label. It is your responsibility to ensure that your tender arrives at the address shown no later than **11am on Thursday 21<sup>st</sup> March 2019** (unless the date is subsequently amended in writing by the MCA). Your tender may be submitted before the due date, but **all** late tenders will be rejected.
9. You should submit one original and one copy (so marked) in hard copy format. Tenders **must not** be submitted by e-mail. The legal status of documents submitted by e-mail has yet to be clarified sufficiently to satisfy the Department's needs to ensure the integrity and probity of the Tender process.
10. The envelope and any other packaging or labelling **should not identify the tenderer**. (You should note that courier firms often put the sender's name and address on their outer envelopes).

11. You must ensure that your tender is completed legibly, in ink or typed, in English, with all prices in Pounds Sterling (exclusive of VAT), and is signed and dated where required. Any manuscript amendments you make to your tender, prior to submission, must be initialled and preferably also noted separately. Correction fluid must not be used.

You must include as part of your tender:

- a. The MCA's Form of Tender, signed and dated by an authorised representative of the tendering organisation;
- b. A completed Pricing Schedule showing full costs for your proposed solution (a template can be downloaded from Contracts Finder);
- c. A full description of how you would meet the requirements including evidence.
- d. A statement of how your proposed solution promotes sustainable procurement. You must ensure that any environmental claim you make is fully in accordance with the Green Claims Code - this is available on the sustainable development website: <http://www.defra.gov.uk/environment/business/marketing/glc/code.htm>;

Although you may have this information available on the internet or on printed literature, to assist the MCA with the evaluation process it is **essential** that the responses be provided in the order set out above.

13. You must not alter any of the MCA's tender documents.
14. You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award. The only exception is if you need an insurance quotation to calculate your tender price - in which case you may give your insurance company or brokers any essential information they ask for, provided that you do so in strict confidence.
15. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
16. You must not make any arrangements with anyone else about whether or not they should tender, or about their or your tender price. The only exception is where tenderers are considering joint or team bids, which will be allowed providing all participants to the discussions surrounding the bid are clearly stated in the tender response. (See also 'Group Bids' below).
17. Tender documents must not be transferred to anyone without the prior approval of the MCA in writing.

### **Tender Requirement**

18. A proposal and plan to deliver the output within the stated timeframe – this is to include, as a minimum:
  - (ii) a sound methodology, which must include:
    - degree of understanding and interpretation of requirement:

- an overview/introduction giving the intended approach/strategy to the requirement.
  - rationales for the approach
  - ethical considerations.
19. Evidence of similar work previously undertaken and technical ability in the maritime field, including:
- proven history of Clinical Governance
  - training system design and implementation within the pre-hospital field, ideally within SAR.
  - significant understanding of the SAR world, or to have been a SAR medical operator.
20. Evidence in support of these requirements could be staff profiles or CV's showing evidence of experience in the relevant fields and case studies of work undertaken by the company in the relevant fields, submitted with customer testimonials and/or references.

### **Group Bids**

21. The MCA welcomes tenders from groups/consortia of suppliers, each providing part of the specified requirement. In the event of a group of suppliers submitting an acceptable offer, the group will be required to nominate a lead partner with whom the Department can contract. Alternatively, the group will need to form themselves into a single legal entity before the contract is awarded. An undertaking that the group will so form themselves, if required by the Department, must be provided when the tender is submitted.

### **Tender Validity**

22. The MCA will assume that your tender will remain open for acceptance for a minimum of 90 calendar days from the Tender Deadline.

### **Scoring of Tenders and Acceptance of Offers**

23. The MCA will safeguard all tenders received and open them once the tender deadline has expired.
24. The scoring criteria for the contract will be as follows:
- Quality: 60%
  - Price: 40%
25. The MCA intends to award the contract to the highest scoring tenderer

26. MCA reserves the right to limit the number of bidders invited to interview/present by inviting the bidders who have achieved the highest scores based on their written submissions.

**Evaluation Criteria – Quality**

27. Quality represents 60% of the total overall available score.

28. Quality will be scored using the following methodology:

- 5 – Comprehensive evidence which fully meets the requirement.
- 3 – Evidence meets the basic requirement.
- 1 – Limited evidence that does not meet the basic requirement.
- 0 – Not addressed.

29. The quality criteria weightings are as follows;

Quality Criteria	Weightings
Compliance with the Technical Requirement	30
Evidence of similar work previously undertaken and technical ability in the operational service delivery	25
Understanding of the Search and Rescue roles, responsibilities and practices.	20
training system design and implementation within the pre-hospital field,	20
Sustainability	5

**Evaluation Criteria – Price**

30. Price represents 40% of the total overall available score.

31. The Price is broken down into the following criteria.

Price Criteria	Weightings
Total inclusive Cost of requirement	40

$$\text{Cost Score} = \frac{\text{Lowest Bid Cost}}{\text{Each Bidder's Cost}} \times \text{Weightings}$$

## **Total Score**

32. The final weighted scores for Quality and Price are added to arrive at a final evaluation score out of 100. In the event of an equal score, the lower priced bid will automatically win.

$$\text{TOTAL SCORE} = \text{Total Quality Score} + \text{Total Cost Score}$$

33. You should note that: -
- a. The MCA reserves the right not to accept the lowest, or any, tender.
  - b. The MCA reserves the right to accept any part of the tender without accepting the remainder.
  - c. Acceptance of a tender/award of contract will be by written communication from MCA.
  - d. Where the tender process has been subject to the full EU Procurement Process, a mandatory 10-day standstill period must be applied between communicating the award decision to tenderers and awarding the contract.
  - e. Complaints arising from the tender process should be directed in the first instance to the Procurement Team ([contracts@mcga.gov.uk](mailto:contracts@mcga.gov.uk)).

## **Tender Costs**

34. You should note that any expenditure, work or effort undertaken by you prior to the award of a contract is a matter solely for your own commercial judgement. The MCA reserves the right to withdraw this tender invitation at any time or to re-invite tenders on the same or any alternative basis. In such circumstances, and in any event, the MCA and/or its advisers shall not be liable for any costs or loss of expenses whatsoever incurred by the bidder or any company, agent, subsidiary or organisation who may have contributed to the proposals submitted by the bidder in response to this tender invitation.

## **Trading Names/Invoicing**

35. If your tender is submitted in the name of one organisation but you intend submitting invoices in the name of another, or require payments to be made to another, please give full details. Otherwise there may be delay in payment.

## Access to Government Information

36. Under the Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIRs”), the Department is obliged (subject to the application of any relevant exemptions and, where applicable, the public interest test) to disclose information in response to requests for information.
37. You need to be aware that the Department could receive requests for *any* information relating to this contract. The contract will include provisions to reflect the Department’s obligations under those disclosure regimes. The Department cannot contract out of its obligations in this respect and will only accept confidentiality clauses in very exceptional and narrowly defined circumstances. In this regard, your attention is drawn to the Code of Practice (in particular, section V thereof) issued by the Lord Chancellor under section 45 of the FOIA (section IX of the Code of Practice issued under regulation 16 of the EIRs includes similar guidance).