

Invitation to tender

Attachment 2 – How to bid

RM6282 Storage, Distribution, Kitting & Associated Services

Contents

[1. How to make your bid 3](#_heading=h.1fob9te)

[2. Selection stage 4](#_heading=h.3znysh7)

[3. Selection process 4](#_heading=h.2et92p0)

[4. Selection criteria 4](#_heading=h.tyjcwt)

[5. Selection questionnaire 5](#_heading=h.3dy6vkm)

[6. Award stage](#_heading=h.1t3h5sf) 5

[7. Award criteria 6](#_heading=h.4d34og8)

[8. Award process 6](#_heading=h.2s8eyo1)

[9. Quality Evaluation 8](#_heading=h.26in1rg)

[10.](#_heading=h.lnxbz9) Award quality questionnaire 18

[11.](#_heading=h.44sinio) Price evaluation 25

[12.](#_heading=h.2xcytpi) Final decision to award 29

13. Intention to award 29

14. Framework contract 29

1. **How to make your bid**
   1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
   2. You may bid for one or more of the Lots/ Sub Lots, ensure you read paragraph 2, 3 and 4 of Attachment 1.
   3. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.
   4. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
   5. Make sure you answer every question.
   6. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in Attachment 1 - About the framework.
   7. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   8. You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   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 eSourcing suite. Read paragraph 6 “When and how to ask questions” in Attachment 1 - About the Framework.
   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** 
   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. 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 of Attachment 4 for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for Attachment 4 for themselves.
   4. We are providing the ‘Information and declaration’ workbook (Attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a Key Subcontractor or a guarantor) or from other members of a consortium.
3. **Selection process**
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in theevaluation guidance.
4. **Selection criteria**
   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.
   2. If we exclude you from the competition we will tell you and explain why.
5. **Selection Questionnaire**

Please refer to Attachment 2a Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (Qualification envelope).

1. **Award stage** 
   1. If you have successfully passed the selection stage, you will proceed to the award stage.
   2. We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
   3. Your bid must deliver what our buyers need, at the best possible price you can give.
   4. When completing your bid you must:

* Read through the entire ITT pack specifically Framework Schedule 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.

1. **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 is 60 marks and the Price evaluation is worth 40 marks.

1. **Award process**
   1. What YOU need to do

* Answer the quality questionnaire in the eSourcing suite in the technical envelope. Section B and C these sections are applicable to all lots, you only need to answer these questions once and your response will be duplicated across all Lots/ Sub Lots in which you are bidding for. Sections A, D, E, F, G, H, I, J, K, L, M, N, O, P, Q,R, S and T are Lot/ Sub Lot specific questions, please only answer if you are bidding for that particular Lot/ Sub Lot.
* Complete the relevant Price Matrix Attachment 3 for the Lot/ Sub Lots for which you are bidding.
* Upload your completed Price Matrix for each Lot/ Sub Lot you are bidding for into the eSourcing suite in the Commercial envelope to the relevant question in table below:

| **Lot** | **Pricing Attachments to be completed** | **Upload completed pricing matrix to following questions** |
| --- | --- | --- |
| Lot 1a | Attachment 3a - Lot 1a Price Matrix | PQ1 |
| Lot 1b | Attachment 3b - Lot 1b Price Matrix | PQ2 |
| Lot 1c | Attachment 3c - Lot 1c Price Matrix | PQ3 |
| Lot 1d | Attachment 3d - Lot 1d Price Matrix | PQ4 |
| Lot 1e | Attachment 3e - Lot 1e Price Matrix | PQ5 |
| Lot 2 | Attachment 3f - Lot 2 Price Matrix | PQ6 |
| Lot 3a | Attachment 3g - Lot 3a Price Matrix | PQ7 |
| Lot 3b | Attachment 3h - Lot 3b Price Matrix | PQ8 |
| Lot 3c | Attachment 3i - Lot 3c Price Matrix | PQ9 |
| Lot 4a | Attachment 3j - Lot 4a Price Matrix | PQ10 |
| Lot 4b | Attachment 3k - Lot 4b Price Matrix | PQ11 |
| Lot 5 | Attachment 3l - Lot 5 Price Matrix | PQ12 |
| Lot 6 | Attachment 3m - Lot 6 Price Matrix | PQ13 |
| Lot 7a | Attachment 3n - Lot 7a Price Matrix | PQ14 |
| Lot 7b | Attachment 3o - Lot 7b Price Matrix | PQ15 |
| Lot 7c | Attachment 3p - Lot 7c Price Matrix | PQ16 |
| Lot 7d | Attachment 3q - Lot 7d Price Matrix | PQ17 |

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

| 1. | **Compliance Check**  First, we will do a check to make sure that you completed the pricing matrix in line with our instructions. |
| --- | --- |
| 2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the Quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your Quality score for each lot you have bid for. |
| 4. | **Quality Threshold**  If you have received a **zero** for any of the quality questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  **AND**  If you **have not met a minimum question score of 33 per question**  for the Lot(s) Sub Lot(s) you are bidding on we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  Refer to tables in paragraph 9.6 for an example of how your **Quality score** for each lot will be calculated. |
| 5. | **Evaluate Pricing**  We will then give your pricing to the Price evaluation panel, who are different evaluators from those who assessed your Quality responses.  They will calculate your Price score using the evaluation criteria in Section 11 – Price Evaluation. |
| 6. | **Final Score**  Your quality score will be added to your Price score, to create your final score as illustrated in Section 12 Final decision to award. |
| 7. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**

9.1 Questions within section A of Attachment 2c Award Questionnaire are mandatory questions relating to the Lot(s)/ Sub Lot(s) you are bidding on and will be evaluated PASS / FAIL. If you answer no to one or more of the questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.

9.2 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.

9.3 Each of the Quality questions, in section B to section T of the quality questionnaire will be independently assessed by our evaluation panel.

9.4 Questions B1 Social Value and C1 Value for Money are the same for each of the Lot(s)/ Sub Lot(s), your score for this response will be duplicated and included in all of your Lot/ Sub Lot submissions.

9.5 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.

9.6 Each weighted mark for each question for each Lot/ Sub Lot you have submitted a bid for will then be added together to calculate your quality score.

9.7 Please see tables A, B, C, D, E, F, G, H, I, J, L , M, N, O and P below for an example of how your quality score will be calculated:

Table A – Lot 1a

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Weighted Quality Score (Part 1) 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 66 | 26.40 |
| D1 | International Warehouse Storage | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **86.40** |
| **Weighted Quality Score (Part 2) 50%** | | | | | **43.20** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **49.80** |

Table B – Lot 1b

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Weighted Quality Score (Part 1) - 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| E1 | Air Freight and Air Charter Services | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **56.60** |

Table C – Lot 1c

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 33 | 33.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 33.00 |
| **Quality (Part 1) - 10%** | | | | | 3.30 |
| C1 | Value for Money | 40 | 100 | 33 | 13.20 |
| F1 | Rail Freight | 60 | 100 | 33 | 19.80 |
| **Quality Score (Part 2 out of 100)** | | | | | **33.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **16.50** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **19.80** |

Table D – Lot 1d

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Quality (Part 1) - 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 66 | 26.40 |
| G1 | Road Freight | 60 | 100 | 66 | 39.60 |
| **Quality Score (Part 2 out of 100)** | | | | | **65.80** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **32.90** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **39.50** |

Table E – Lot 1e

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Quality (Part 1) - 10%** | | | | | 10.00 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| H1 | Sea Freight | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **60.00** |

Table F – Lot 2

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Quality (Part 1) - 10%** | | | | | 10.00 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| I1 | Quality Control | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score Part 2 - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **60.00** |

Table G – Lot 3a

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Quality (Part 1) - 10%** | | | | | 10.00 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| J1 | Storage | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **60.00** |

Table H – Lot 3b

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Quality (Part 1) - 10%** | | | | | 10.00 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| K1 | Kitting and Fulfilment Solutions and Services | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **60.00** |

Table I – Lot 3c

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Quality (Part 1) - 10%** | | | | | 10.00 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| L1 | Transport and Distribution | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **60.00** |

Table J – Lot 4a

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Quality (Part 1) - 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| M1 | Residential Collections and Drop off points | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **56.60** |

Table J – Lot 4b

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Quality (Part 1) - 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| N1 | Specialist Collection and Delivery Services | 60 | 100 | 66 | 39.60 |
| **Quality Score (Part 2 out of 100)** | | | | | **79.60** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **39.80** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **46.40** |

Table K – Lot 5

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Quality (Part 1) - 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| O1 | Disposal and Recycling Services | 60 | 100 | 33 | 19.80 |
| **Quality Score (Part 2 out of 100)** | | | | | **59.80** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **29.90** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **36.50** |

Table L – Lot 6

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Quality (Part 1) - 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| P1 | Print Services | 60 | 100 | 66 | 39.60 |
| **Quality Score (Part 2 out of 100)** | | | | | **79.60** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **39.80** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **46.40** |

Table M - Lot 7a

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 33 | 33.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 33.00 |
| **Quality (Part 1) - 10%** | | | | | 3.30 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| Q1 | Cardboard Packaging | 60 | 100 | 66 | 39.60 |
| **Quality Score (Part 2 out of 100)** | | | | | **79.60** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **39.80** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **43.10** |

Table N - Lot 7b

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Quality (Part 1) - 10%** | | | | | 6.60 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| R1 | Corrugated Packaging | 60 | 100 | 33 | 19.80 |
| **Quality Score (Part 2 out of 100)** | | | | | **59.80** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **29.90** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **36.50** |

Table O - Lot 7c

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Quality (Part 1) - 10%** | | | | | 10.00 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| S1 | Plastic and Security Packaging | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **60.00** |

Table P - Lot 7d

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Quality (Part 1) - 10%** | | | | | 10.00 |
| C1 | Value for Money | 40 | 100 | 100 | 40.00 |
| T1 | Medical Packaging | 60 | 100 | 100 | 60.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100.00** |
| **Weighted Quality Score (Part 2) - 50%** | | | | | **50.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **60.00** |

1. **Award quality questionnaire**
   1. The quality questionnaire is split into twenty (20) sections:

* Section A – mandatory questions for the specific Lot/ Sub Lots you are bidding on.
* Section B – Generic question applicable to all Lots
* Section C – Social Value question applicable to all Lots
* Section D – scored question for Lot 1a only
* Section E - scored question for Lot 1b only
* Section F - scored question for Lot 1c only
* Section G - scored question for Lot 1d only
* Section H - scored question for Lot 1e only
* Section I - scored question for Lot 2 only
* Section J - scored question for Lot 3a only
* Section K - scored question for Lot 3b only
* Section L - scored question for Lot 3c only
* Section M - scored question for Lot 4a only
* Section N - scored question for Lot 4b only
* Section O - scored question for Lot 5 only
* Section P - scored question for Lot 6 only
* Section Q - scored question for Lot 7a only
* Section R - scored question for Lot 7b only
* Section S - scored question for Lot 7c only
* Section T - scored question for Lot 7d only
  1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below

| **Question** | | **Marking scheme** | **Min Score** | **Weighting %** | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot 1a** | **Lot 1b** | **Lot 1c** | **Lot 1d** | **Lot 1e** | **Lot 2** | **Lot 3a** | **Lot 3b** | **Lot 3c** | **Lot 4a** | **Lot 4b** | **Lot 5** | **Lot 6** | **Lot 7a** | **Lot 7b** | **Lot 7c** | **Lot 7d** |
| A1A | Lot 1a Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A1B | Lot 1b Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A1C | Lot 1c Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A1D | Lot 1d Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A1E | Lot 1e Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |
| A2 | Lot 2 Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |
| A3A | Lot 3a Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |
| A3B | Lot 3b Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |
| A3C | Lot 3c Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |
| A41 | Lot 4a Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |
| A42 | Lot 4b Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |
| A5 | Lot 5 Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |
| A6 | Lot 6 Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |
| A71 | Lot 7a Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |
| A72 | Lot 7b Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |
| A73 | Lot 7c Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |
| A74 | Lot 7d Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass/Fail | Pass |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |
| B1 | Mandatory Question for All Lots Part 1:  Social Value | 100/66/33/0 | 33 | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% |
| C1 | Mandatory Question for All Lots Part 2:  Value for Money | 100/66/33/0 | 33 | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% |
| D1 | Lot 1a- International Warehouse Storage | 100/66/33/0 | 33 | 30% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E1 | Lot 1b - Air Freight and Air Charter Services | 100/66/33/0 | 33 |  | 30% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F1 | Lot 1c - Rail Freight | 100/66/33/0 | 33 |  |  | 30% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G1 | Lot 1d - Road Freight | 100/66/33/0 | 33 |  |  |  | 30% |  |  |  |  |  |  |  |  |  |  |  |  |  |
| H1 | Lot 1e - Sea Freight | 100/66/33/0 | 33 |  |  |  |  | 30% |  |  |  |  |  |  |  |  |  |  |  |  |
| I1 | Lot 2- Quality Control | 100/66/33/0 | 33 |  |  |  |  |  | 30% |  |  |  |  |  |  |  |  |  |  |  |
| J1 | Lot 3a - Storage | 100/66/33/0 | 33 |  |  |  |  |  |  | 30% |  |  |  |  |  |  |  |  |  |  |
| K1 | Lot 3b - Kitting and Fulfilment Solutions and Services | 100/66/33/0 | 33 |  |  |  |  |  |  |  | 30% |  |  |  |  |  |  |  |  |  |
| L1 | Lot 3c Transport and Distribution | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  | 30% |  |  |  |  |  |  |  |  |
| M1 | Lot 4a - Residential Collections and Drop off points | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  | 30% |  |  |  |  |  |  |  |
| N1 | Lot 4b- Specialist Collection and Delivery Services | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  |  | 30% |  |  |  |  |  |  |
| O1 | Lot 5 - Disposal and Recycling Services | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  |  |  | 30% |  |  |  |  |  |
| P1 | Lot 6 - Print Services | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  |  |  |  | 30% |  |  |  |  |
| Q1 | Lot 7a- Cardboard Packaging | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  |  |  |  |  | 30% |  |  |  |
| R1 | Lot 7b - Corrugated Packaging | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30% |  |  |
| S1 | Lot 7c - Plastic and Security Packaging | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30% |  |
| T1 | Lot 7d - Medical Packaging | 100/66/33/0 | 33 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30% |

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

1. **Price evaluation**

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

* 1. How to complete your Pricing Matrix:
  2. Each Lot/ Sub Lot has a different Pricing Matrix, please refer to the table at section 8.1 which details which Pricing Matrix should be completed for each Lot/ Sub Lot .
  3. Please ensure you complete the correct Pricing Matrix for the Lot/ Sub Lot you are bidding for.
  4. Read and understand the instructions in the Pricing Matrix, and in this paragraph, before submitting your prices.
  5. Your prices should compare with the quality of your offer.
  6. Your prices must be sustainable and include your operating overhead costs and profit.
  7. You should also take into account our management charge which shall be paid by you to us, as set out in the table below and in the Framework Award form:

| **Management Charge %** | **Lot 1 (including all sub Lots)** | **Lot 2** | **Lot 3 (including all sub lots)** | **Lot 4 (including all sub lots)** | **Lot 5** | **Lot 6** | **Lot 7 (including all sub lots)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 0.75% | 0.5% | 0.5% | 0.25% | 0.55% | 0.5% | 0.5% |

Your prices submitted must :

* + exclude VAT.
  + be exclusive of expenses/travel and subsistence
  + be in british pounds sterling, up to two decimal places
  + submitted up to two decimal places
  1. Zero or negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.
  2. 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.
  3. You must download and complete the correct Pricing Matrix Attachment 3 for the Lot(s)/Sub lot(s) you are submitting a bid for. Please refer to the table at section 8.1 which details which Pricing Matrix should be used for each Lot/ Sub Lot.
  4. Provide a price, where one has been requested, in the cells highlighted yellow, orange and white. Full instructions on how to complete each Price Matrix is provided on the instructions tab of the Pricing Matrix, there may be further price requirements in each Pricing Matrix.
  5. When you have completed your pricing matrix, you must upload this into the eSourcing suite at question PQ1 to PQ17 in the commercial envelope.The table at section 8.1 details which question applies to each lot/ sub lot. If you do not upload your Pricing Matrix to the correct question your bid may be rejected from this competition.
  6. Do not alter, amend or change the format or layout of the Pricing Matrix Attachment 3.

**Price evaluation process**

* 1. This is how we will evaluate your pricing:
  2. We will check you have completed all the yellow, orange and white cells for each lot you are bidding for.
  3. Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero or negative prices will not be accepted.
  4. The Price evaluation will be undertaken separately to the Quality evaluation process.
  5. The bidder with the lowest total basket price will be awarded the maximum mark available (a Price score of 40).
  6. All other bidders will get a price score relative to the lowest total basket price.
  7. Each individual Pricing Matrix will highlight in red outline the total basket price that will be used for evaluation purposes.
  8. The calculation we will use to evaluate your total basket price, for each lot you are bidding for, is as follows:

| Price Score |  | Lowest total basket price |  | 40 (maximum mark available) |
| --- | --- | --- | --- | --- |
| = |  | x |
|  | Bidders total basket price |  |

Example applicable for all lots:

| Bidder A |  | Bidder B |  | Bidder C |
| --- | --- | --- | --- | --- |
| Total basket price |  | Total basket price |  | Total basket price |
| £ 1,300,000.00 |  | £ 1,500,000.00 |  | £ 1,600,000.00 |
|  |  |  |  |  |

* 1. Bidder A has the lowest basket price of £1,300,000.00. Bidder A is awarded the maximum mark available for price, which is 40.
  2. Bidder B submits a total basket price of £1,500,000.00. Bidder B is awarded a price score of 34.67
  3. Bidder C submits a total basket price of £1,600,000.00 and is awarded a price score of 32.50
  4. Once your Price score has been calculated we will calculate the median range of all bidders Price scores per Lot/ Sub Lot using the Excel function MEDIAN.
  5. The median range is the middle number of a data set when placed in order from least to greatest. In this case our data set will be the Price score of each bidder for each Lot/ Sub Lot. The Price scores for each Lot/ Sub Lot will be ordered from least to greatest and the median range will be calculated for each Lot/ Sub lot.
  6. In the case where the total number of values in the data sample is odd, the median is simply the number in the middle of the list of all values. When the data sample contains an even number of values, the median is the mean (the sum of all values in the data set, divided by the total number of values) of the two middle values.
  7. If any Lot or Sub Lot only receives 1 bid, the median will be that Price Score.
  8. Once the median range is calculated for each Lot/ Sub Lot any score at the median range or above for each Lot/ Sub Lot will be deemed acceptable. A threshold will then be set at 95% below the median range. If your score falls below the median range, you must score within 95% of the median range for each Lot or Sub Lot. Any score that is more than 95% below the median range will be excluded from the competition.
  9. In order to illustrate this further some worked examples have been provided below:

**Example A**

|  | **Bidder A** | **Bidder B** | **Bidder C** | **Bidder D** | **Bidder E** | **Bidder F** | **Bidder G** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Price Score** | 1 | 6 | 13 | 25 | 29 | 38 | 40 |

| **Median Range** | **25** |
| --- | --- |
| Acceptable Price score above the Median Range | 25+ |
| Acceptable Threshold below Median Range | 1.25 to 24.99 |

Bidder A failed to achieve a Price Score of 1.25 or above and would therefore be excluded from the competition.

**Example B**

|  | **Bidder A** | **Bidder B** | **Bidder C** | **Bidder D** | **Bidder E** | **Bidder F** |
| --- | --- | --- | --- | --- | --- | --- |
| **Price Score** | 16 | 25 | 27 | 33 | 33 | 40 |

| **Median Range** | **30** |
| --- | --- |
| Acceptable Price score above the Median Range | 30+ |
| Acceptable Threshold below Median Range | 1.50 to 29.99 |

All Bidders have achieved the minimum Price score as their price scores are all between 1.50 to 29.99 or 30+.

**Abnormally low tenders**

* 1. Where we consider any of the total basket prices 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).
  2. If your explanation is not acceptable, we will reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

1. **Final decision to award**
   1. How we will calculate your final score
   2. We will add your Quality score to your Price score to calculate your final score.

Example:

| Bidder | Quality Part 1 score | Quality Part 2 score | Price score | Final score |
| --- | --- | --- | --- | --- |
| (Maximum score available 10) | (Maximum score available 50) | (Maximum score available 40) | (Maximum score available 100) |
| Bidder A | 10 | 39.80 | 35 | 84.80 |
| Bidder B | 6.60 | 50 | 40 | 96.60 |
| Bidder C | 3.30 | 50 | 20 | 73.30 |

1. **Intention to award**
   1. You can submit a bid for one or more Lot/ Sub Lot.
   2. We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send an intention to award letters to all bidders who are still in the competition i.e. who have not been excluded.
   3. 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.
   4. 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)/ Sub Lot(s) that have not been challenged.
   5. 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.
2. **Framework contract** 
   1. You must sign and return the framework contract **within 10 days** of being asked. If you do not sign and return, and if you fail to meet this deadline we reserve the right to withdraw the offer of the Framework Agreement.
   2. 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.
   3. This means:

● Employer’s (Compulsory) Liability Insurance = £5,000,000

● Public Liability Insurance = £1,000,000

● Professional Indemnity Insurance is applicable only to Lots 2 and 6 = £1,000,000

● Cyber Essentials certificate which is required for all Lots.

● ISO/IEC 27001 Information Security Management or equivalent this applies to Suppliers and Sub-contractors and is required for all Lots.

● ISO9001 Quality Management this applies to Suppliers and Key Subcontractors and is required for Lots 2, 3a, 6 and 7.

● ISO13485 Medical Devices this applies to Suppliers and Key Subcontractors and is required for Lot 3b only.

If you have indicated that you are working towards:

● Cyber Essentials or Cyber Essentials Plus certificate, you will be required to provide evidence of the certification within thirty (30) days of the Framework Start Date

● ISO/IEC 27001 or equivalent certification, you will be required to provide evidence of the certification within thirty (30) days of the Framework Start Date

● For Lots 2, 3a, 6 and 7 only ISO9001 certification you are required to provide evidence of certification within thirty (30) days of the Framework Start Date

● For Lots 3b only ISO13485 certification you are required to provide evidence of the certification within thirty (30) days of the Framework Start Date

Please note you will not be able to bid for or be awarded any Call Off Contracts until you have submitted to CCS the following certifications.

● Cyber Essentials or Cyber Essentials Plus certificate

● ISO/IEC 27001 Information Security Management or equivalent

● For Lots 2, 3a, 6 and 7 only ISO9001 Quality Management

● For Lots 3b only ISO13485