

Invitation to tender

Attachment 2 – How to bid

**RM6171 Courier and Specialist Movements**

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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 1-6, ensure you read paragraph 3 of attachment 1 – About the framework.
	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. **How to submit your bid in the eSourcing suite**
	1. Your bid must be **entered into the eSourcing suite**. We can only accept bids that we receive through the eSourcing suite.
	2. Responses to the selection questionnaire (qualification envelope), quality questionnaire (technical envelope) and the price questionnaire (commercial envelope) must be answered online in the eSourcing suite.
	3. You are also required to complete and upload the following attachments (if applicable) to the relevant selection questions in the eSourcing suite:
* **Attachment 2b – Evidence of Contract Example (for each applicable Lot you are bidding for)** – complete the template in accordance with the instructions provided and upload to the relevant questions in part 11 of Technical and Professional Ability in the eSourcing suite (qualification envelope).

**Attachment 3 - Pricing Matrix (a-f) –** complete each Price Matrix for the Lots you are bidding for. Complete them in accordance with the instructions provided in the Pricing Matrix and upload your completed Pricing Matrix to question PQ1-PQ6 in the eSourcing suite (Commercial envelope).

* **Attachment 4 - Information and Declaration Workbook** – if you are relying upon any other organisation, including key subcontractors or consortium members to meet the selection criteria, they must get each of the organisations to complete this attachment. You must then attach and upload each of the populated attachments to the relevant selection questions in the eSourcing suite (Qualification envelope).
* **Attachment - 6 Consortia details** – if you are bidding as the lead member of a consortium, complete and upload this attachment to the relevant selection question in the eSourcing suite (qualification envelope).
* **Attachment 7 - Key Subcontractor details** – if you intend to use Key Subcontractors in your bid, complete and upload this attachment to the relevant selection question in the eSourcing suite (Qualification envelope).
1. **Selection stage**
	1. Please refer to Attachment 2a – Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (qualification envelope).
	2. 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.
	3. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
	4. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
	5. 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.
	6. You must ensure you read the instructions contained within the evidence of contract example certificate for each Lot (Attachment 2b) carefully and ensure that you allow plenty of time to send to your contract referee for them to complete and return to you.
	7. You will need to submit one (1) completed Attachment 2b for each Lot in which you are bidding for. Please be aware that it is essential that you clearly and unambiguously fall within the scope of the requirement for each Lot you are bidding for, as set out in Framework Schedule 1 (Specification).
	8. Remember CCS may contact the contract referee to verify the information provided in your Attachment 2b certificates, if the contract referee cannot or will not verify the information provided; or fails to respond to a verification request from us your bid may be rejected and you will be excluded from the competition. We will tell you why your bid has been excluded.
	9. Additionally, if you fail to provide the information we have asked for in the Attachment 2b certificate(s), or the information provided in the Attachment 2b does not clearly and unambiguously fall within the scope of the requirement for each Lot in which you are bidding for, as set out in Framework Schedule 1 (Specification), your bid will be deemed not compliant and you will be excluded from this competition. We will tell you why your bid has been excluded.
2. **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 the **evaluation guidance**.
3. **Selection** **questionnaire**
	1. Please refer to Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (qualification envelope).
4. **Selection criteria**
	1. We may exclude you from the competition at the selection stage if:
		* your bid is non-compliant
		* 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 receive a ‘fail’ for any of the selection questions contained in part 11 technical and professional ability of Attachment 2a. For the avoidance of doubt, if a customer indicates OPTION B when completing TABLE B of Attachment 2b or cannot or will not verify the information you have provided, this will result in you being awarded a fail. If the Contract Customer fails to respond to a verification request from CCS this will also result in you being awarded a fail;
		* 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. **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.

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 4 ‘Timelines for the competition’ and paragraph 4 ‘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**
	1. The Award Stage consists of a quality evaluation (see paragraph 10 of this document) and a price evaluation (see paragraph 12 of this document).
	2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
	3. The weighting for the quality evaluation is 60 marks; and, the price evaluation is worth 40 marks for all Lots 1 to 6.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lot** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Quality weighting** | 60% | 60% | 60% | 60% | 60% | 60% |
| **Price weighting** | 40% | 40% | 40% | 40% | 40% | 40% |

1. **Award process**
	1. What YOU need to do
* Answer the Quality questions section A and section B and Section C and D of the quality questionnaire in the eSourcing suite in the Technical envelope.
* Complete the Attachment 3 – Pricing Matrix for the Lot(s) in which you are bidding.
* Upload your completed Pricing Matrix for the Lot you are bidding for into the eSourcing suite in the Commercial envelope to the relevant question in the below table:

|  |  |  |
| --- | --- | --- |
| **Lot** | **Pricing Attachments to be completed** | **Upload completed pricing matrix to following questions** |
| Lot 1 | Attachment 3a - Pricing Matrix Lot 1 | PQ1 |
| Lot 2 | Attachment 3b - Pricing Matrix Lot 2 | PQ2 |
| Lot 3 | Attachment 3c - Pricing Matrix Lot 3 | PQ3 |
| Lot 4 | Attachment 3d - Pricing Matrix Lot 4 | PQ4 |
| Lot 5 | Attachment 3e - Pricing Matrix Lot 5 | PQ5 |
| Lot 5 | Attachment 3e - Pricing Matrix Lot 6 | PQ6 |

7.2 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 or if you have not met a minimum quality score, as set out, in the table at paragraph 11.2 for each scored question, 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 at paragraph 10.9 for an example of how your **quality score** for each lot will be calculated. |
| 5. | **Evaluate Pricing Lots 1 to 6**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 12 – Price Evaluation. |
| 6. | **Final Score**Your quality score will be added to your price score, to create your final score as illustrated in Section 13- Final decision to award. |
| 7. | **Award** Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**
	1. Question AQA1, is a mandatory question and will be evaluated PASS / FAIL. If you answer no to this question, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
	2. Questions B1, B2 and B3 in section B of quality questionnaire are generic questions and are applicable to all Lots and will be scored as detailed at paragraph 10.9.
	3. Questions C1, C2, C3, C4, C5 and C6 of the quality questionnaire are Lot specific questions for Lots 1-6 and will each be scored as detailed at paragraph 10.9.
	4. Questions D1, D2, D3, D4, D5 and D6 are for information only. These questions are not scored but will form part of your framework contract. Your responses along with all other scored quality question responses will be inserted into Framework Schedule 2 (Framework Tender).

* 1. 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.
	2. Each of the quality questions, in sections B, and C of the quality questionnaire will be independently assessed by our evaluation panel.
	3. 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 the weighting to calculate your weighted mark for that question.
	4. Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.
	5. Please see tables A to F below for an example of how your quality score will be calculated.

**Table A – Lot 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Question** | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| **B1** | **Supply Chain Management and continuity of service** | 10% | 100 | 100 | 10.00 |
| **B2** | **Security** | 15% | 100 | 100 | 15.00 |
| **B3** | **Social Value** | 10% | 100 | 100 | 10.00 |
| **C1** | **Collection and Delivery** | 25% | 100 | 100 | 25.00 |
| **Quality score**  | **60.00** |

**Table B – Lot 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Question**  | **Question Weighting**  | **Maximum mark available**  | **Your final mark** | **Your weighted mark** |
| **B1** | **Supply Chain Management and continuity of service** | 10% | 100 | 100 | 10.00 |
| **B2** | **Security** | 15% | 100 | 100 | 15.00 |
| **B3** | **Social Value** | 10% | 100 | 100 | 10.00 |
| **C2** | **Secure Services**  | 25% | 100 | 100 | 25.00 |
| **Quality score** | **60.00** |

**Table C – Lot 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Question**  | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| **B1** | **Supply Chain Management and continuity of service** | 10% | 100 | 100 | 10.00 |
| **B2** | **Security** | 15% | 100 | 100 | 15.00 |
| **B3** | **Social Value** | 10% | 100 | 100 | 10.00 |
| **C3** | **Secure Collection and Delivery of Examination and Test Papers and Materials**  | 25% | 100 | 100 | 25.00 |
| **Quality score**  | **60.00** |

**Table D – Lot 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Question**  | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| **B1** | **Supply Chain Management and continuity of service** | 10% | 100 | 100 | 10.00 |
| **B2** | **Security** | 15% | 100 | 100 | 15.00 |
| **B3** | **Social Value** | 10% | 100 | 100 | 10.00 |
| **C4** | **Managed Service for Specialist Courier Services** | 25% | 100 | 100 | 25.00 |
| **Quality score** | **60.00** |

**Table E – Lot 5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Question**  | **Question Weighting**  | **Maximum mark available**  | **Your final mark** | **Your weighted mark** |
| **B1** | **Supply Chain Management and continuity of service** | 10% | 100 | 100 | 10.00 |
| **B2** | **Security** | 15% | 100 | 100 | 15.00 |
| **B3** | **Social Value** | 10% | 100 | 100 | 10.00 |
| **C5** | **Managed Service for Explosive Substances (Class 1), Firearms and Weapons** | 25% | 100 | 100 | 25.00 |
| **Quality score**  | **60.00** |

**Table F – Lot 6**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question**  | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| **B1** | **Supply Chain Management and continuity of service** | 10% | 100 | 100 | 10.00 |
| **B2** | **Security** | 15% | 100 | 100 | 15.00 |
| **B3** | **Social Value** | 10% | 100 | 100 | 10.00 |
| **C6** | **Managed Service for Specialist Items and Vehicles**  | 25% | 100 | 100 | 25.00 |
| **Quality score**  | **60.00** |

1. **Award quality questionnaire**
	1. The quality questionnaire is split into three sections:
* Section A – Mandatory questions
* Section B – Generic question
* Section C – Lot specific questions
* Section D – information only questions applicable to all lots
	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:

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| --- | --- |
| **Section A – Lot specific Mandatory service requirements**  | **Marking scheme** |
|  **A1** | Compliance with Mandatory Service Requirements Framework Schedule 2: Part A – Goods and/or Services for all Lots 1 to 6. | **Pass / Fail** |
|  |
| **Section B – Generic Questions****(All Lots 1, 2, 3, 4, 5 & 6)** | **Marking scheme** | **Minimum Quality Mark** | **Weighting (%)** |
| **B1** | Supply Chain Management & Continuity of Service  | 100/75/50/25/0 | **50** | **10%** |
| **B2** | Security | 100/66/33/0 | **66** | **15%** |
| **B3** | Social Value | 100/75/50/25/0 | **50** | **10%** |

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| **Section C – Lot Specific Questions** | **Marking scheme** | **Minimum Quality Mark** | **Weighting (%)** |
| **Lot 1- C1** | Collection & Delivery | 100/66/33/0 | **66** | **25%** |
| **Lot 2- C2** | Secure Services | 100/75/50/25/0 | **50** | **25%** |
| **Lot 3- C3** | Secure Collection & Delivery of Examination & Test Papers & Materials  | 100/75/50/25/0 | **50** | **25%** |
| **Lot 4- C4** | Managed Service for Specialist Courier Services | 100/75/50/25/0 | **50** | **25%** |
| **Lot 5- C5** | Managed Service for Explosive Substances (Class 1) Firearms & Weapons | 100/75/50/25/0 | **50** | **25%** |
| **Lot 6- C6** | Managed Service for Asset Recovery | 100/66/33/0 | **66** | **25%** |

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| **SECTION A – MANDATORY SCORED QUESTIONS – ALL LOTS 1-6** |
| **AQA1 COMPLIANCE WITH FRAMEWORK SCHEDULE 1 (SPECIFICATION) FOR LOT 1 AND/OR LOT 2 AND/OR LOT 3 AND/OR LOT 4 AND/OR LOT 5 AND/OR LOT 6**  |
| If you are awarded a Framework Contract, will you unreservedly deliver in full all the mandatory service requirements, as set out in Framework Schedule 1 (Specification) for each lot which you are bidding for.Please answer ‘**Yes’ or ‘No’.****Yes -** You will unreservedly deliver in full each mandatory service requirements for each relevant lot you are bidding for as set out in Framework Schedule 1 (Specification) for lot 1 and/or lot 2 and/or Lot 3 and/or Lot 4 and/or Lot 5 and/or Lot 6 **No** **-** You will not, or cannot, deliver in full all the mandatory service requirements for each relevant lot you are bidding for as set out in Framework Schedule 1 (Specification) for lot 1 and/or lot 2 and/or Lot 3 and/or Lot 4 and/or Lot 5 and/or Lot 6  |
| **A1 Response guidance**This is a Pass/Fail question. If you cannot or are unwilling to select ‘**Yes’** to this question, you will be disqualified from further participation in this competition.You are required to select either option **YES, NO** from the drop down list.Providing a ‘Yes’ response means you will unreservedly deliver in full all the mandatory service requirements each relevant lot you are bidding for as set out in Framework Schedule 1 (Specification) for lot 1 and/or lot 2 and/or Lot 3 and/or Lot 4 and/or Lot 5 and/or Lot 6 If you select ‘**No**’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the mandatory service requirements each relevant lot you are bidding for as set out in Framework Schedule 1 (Specification) for lot 1 and/or lot 2 and/or Lot 3 and/or Lot 4 and/or Lot 5 and/or Lot 6 you will be excluded from further participation in this competition. |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘**Yes**’ confirming that you will unreservedly deliver in full all the mandatory service requirements each relevant lot you are bidding for as set out in Framework Schedule 1 (Specification) for lot 1 and/or lot 2 and/or Lot 3 and/or Lot 4 and/or Lot 5 and/or Lot 6. |
| Fail  | You have selected **‘No’** confirming that you will not, or cannot, deliver in full all the mandatory service requirements each relevant lot you are bidding for as set out in Framework Schedule 1 (Specification) for lot 1 and/or lot 2and/or Lot 3 and/or Lot 4 and/or Lot 5 and/or Lot 6  |

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| **SECTION B – GENERIC QUESTIONS** |
| **AQB1 – SUPPLY CHAIN MANAGEMENT AND CONTINUITY OF SERVICE** |
| CCS requires you to demonstrate how you will provide continuity of supply throughout the duration of the Framework Contract for each lot which you are bidding for. You are required to demonstrate how you will provide the assurance of continuity of supply which will ensure continuity of service is provided to the buyers in line with the Framework Schedule 1 - Specification. |
| **AQB1 Response guidance** **All bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas:1. Demonstrate how the relationships you have with Supply Chain Key Subcontractors will be formalised and effectively managed and how you will proactively seek to ensure quality within the supply chain.
2. Demonstrate the process you will have in place to manage critical points of failure within the supply chain to avoid disruption to continuity of supply of quality service provision to the buyer at all times.
3. Demonstrate how your organisation intends to deliver a diverse supply chain through promotion of supply chain opportunities with SMEs & Social Enterprise as set out in Framework Schedule 1 – Specification - Section 3.19 - Our Social Value Priorities.
4. Demonstrate how you intend to ensure that your organisation will deliver safe and secure supply chains that address Modern Slavery and exploitation within your supply chain as set out in Framework Schedule 1 – Specification - Section 3.19 - Our Social Value Priorities.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d) You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.**Maximum character count – 8,000 characters including spaces and punctuation.** You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes B1(i), B1(ii), B1(iii) and B1(iv) each box has a character count of 2,000 characters. |

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| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |

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| **AQB2 – SECURITY**  |
| CCS requires you to provide services in line with the Mandatory security requirements throughout the duration of the Framework Contract for each lot which you are bidding for. For this requirement you are required to demonstrate how you will provide services in line with the mandatory security requirements in line with Framework Schedule 1 – Specification - Section 3.13 to 3.15. |
| **AQB2 Response guidance** **All bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas:1. Demonstrate the processes that you will have in place to ensure that all your employees/personnel provide the Services in accordance with the Mandatory Security Requirements, specifically in relation to Personnel & Vehicle security as ref in para 3.13.5 and 3.13.9).
2. Demonstrate how you will manage the ongoing driving standards of the driving personnel who are associated with the delivery of the Service requirement including monitoring conformance to all road traffic conditions, regulations and legislation.
3. Demonstrate how you will assess your Subcontractors to ensure their personnel standards adhere to the Framework standards at all times, as set out in Framework Schedule 1 – Specification - Section 3.13.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes B2(i), B2(ii), B2(iii) and B2(iv) each box has a character count of 2,000 characters. |
| **Marking scheme 100/66/33/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.ORA response has not been provided to this question. |

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| **AQB3 – SOCIAL VALUE** |
| CCS requires you to demonstrate how you will align to the UK Government Social Value Agenda throughout the duration of the Framework Contract for each lot which you are bidding for.You are required to demonstrate the steps you will take to become more environmentally sustainable. How you will deliver services and support the Government’s Environmental and Sustainability targets, promoting sustainable production and consumption, improvement in environmental quality.You are required to demonstrate how you will approach minimising any negative environmental impacts of your service deliverable, in line with Framework Schedule 1 – Specification - Section 3.24 – Environment and Sustainability. |
| **AQB3 Response guidance** **All bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas:1. Demonstrate how your organisation will ensure that resources are used more efficiently to reduce your environmental impacts.
2. Demonstrate how your organisation will promote reuse and recycling within the service offering.
3. Demonstrate the reporting and action plans you will produce and how they will ensure you support this key UK government agenda item.
4. Demonstrate how you will work towards contributing to the Government’s zero omissions target.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes B3(i), B3(ii), B3(iii) and B3(iv) each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |

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| **SECTION C – LOT SPECIFIC QUESTIONS** |
| **LOT 1 – C1 - COLLECTION AND DELIVERY** |
| CCS requires you to provide an effective Collection and Delivery Service in line with the Mandatory Requirements for Lot 1 throughout the duration of the Framework Contract.You are required to demonstrate how you will ensure you meet all overnight consignment deliveries and economy consignment delivery speeds, sortation and proof of delivery processes to ensure service is provided to the buyers in line with the Mandatory Requirements for Lot 1 as specified in Framework Schedule 1 – Specification – Section 5 Collection and Delivery. |
| **C1 Response guidance** **Lot 1 Bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas: 1. Demonstrate the processes you will have in place to ensure you are able to meet the overnight delivery and economy speeds as per Framework Schedule 1 – Specification – Sections 5.1 and 5.2.
2. Demonstrate the sortation processes you will have in place and how those processes will ensure all consignments are delivered in line with each buyers individual requirements as detailed in Framework Schedule 1- Specification - Section 5.1.3.
3. Demonstrate how the processes you will have in place, will ensure that you can meet all Buyers requirements for a proof of delivery for their consignments in line with Framework Schedule 1- Specification - Section 5.1.5.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c) You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes C1(i), C1(ii), C1(iii) and C1(iiii) each box has a character count of 2,000 characters. |
| **Marking scheme 100/66/33/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.ORA response has not been provided to this question. |

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| **LOT 2 - C2 - SECURE SERVICES**  |
| CCS requires you to provide the Mandatory Security Services in line with the Mandatory Requirements for Lot 2 throughout the duration of the Framework Contract.You are required to demonstrate how you will ensure you meet all the security requirements, and how you will confirm all the secure delivery services of Level 1 and Level 2 to the buyer. Your response must demonstrate a secure same day service and secure overnight service is provided to the buyer in line with Framework Schedule 1 – Specification – Section 7. |
| **C2 Response guidance** **Lot 2 Bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas: 1. Demonstrate the processes you will have in place to ensure you can offer the secure overnight delivery speeds ensuring the secure storage of consignments in line with Framework Schedule 1 – Specification – Section 7.1.
2. Demonstrate the processes you will have in place to ensure that the items are securely delivered by the same day service in line with Framework Schedule 1 – Specification – Section 7.2.
3. Demonstrate how you will deliver Level 1 security requirements, including clearly stating how you will provide each of the level component parts in line with Framework Schedule 1 – Specification – Section 7.3.
4. Demonstrate how you will deliver Level 2 security requirements, including clearly stating how you will provide each of the level component parts in line with Framework Schedule 1 – Specification – Section 7.4.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes C2(i), C2(ii), C2i(iii) and C2((iiii) each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |
|  |  |
| **LOT 3 – C3 – SECURE COLLECTION AND DELIVERY OF EXAMINATION AND TEST**  **PAPERS AND MATERIALS**  |
| CCS requires you to provide Secure Storage and Delivery Services throughout the duration of the Framework Contract.You are required to demonstrate how you will provide secure overnight and same day deliveries including secure storage for consignments awaiting delivery, to the buyers in line with the Mandatory Requirements for Lot 3 in line with Framework Schedule 1 – Specification – Section 9.  |
| **C3 Response guidance** **Lot 3 Bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas: 1. Demonstrate the processes you will have in place to ensure you can offer the secure overnight and secure same day speeds in line with Framework Schedule 1 – Specification – Section 9.1 and 9.2.
2. Demonstrate the secure storage space provisions that you will have in place and how they will meet the needs of the Buyer including a segregated secure storage area that can be used solely for the use of examination and test papers in line with Framework Schedule 1 – Specification – Section 9.5.3.
3. Demonstrate the processes you will have in place to ensure that all collection and delivery times are adhered to including the processes you will have in place for when failed deliveries occur.
4. Demonstrate the process the Buyer will use to track the parcel / bulk items from collection to delivery, confirming how you will ensure that the consignment is signed for by the individual and how you will ensure delivery confirmation is provided to the Buyer.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes C3(i), C3(ii), C3(iii) and C3((iiii) each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |
|  |  |
| **LOT 4 – C4 - MANAGED SERVICE FOR SPECIALIST COURIER SERVICES**  |
| CCS requires you to provide a total managed service for specialist courier services movements. You are required to demonstrate how you will meet the Buyers requirements throughout the duration of the Framework Contract.You are required to provide the following services to the Buyer, delivery and collection of samples, specimens, pharmaceuticals and documents. Your response must take into account the following mandatory service requirements, Response times, Regulatory requirements, Security and Continual Assurance in line with Framework Schedule 1 – Specification – Section 11.**Key Considerations:*** Secure movement of sample and specimens
* Pharmaceuticals and controlled drug movements
* Medical records movements
 |
| **C4 Response guidance** **Lot 4 Bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas: a) Demonstrate how you will offer the overnight delivery speeds including but not limited to the times set out in Framework Schedule 1 – Specification – Section 11.7 and a same day delivery service in line with Framework Schedule 1 – Specification – Section 11.8.b) Demonstrate how you will ensure that the mandatory regulatory requirements detailed in Framework Schedule 1 – Specification – Section 11.1 and 11.2 will be adhered to at all times, including how you will obtain and maintain the regulatory certifications required for the delivery of this service.c) Demonstrate the processes you will have in place for dealing with all specialist items, and how these specialist items will be transported. Including full tracking processes and the packaging of items which will ensure that all items remain contamination free in transportation.d) Demonstrate your security process and training process that you will have in place and how they will deal with the safe and secure transportation of specialist dangerous items. Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes C4(i), C4(ii), C4(iii), and C4((iiii) each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |

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| **LOT 5 - MANAGED SERVICE FOR EXPLOSIVE SUBSTANCES (CLASS 1), FIREARMS AND WEAPONS** |
| CCS requires you to provide a total managed service for the transportation and disposal of Firearms, Ammunition and Explosive substances throughout the duration of the Framework Contract.You are required to demonstrate how you provide this service in line with the mandatory requirements set out for Lot 5 Framework Schedule 1 – Specification – Section 13. You are also required to include the following key considerations as a minimum, Response times, Regulatory requirements, Security and continual assurance. |
| **C5 Response guidance** **Lot 5 Bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas: 1. Demonstrate how you will ensure that the mandatory regulatory requirements as detailed in Framework Schedule 1 – Specification – Section 13.1 are adhered to at all times. Your response must be clear with regards to how you obtain and maintain the regulatory certifications required for the delivery of this service.
2. Demonstrate how you will transport all dangerous items and the security controls you will have in place to ensure that they are delivered safely and a proof of delivery is provided.
3. Demonstrate the security and training process which you will have in place and how you will ensure that these items are securely dealt including demonstration of the emergency procedures you will have in place.
4. Demonstrate the disposal process you will have in place and how this process ensures that all dangerous items are safely and securely disposed of at all times.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes C5(i), C5(ii), C5(iii) and C5(iiii) each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |
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| **LOT 6 – C6 - MANAGED SERVICE FOR ASSET RECOVERY**  |
| CCS requires you to provide a total managed solution for asset recovery including the transportation, storage and disposal of items and vehicles including the reimbursement of money back to the Buyer following the resale of any asset, throughout the duration of the Framework Contract.You are required to demonstrate how you will provide a solution to securely transport, store and dispose of multiple items including high value items, vehicles including Items confiscated under the Proceeds of Crime Act (POCA). You must include the mandatory service requirements as detailed within Framework Schedule 1 – Specification – Section 15.  |
| **C6 Response guidance** **Lot 6 Bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy this requirement, your response must demonstrate the following key areas: * + - * 1. Demonstrate the process you will use and how you will transport the items and/or vehicles including how you will track items and outline the security procedures you will have in place.
				2. Demonstrate the security controls you will have in place to ensure that any item or vehicle is securely stored and dealt with at all times.
				3. Demonstrate the process you will have in place to ensure that any items which may be classed as assets are accurately valued and how the value is returned to the Buyer to ensure they realise any associated monetary value of the items.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes C6(i), C6(ii), C6(iii) and C6(iiii) each box has a character count of 2,000 characters. |

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| **Marking scheme 100/66/33/0** |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.ORA response has not been provided to this question. |

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| **SECTION D – LOT 1 TO 6 INFORMATION ONLY QUESTIONS** |
| **Non Mandatory Service Capabilities**The following Deliverables are contained within the Non – Mandatory section of Framework Schedule 1 (Specification). If you are able to offer some or all of these Deliverables as part of your bid then please indicate Yes or No in Sections 2.12 through to 2.17 in the eSourcing suite.Please note, the response you provide will be treated as information only and will not be used as part of the evaluation process, however, Buyers *may* consider the range of Mandatory and Non – Mandatory Deliverables as part of any Direct or Further Competition Award at their discretion during the Call Off Procedure.  |
| **LOT 1 – D1 - COLLECTION AND DELIVERY** |
| **Description of Deliverables and Clause Reference** | **Offered by the Bidder?****Yes / No** | **Bidder Comments** | **Evaluated** |
| 6.1 Same Day Collection and Delivery |  |  | **No – Information Only** |
| 6.2 Bulk Collection and Delivery |  |  |
| 6.3 International Delivery |  |  |
| 6.4 Secure Collection and Delivery |  |  |
| 6.6 Mail Screening |  |  |
| 6.7 Fulfilment and Storage |  |  |
| 6.8 Contingent Drivers and Support Services  |  |  |
| 6.9 Packaging |  |  |
| 6.10 Consolidation Sites |  |  |
| **6.5 Regional Courier Solutions** | **Offered by the Bidder?****Yes / No** | **Evaluated** |
| North East |  | **No – Information Only** |
| North West |  |
| Yorkshire and Humber |  |
| East Midlands |  |
| West Midlands |  |
| South East  |  |
| South West |  |
| London |  |
| Northern Ireland |  |
| Scotland |  |
| Highlands and Islands |  |
| Isle of Man |  |
| Isle of Wight |  |
| Channel Islands |  |
|  **INFORMATION ONLY**  |
| **Marking scheme** |  **NOT SCORED**  |
|  |
| **LOT 2 – D2 - SECURE SERVICES** |
| **Description of Deliverables and Clause Reference** | **Offered by the Bidder?****Yes / No** | **Bidder Comments** | **Evaluated** |
| 8.1 Level 3 – Security Requirements |  |  | **No – Information Only** |
| 8.2 Secure Overnight Storage |  |  |
| 8.3 Mail Screening |  |  |
| 8.4 Concierge Services and Specialist Services |  |  |
| 8.5. Secure Bulk Delivery |  |  |
| 8.6 Secure International Deliveries |  |  |
| 8.8 Packaging |  |  |
| 8.9 Consolidation Sites |  |  |
| 8.10 Fulfilment and Storage |  |  |
| **8.7 Regional Courier Solutions** | **Offered by the Bidder?****Yes / No** | **Evaluated** |
| North East |  | **No – Information Only** |
| North West |  |
| Yorkshire and Humber |  |
| East Midlands |  |
| West Midlands |  |
| South East  |  |
| South West |  |
| London |  |
| Northern Ireland |  |
| Scotland |  |
| Highlands and Islands |  |
| Isle of Man |  |
| Isle of Wight |  |
| Channel Islands |  |
|  **INFORMATION ONLY**  |
| **Marking scheme** |  **NOT SCORED**  |
|  |
| **LOT 3 – D3 - SECURE COLLECTION AND DELIVERY OF EXAMINATION AND TEST PAPERS AND MATERIAL** |
| **Description of Deliverables and Clause Reference** | **Offered by the Bidder?****Yes / No** | **Bidder Comments** | **Evaluated** |
| 10.1 International Deliveries |  |  | **No – Information Only** |
|  **INFORMATION ONLY**  |
| **Marking scheme** |  **NOT SCORED**  |
|  |
| **LOT 4 – D4 - MANAGED SERVICE FOR SPECIALIST COURIER SERVICES** |
| **Description of Deliverables and Clause Reference** | **Offered by the Bidder?****Yes / No** | **Bidder Comments** | **Evaluated** |
| 12.1 Movement of Radioactive UN Class 7 |  |  | **No – Information Only** |
| 12.2 Secure International Deliveries |  |  |
| 12.3 Bulk Delivery |  |  |
| 12.4 Transportation of Equipment |  |  |
| 12.5 Training |  |  |
| 12.6 Packaging |  |  |
| 12.7 Destruction/Disposal |  |  |
| 12.8 Storage and Fulfilment |  |  |
| 12.10 Consolidation Sites |  |  |
| **12.9 Regional Courier Solutions** | **Offered by the Bidder?****Yes / No** | **Evaluated** |
| North East |  | **No – Information Only** |
| North West |  |
| Yorkshire and Humber |  |
| East Midlands |  |
| West Midlands |  |
| South East  |  |
| South West |  |
| London |  |
| Northern Ireland |  |
| Scotland |  |
| Highlands and Islands |  |
| Isle of Man |  |
| Isle of Wight |  |
| Channel Islands |  |
|  **INFORMATION ONLY**  |
| **Marking scheme** |  **NOT SCORED**  |
|  |
| **LOT 5 – D5- MANAGED SERVICE FOR EXPLOSIVE SUBSTANCES (CLASS 1), FIREARMS AND WEAPONS** |
| **Description of Deliverables and Clause Reference** | **Offered by the Bidder?****Yes / No** | **Bidder Comments** | **Evaluated** |
| 14.1 International Deliveries |  |  | **No – Information Only** |
| 14.2 Bulk Deliveries |  |  |
| 14.3 Controlled Illegal and Pharmaceutical Drugs  |  |  |
| 14.4 Data |  |  |
| 14.5 Uniforms |  |  |
|  **INFORMATION ONLY**  |
| **Marking scheme** |  **NOT SCORED**  |
|  |
|  |
| **LOT 6 – D6 - MANAGED SERVICE FOR ASSET RECOVERY** |
| **Description of Deliverables and Clause Reference** | **Offered by the Bidder?****Yes / No** | **Bidder Comments** | **Evaluated** |
| 16.1 Regulatory Requirements for the Transportation of Firearms, Explosives and Drugs |  |  | **No – Information Only** |
| 16.3 International Service |  |  |
| 16.4 Administration Requirements for Vehicles |  |  |
| 16.5 Packaging |  |  |
| **16.2 Destruction** | **Offered by the Bidder?****Yes / No** | **Bidder Comments** | **Evaluated** |
| Destruction of Firearms |  |  | **No – Information Only** |
| Destruction of Ammunition |  |  |
| Controlled Illegal Drugs |  |  |
| Destruction of Data i.e Laptops and Mobiles |  |  |
| Destruction of Uniforms |  |  |
| Destruction of food and drink |  |  |
| Destruction of counterfeit goods |  |  |
|  **INFORMATION ONLY**  |
| **Marking scheme** |  **NOT SCORED**  |

1. **Price evaluation**

This paragraph 12 contains information on how to complete the pricing matrix Attachment 3 and the price evaluation process.

* 1. **How to complete your pricing matrix**:
		+ Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.
		+ Your prices should compare with the quality of your offer.
		+ Your prices must be sustainable and include your operating overhead costs and profit.
		+ You should also take into account our management charge of 0.5% which shall be paid by you to us, as set out in the Framework Award form
		+ You should have read and understood the information on TUPE in paragraph 8 of Attachment 1 – About the Framework. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing matrix.

Your prices submitted must :

* + exclude VAT.
	+ be exclusive of expenses/travel and subsistence
	+ be in British pounds sterling
	+ submitted up to two decimal places

Pricing will be based on Lots 2 to 6 on:

1. eight (8) hour Working Day.
2. four (4) hour Half Day rate.
* zero or negative bids will not be allowed
* we will investigate where we consider your bid to be abnormally low
* the prices submitted will be the maximum payable under this Framework
* prices may be lowered at the Call-Off stage. Refer to Framework Schedule 3 – Framework Prices
* you must download and complete Attachment 3 a to f – Pricing Matrix for the Lot(s) you are submitting a bid for
* provide a price, where one has been requested, in the cells highlighted yellow
* provide information where requested in the cells highlighted green, orange and white
* when you have completed your Pricing Matrix, you must upload this into the eSourcing suite at questions PQ1-6 in the commercial envelope. If you do not upload your Pricing Matrix your bid may be rejected from this competition.
* do not alter, amend or change the format or layout of Attachment 3 a to f – Pricing Matrix.
	1. **Price evaluation process**

This is how we will evaluate your pricing:

* we will check you have completed all the yellow and green cells for each Lot you are bidding for.
* 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.
* The price evaluation will be undertaken separately to the quality evaluation process.
* Lot 1 to 6
- The bidder with the lowest total basket price will be awarded the maximum mark available (a price score of 40)
* All other bidders will get a price score relative to the lowest total basket price per Lot 1 to 6.

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 for all Lots

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder A** |  | **Bidder B** |  | **Bidder C** |
| Total basket price |  | Total basket price |  | Total basket price |
| £ 217,000.00 |  | £ 432,000.00 |  | £ 542,000.00 |
|   |   |   |   |   |

1. Bidder A has the lowest basket price of £217,000.00. Bidder A is awarded the maximum mark available for price, which is 40;
2. Bidder B submits a total basket price of £432,000.00. Bidder B is awarded a price score of 20
3. Bidder C submits a total basket price of £542,000.00 and is awarded a price score of 16.
4. **Abnormally low tenders**

Where we consider any of the total basket price(s) you have submitted to have no correlation with the quality of your offer or to be **abnormally low** or will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).

If your explanation is not acceptable, we will reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

1. **Final decision to award**
	1. How we will calculate your final score

We will add your quality score to your price score to calculate your final score in each of the Lots you have submitted a bid for (Lots 1 to 6).

Example Lot 1 to 6:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder** | **Quality score** | **Price score** | **Final score** |
| **(Maximum score available 60)** | **(Maximum score available 40)** | **(Maximum score available 100)** |
| **Bidder A** | 60.00 | 40.00 | 100.00 |
| **Bidder B** | 60.00 | 20.00 | 80.00 |
| **Bidder C** | 50.00 | 16.00 | 66.00 |

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

We will offer the number of successful Bidders a Framework Contract as set out in paragraph 3.6 of Attachment 1 – About the Framework.

The maximum number of Bidders for all Lots of this Framework may increase where two (2) or more Bidders have tied scores in last position only.

1. **Reserved rights**

We also reserve the right to award a Framework to any Bidders whose final score is within 1% of the last position for Lots 1-6.

The last position for Lot 1 is 20th position.

The last position for Lot 2 is 10th position.

The last position for Lot 3 is 10th position.

The last position for Lot 4 is 15th position.

The last position for Lot 5 is 10th position.

The last position for Lot 6 is 10th position.

**Example:** Lot 2

If the Bidder in 10th place, last position has a final score of 60.00

The calculation we will use is:

Lot 2 - 10th place Bidders final score is 60.00

1% of 60.00 = 0.60

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

60.00 - 0.60 = 59.40

So any Bidder whose final score is 59.40 or above will be awarded a Lot 2 place on the Framework.

1. **Intention to award**

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

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

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

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

1. **Framework contract**

You must sign and return the Framework Contract within 10 days of being asked. If you do not sign and return, we will withdraw our offer of a Framework Contract.

The conclusion of a Framework Contract is subject to the provision of due ‘certificates, statements and other means of proof’ for the applicable Lots where Bidders have, to this point, relied on self-certification.

Successful Bidders must provide the documentation below within 30 days of the Framework Commencement date.

 This means:

* Employer’s (Compulsory) Liability Insurance
* Public Liability Insurance
* Cyber Essentials Certificates
* ISO27001 Information Security Management System