



Government  
Property  
Agency

## **Attachment 2 – How to Bid Including Evaluation Criteria**

Contract Reference: GPA: C1000733 – Gov Pass Cards and Associated Goods

### **Contents**

Bid Pack for Competition	1
1. How to Make Your Bid	2
2. How The Evaluation Envelopes Are Structured:	4
3. Award Criteria	9
4. Marking Scheme	11
5. Qualification Envelope Evaluation	11
6. Technical Envelope Evaluation	11
7. Commercial Envelope Evaluation	13
8. Final Decision to Award	14
9. Further Information	14

# 1. How to Make Your Bid

- 1.1. Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.
- 1.2. Remember to:
  - 1.2.1. Decline this Bid Pack if you do not wish to submit a response. If you decline please provide a reason for doing so.
  - 1.2.2. Submit your Standard Questionnaire and Pricing Matrix response via email to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk). We can only accept bids that we receive through this email address.
  - 1.2.3. Submit your card samples to Naomi Clarke, 100 Parliament Street, Room 1.42, London, SW1A 2BQ. We will only accept cards received at this address.
  - 1.2.4. Make sure you answer every question.
  - 1.2.5. Submit your bid and card samples in good time and before the bid submission deadline.
  - 1.2.6. Email ONLY those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us.
  - 1.2.7. Check for communication via email throughout the competition.
  - 1.2.8. If you are unsure, ask questions before the Clarification Questions Deadline.

## **2. How the Evaluation Envelopes are Structured:**

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

### **2.2. QUALIFICATION ENVELOPE**

- Question 1 - Key Participation Requirements (Pass/Fail)
- Question 2 - Conflicts of Interest (Pass/Fail)
- Question 3 - Standard Selection Questionnaire (Pass /Fail)
- Question 4 - Security (Pass/Fail)

### **2.3. TECHNICAL ENVELOPE**

- Question 5 - Technical (Pass/Fail)

### **2.4. COMMERCIAL ENVELOPE**

- Question 6 – Pricing

## QUALIFICATION ENVELOPE

QUALIFICATION - KEY PARTICIPATION REQUIREMENTS		
Response Guidance		
The following questions are 'Pass/Fail' questions. If Potential Bidders are unwilling or unable to answer "Yes", their submission will be deemed non-compliant and shall be rejected.		
Question Number	Question	Your Response
1.1	Do you accept the competition rules as described in Attachment 1 – About the Procurement?	Yes/No
1.2	Have you read, understood and accepted the Bid Pack and all associated attachments, specifically Attachment 3 - Statement of Requirement (SOR)?	Yes/No
1.3	Do you agree, without caveats or limitations, that in the event that you are successful, Attachment 5 - Terms and Conditions will govern the provision of this contract?	Yes/No

QUALIFICATION - CONFLICTS OF INTEREST		
Response Guidance		
Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered.		
Question 2.2 is a Pass / Fail question. Potential Bidders are required to provide details of how the identified conflict will be mitigated.		
The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if Potential Bidders cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Bid will be deemed non-compliant and will be rejected.		
Question Number	Question	Your Response

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

### **QUALIFICATION - Standard Selection Questionnaire**

#### **Response Guidance**

The following questions are pass / fail questions. Potential bidders are required to complete the Standard Selection Questionnaire for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this procurement.

The following questions are 'Pass/Fail' questions. If Potential Bidders are unwilling or unable to answer "Yes", their submission will be deemed non-compliant and shall be rejected.

<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
3.1	Please confirm you have completed all parts of Part 1 of the Selection Questionnaire 'Potential Supplier Information'.	Yes/No
3.2	Please confirm you have completed all parts of Part 2 Exclusion Grounds of the Selection Questionnaire and do not believe you should be excluded under the mandatory grounds listed.	Yes/No
3.3	Please confirm you have completed Section 4 Economic and Financial standing of the Standard Selection Questionnaire.	Yes/No
3.4	Please confirm you have completed Section 6 Professional Technical ability of the Standard Selection Questionnaire.	Yes/No
3.5	Please confirm you have completed Section 8 'Key sub-contractors' and the key-subcontractors have also responded to Part 1 and Part 2 in a separate questionnaire.	Yes/No

**QUALIFICATION - SECURITY****Response Guidance**

The following questions are 'Pass/Fail' questions. If Potential Bidders response is 'No', and they are unable or unwilling to provide details on what measures are in place or do not confirm they will implement this prior to contract commencement date, their bid will be deemed non-compliant and their bid will FAIL.

<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
4.1	Please confirm you can supply a valid Cyber Essentials certificate or are putting in measures to have this in place by the time of contract award and can provide this upon award if your bid is successful.	Yes/No

**QUALIFICATION - TECHNICAL****Response Guidance**

The following questions are 'Pass/Fail' questions. If Potential Bidders response is 'No', their bid will be deemed non-compliant and their bid will FAIL.

<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
5.1	Please confirm you have submitted the card samples as per the instructions in Section 4 Testing below.	Yes/No
5.2	Please confirm you have provided a valid 'Common Criteria' EAL5+ Certification	Yes/No

**COMMERCIAL ENVELOPE****COMMERCIAL – Price**

### Response Guidance

Potential Bidders must enter costs by attaching the relevant Attachment 4 - Price Schedule via email to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk).

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

Question Number	Question	Your Response
6.1	Please attach a completed Price Schedule in response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in Attachment 1 - About the Procurement.	Attachment

## 3. Award Criteria

- 3.1. The award stage consists of a lowest-price technically acceptable evaluation.
- 3.2. The award of the resultant contract will be on the basis of the lowest price bid submitted that meets the minimum technical requirements set out in Attachment 3 Statement of Requirements and the process laid out in this Attachment 2 How to Bid.
- 3.3. **Award process - What you need to do**
  - 3.3.1. Submit the completed Selection Questionnaire and any requested evidence to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk).

- 3.3.2. Answer the questions in section 2 above by submitting your answers in a PDF attachment, and any applicable evidence, to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk).
- 3.3.3. Complete the Attachment 4 – Price Schedule and send via email to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk)
- 3.3.4. Submit your card samples as requested per section 4.3 below to Naomi Clarke, 100 Parliament Street, Room 1.42, London, SW1A 2BQ.

### 3.4. What we will do

#### **QUALIFICATION Evaluation (Compliance Check)**

First, we will complete a mandatory evaluation to make sure that you have completed the Selection Questionnaire, have answered all questions in Section 2 above, that we are in receipt of the requested card samples and you have completed the Attachment 4 - Price Schedule in line with our instructions.

All bids that do not need to be excluded on mandatory grounds as per Part 2 of the Selection Questionnaire and have answered Yes to all questions in Section 2 of Attachment 2 How to Bid, and have submitted the appropriate requested evidence, will pass the qualification evaluation and progress to the economic and financial standing evaluation.

#### **ECONOMIC and FINANCIAL STANDING evaluation**

You are required to complete Section 4 of the Selection Questionnaire confirming you have met the required economic and financial threshold. If you meet the required threshold and you pass the minimum required credit rating as detailed in Schedule 24 - Financial Difficulties, you will progress onto the technical evaluation.

The suppliers will be assessed by our contracting provider Credit Safe to confirm you have met the requirement upon award of the contract.

#### **TECHNICAL Evaluation**

Suppliers that have passed the qualification evaluation and economic and financial standing evaluation will progress to technical evaluation. Of these suppliers we will pass the sample cards provided to our testing team who will confirm whether the supplied cards meet the specifications detailed in Attachment 2 - Statement of Requirements. Details of the testing process can be found in Section 4.4 below.

Suppliers who have successfully passed the Technical evaluation will progress to the Pricing evaluation.



**PRICE Evaluation**

We will consider your price response and conduct compliance checks, review for abnormal bids and conduct any clarifications required to formally evaluate your submission.

However, if you fail to pass the testing phase you will not proceed to the price evaluation.

If we wish to clarify any areas of your bid, bid clarification questions will be issued via email to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk).

**Award**

Award will be made to the successful bidder, subject to contract, who supplied a compliant lowest price response that has successfully passed the qualification, economic and financial standing and Technical Evaluation.

We will notify successful and unsuccessful bidders via email from [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk).

**Standstill**

There will be a standstill period for 10 calendar days which will be a pause between the point when the contract award decision is notified to bidders, and the final contract conclusion, during which time suppliers can challenge the decision. It is a legal requirement imposed through the remedies directives.

## 4. Testing

- 4.1. This section contains information on the requirements from the Supplier for the testing process and how the testing process will be conducted.
- 4.2. Information on the evaluation process can be found in Section 6 below, Technical Envelope.
- 4.3. The bidder shall provide 10 card samples of each requested card type below to Naomi Clarke, 100 Parliament Street, Room 1.42, London, SW1A 2BQ:

**4.3.1 (10) MIFARE Desfire EV2 32kb PVC Cards**

**4.3.2 (10) MIFARE Desfire EV2 32kb Recycled PVC Cards**

**4.3.3 (10) MIFARE Desfire EV3 16kb PVC Cards**

**4.3.4 (10) MIFARE Desfire EV3 16kb Recycled PVC Cards**

**4.3.5 (10) SAM AV3 Cards**

**4.3.6 (10) Blank test cards PVC**

**4.4. The prospective bidder is required to supply the following information a minimum of 48 hours in advance of the delivery date to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk) in order for the Authority to successfully take receipt of the samples: date of delivery, name of delivery driver, name of courier company, registration plate of vehicle.**

**4.5. Failure to send these samples, and/or failure for the cards to be successfully received by the Authority by the bid deadline, will result in your bid being unsuccessful.**

**4.6. The card samples provided will be tested in accordance with the Electronic Authenticity Check and Card print viability test detailed in 7.3 and 7.4 of Attachment 2 - Statement of requirements**

**4.7. The testing team will then advise the Commercial Team which bidders have met the minimum requirements of the technical evaluation.**

**4.8. Before contract commencement a set of card samples will be produced and personalised by the Authority to the required HMG standards using GovPass templates (utilising the above process). These sample cards will be used as a reference for future card samples/tests to ensure consistency with any future supply of MIFARE Desfire cards.**

## **5. Qualification Envelope**

- 5.1. Questions 1, 2, 3 and 4 are mandatory questions and will be evaluated PASS / FAIL. If you fail any of these questions, you will be excluded from the competition. We will tell you that your bid has been excluded.

## **6. Technical Envelope**

- 6.1. Question 5 is a mandatory question and will be evaluated PASS / FAIL. If you fail any of these questions, you will be excluded from the competition. We will tell you that your bid has been excluded.
- 6.2. The sample cards provided will go through a testing process which will be evaluated PASS / FAIL. If any of the cards provided do not pass the testing phase your bid will be rejected.

## **7. Commercial Envelope Evaluation**

- 7.1. This section contains information on how to complete Attachment 4 - Price Schedule and the commercial evaluation process.

### **7.2. How to complete your Attachment 4 – Price Schedule**

- 7.2.1. Read and understand the instructions in the Attachment 4 - Price Schedule, and in this section before submitting your prices.
- 7.2.2. Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.
- 7.2.3. Your prices are to exclude VAT.
- 7.2.4. Pricing is to be inclusive of expenses and delivery for the indicative minimum order quantities in the Price Schedule.
- 7.2.5. Goods with no price entered, such as zero bids, will not be accepted and your bid may be rejected.
- 7.2.6. You must enter the lead time for the goods as indicated within the Price Schedule.
- 7.2.7. You must enter the proposed model where requested within the Price Schedule.

- 7.2.8. You must download and complete the Attachment 4 – Price Schedule. Further detail may be provided within the Attachment 4 – Price Schedule.
- 7.2.9. When you have completed your Attachment 4 - Price Schedule, you must email this to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk). If you do not submit your Attachment 4 – Price Schedule your bid may be rejected from this competition.
- 7.2.10. Do not alter, amend or change the format or layout of the Attachment 4 – Price Schedule.

### **7.3. Commercial Evaluation Process**

- 7.3.1. The lowest total evaluated price will be determined using pricing submitted as part of a compliant bid only and using the following process:
- 7.3.2. We will check you have completed the Attachment 4 – Price Schedule as instructed.
- 7.3.3. We will investigate where we consider your bid to be abnormal if your average total card price over five years, identified in cell I11 on the Price Schedule, is more than 15% lower than the average of all other bidders average total card price over five years submitted.
- 7.3.4. Where we consider any of the total price(s) you have submitted to be abnormally low, we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).
- 7.3.5. If following investigation the Authority determines the abnormally low bid cannot deliver the requirements at the submitted price then the bid may be rejected.
- 7.3.6. The prices submitted will be calculated to form a Total Evaluated Price as detailed within Attachment 4 - Price Schedule.
- 7.3.7. Failure to complete the Attachment 4 - Price Schedule as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.

- 7.3.8. The Bidder with the lowest Total Evaluated Price submitted as part of a compliant bid will be the successful bidder.
- 7.3.9. All unsuccessful Bidders will be informed via email of the result of the competition.

## **8. Final Decision to Award**

- 8.1. The bidder with the lowest total evaluated price submitted, where the bid is deemed compliant, will be awarded the contract, where approved by the Contracting Authority.

## **9. Further Information**

- 9.1. All communications will be conducted via email to [naomi.clarke@gpa.gov.uk](mailto:naomi.clarke@gpa.gov.uk) including notification of outcome.