

Annex B to ITT C17CSAE/700007009 - Contract Award Criteria and Tender Evaluation Process for the C17 Procurement of Cord, Bungee, Thread and other ancillary items.

| Step By Step Tender Evaluation Process "fully detail" | |
|---|---|
| Step 1 | Suppliers must complete and pass the Supplier Assurance Questionnaire (SAQ) on the Defence Sourcing Portal (DSP) |
| Step 2 | The Supplier must confirm that they are Compliant with the criteria set out in Table 1 and have fully completed all required documentation as described in Table 1. Any Non-Compliant answer will result in a "FAIL" Marking for Step 2 and the Tenderer will be disqualified from the competition and no further evidence/information will be marked. |
| Step 3 | If a Tender receives a "PASS" Mark from criteria set out in Step 2, all Tender Evaluation Questions in Table 2 with a "PASS/FAIL" Marking will be assessed (Criteria 1, 2 and 3.) Should any of these answers receive a "FAIL" Marking the Tenderer will be disqualified from the competition and no further evidence/information will be marked. Details of expected information is outlined against each criterion. |
| Step 4 | If a Tender receives a "PASS" Mark against Criteria 1, 2 and 3 in the Tender Evaluation Questions in Table 2, all other Criteria in Table 2 (Criteria 4-7) will be assessed and Tenders will be ranked per question as outlined against the criteria in Table 2. |
| Step 5 | A Tenderers total score for the Non-Cost Criteria, (Criteria 5, 6 and 7) will be divided by the Total Cost of the Tender (Criteria 4 - as per Annex A to the ITT (per £1000)) to achieve the overall score. A working of this calculation can be seen above. |
| Step 6 | The Tender with the highest overall score will be successful in winning the competition. All other Tenders will be deemed unsuccessful. In the event of two or more Tenders receiving identical overall scores, the Tender with the lowest price will be deemed the winner. |

| Table 1: Document Submission and Compliance Checklist | |
|---|--|
| All Tenders must complete and submit the documentation listed: If the Tenderer fails to submit any of the below documentation, the Authority reserves the right to score the Tenderer as a Fail, in which case they will not be evaluated further at Step 2 and will be removed from the competition. | |
| Defform 47 Annex A Completed Schedule 2 Appendix 1 - Statement of Requirement [Priced Copy] Completed Schedule 2 Appendix 2 - Statement of Requirement [Unpriced Copy] Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) – Schedule 5 Hazardous Contractor Deliverables, Materials or Substances Statement – Schedule 6 Timber & Wood Derived Products return – Schedule 7 | Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No |
| All tenders must comply with the following: If the Tenderer does not accept the terms, conditions or this ITT in full, the Authority reserves the right to score the Tenderer as a Fail, in which case they will not be evaluated further at Stage 2 and will be removed from the competition. | |
| Standardised Contracting Terms All DEFCON listed in Section 45 All Special Conditions listed in Section 46 All Processes listed in Section 47 Options Conditions (2x 1 Year options) Schedule 2: Schedule of Requirement - all fields completed for lots bidding on | FULLY COMPLIANT/NON COMPLIANT FULLY COMPLIANT/NON COMPLIANT FULLY COMPLIANT/NON COMPLIANT FULLY COMPLIANT/NON COMPLIANT FULLY COMPLIANT/NON COMPLIANT FULLY COMPLIANT/NON COMPLIANT |

| Table 2 - Non-Cost Tender Evaluation/Contract Award Criteria | | | | |
|--|--|---|---|---------------------------------------|
| Criteria No. | Criteria Description | Marked/ Not Marked | Details of Evaluation Criteria | Markings Applied |
| 1 | Full compliance to the Contract Terms and Conditions | Marked | All items in Table 1 above must be marked as "Compliant" and returns for Contract Schedules 5, 6 and 7 received (NIL returns required) in order for this Criteria to receive a "PASS" Marking. Should an item be marked as "Non-compliant" this criteria will be marked as "FAIL" and the Tenderer will be disqualified from the Competition. | PASS/FAIL |
| 2 | Completed Annex A to the ITT | Marked | Please complete all applicable boxes in the Annex A to the ITT, including the Total Value of Tender. Details of the make up for this Total Sum can be found at Section D of the DEFFORM47. Please note that the Authority reserves the right to disqualify Tenderers where full information has not been provided. | PASS/FAIL |
| 3 | Completed Schedule of Requirement to the Contract | Marked | Please complete all required details in the Schedule of Requirement to the Contract. Further details about completion of the Schedule can be found at Section D to the DEFFORM 47. Any incomplete information will result in a FAIL Marking against this Criteria and the Tenderer will be disqualified from the competition. | PASS/FAIL |
| 4 | Price | Marked | The price evaluation will consist of calculating the total, including delivery and packaging, of each item listed at Schedule 2 for the Years 21/22, 22/23, 23/24 and 24/25 The total price will be calculated by using the Tenderers' price to determine the higher of the following figures; a.The Tenderers' Price x The Estimated Annual Consumption b.The Tenderers' Price x The MOQ | Total price of tender divided by 1000 |
| 5 | Lead Time | Scored 0 - 30 - 70 - 100 as per the description to the right | For Lot 1 the lead times will be scored as follows - The tenderer with 0-1 shortest lead times will be scored 0. Tenderers with 1-2 items with the shortest lead times will score 30. Tenderers with 3-5 items with the shortest lead times will score 70. Tenderers with 6-7 items with the shortest lead times will score 100. Where tenderers have the equal lowest lead time for an item both tenderers shall be included in the final calculation for the overall score for Criteria 5. For Lot 2 the Lead times will be scored as follows - The tenderer with 0-4 shortest lead times will be scored 0. Tenderers with 5-12 items with the shortest lead times will score 30. Tenderers with 13-20 items with the shortest lead times will score 70. Tenderers with 20-25 items with the shortest lead times will score 100. Where tenderers have the equal lowest lead time for an item both tenderers shall be included in the final calculation for overall score for Criteria 5. | Scored |
| 6 | Business Continuity | Scored 0 - 30 - 70 - 100 as detailed in below table | The Tenderer shall provide evidence as to how they will achieve the lead times stated and maintain delivery continuity. This should include details such as how lead times are calculated (and what risk has been included); what, if any are the supply chain risks; and what Supply Chain Management/Business Continuity plans and procedures they will have in place to mitigate disruption. | Scored |
| 7 | Defect Investigation | Scored 0 - 30 - 70 - 100 as detailed in the scoring key below | The Tenderer shall propose in their Tender a procedure for defect investigation in accordance with DEFCON 637 clause 1. This should explain the procedure for reporting, investigation and rectification of all defects. The proposal should be supported by evidence such as existing company procedures and timescales for investigation and rectification. Should the Authority accept the Tenderer's proposal for a defect investigation procedure it shall form part of the resultant Contract. | Scored |

| Marking Key | |
|--------------|--|
| Type of | Details of Outcome |
| PASS/FAIL | Should all answers be marked as a PASS where applicable under the "Markings Applied" column, all scored answers will be added up to provide a total score for this Tender Evaluation. Should any answer receive a FAIL marking where applicable under the "Markings Applied" column then the Tenderer will be deemed unsuccessful, scores will not be considered and they will be disqualified from this competition. Please note that a Compliant answer at Table 1 will receive a "PASS" Mark and a Non-Compliant answer at Table 1 will result in a "FAIL" Mark. |
| Scored 0-100 | Should all PASS/FAIL Questions receive a PASS mark the Scored answers will be ranked from 0 to 100 following the Scoring key below. The total marks available for the scored non-cost criteria is 300. The total score will then be divided by the total value of the relevant Tender (per £1000) to achieve the overall score for each Tender. The Tender with the highest overall score will be deemed the winner of this competition. In the event of two or more Tenders receiving identical overall scores the Tender with the lowest price will be deemed the winner. An example of the final calculation is shown on the tab titled "worked Example". |

| Scoring Key | |
|-------------|--|
| Score | Description |
| 0 | Does not meet the requirements of the criteria. Unsatisfactory information provided with little or no evidence to demonstrate that the tenderer has the requisite capability, experience and resources to deliver the requirement |
| 30 | Satisfies the requirements of the criteria. Information provided with adequate supporting evidence to demonstrate that the tenderer has the requisite capability, experience and resources to deliver the requirement. |
| 70 | Satisfies the requirements of the criteria with some added value. Information provided with good supporting evidence to demonstrate that the tenderer has the requisite ability, experience and resources to deliver the requirement. |
| 100 | Exceeds the requirements of the criteria with comprehensive added value. Robust information provided with strong supporting evidence to demonstrate that the tenderer has the requisite capability, experience and resources to deliver the requirement. |