

Invitation to Tender

Attachment 2 – How to Bid

RM6342 Travel, Transport, Accommodation and Venue Solutions

Contents

[**1.** **How to Make your Bid** 2](#_Toc168405801)

[**2.** **Selection Stage** 3](#_Toc168405802)

[**3.** **Selection Process** 4](#_Toc168405803)

[**4.** **Selection Criteria** 4](#_Toc168405804)

[**5.** **Selection Questionnaire** 5](#_Toc168405805)

[**6.** **Award Stage** 5](#_Toc168405806)

[**7.** **Award Criteria** 6](#_Toc168405807)

[**8.** **Award Process** 6](#_Toc168405808)

[**9.** **Quality Evaluation** 8](#_Toc168405809)

[**10.** **Award Quality Questionnaire** 12](#_Toc168405810)

[**11.** **Price Questionnaire and Evaluation** 14](#_Toc168405811)

[**12.** **Final Decision to Award** 16](#_Toc168405812)

# **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. Bidders can bid for any of Lots 1-3 but they must state their preference and can only win one of lots 1-3. If Bidders are successful on one or more Lots (Lots 1 - 3) they will be awarded a Framework Contract for the Lot they have told us is your preference, in selection question 1.15.2 - 1.15.5. Any bidder can bid and win a place on Lot 4. Bidders who choose to bid for Lot 1 MUST also bid for Lot 4. Please ensure you read section 3.1 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. If you are bidding as a consortium, please submit your bid in the name of the lead member and follow the instructions when completing the Qualification Envelope, including providing the name of the consortium in Section 1.12.2.
  5. If you are bidding as a single entity on a Lot and as a consortium on another Lot, you will need to set up an additional account in the eSourcing Suite. Please submit your bids as follows:
* For your bid as a single entity, please submit your bid in the eSourcing Suite in the name of your organisation.
* For your bid as a consortium, please create an additional account in the eSourcing Suite in the name of your consortium

In both cases, when submitting your bid(s) please continue to follow the instructions when completing the Qualification Envelope section 1.8 Group or Consortium Details.

* 1. If you are bidding as a consortium, each consortium member (other than the consortium member responding to the electronic Selection Questionnaire within the eSourcing Suite) will be required to complete an Attachment 4a – Information Declarations\_Consortium. In this attachment, consortium members will respond to part 1 and 2 Selection Questionnaire declarations and some part 3 selection questions in their own right. It is clearly indicated within the electronic Selection Questionnaire (a copy of which can be found at Attachment 2a Selection Questionnaire) when the consortium member completing the electronic Selection Questionnaire should respond on behalf of ALL consortium members for part 3 selection questions.
  2. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
  3. Make sure you answer every question.
  4. You must submit your bid before the bid submission deadline, in section 5 “Timelines for the competition” in Attachment 1 - About the Framework.
  5. 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.
  6. 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 section 6 “When and how to ask questions” in Attachment 1 - About the Framework.
  7. 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.

# **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. When responding to part 1 and part 2 Selection Questionnaire declarations, you must respond on behalf of all relevant persons in your organisation as per PCR 2015, regulation 57(2), i.e., members of the administrative, management or supervisory body of your organisation including those with powers of representation, decision or control.
  3. If you are relying on any Key Subcontractors to meet the selection criteria within Part 3 of the Selection Questionnaire, you must tell us. If a Key Subcontractor is being relied on to meet Part 3 selection criteria, you must clearly tell us within Attachment 7 – Key Subcontractor Details which criteria you are relying on them for and you must ensure that each of these applicable Key Subcontractors completes Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor and this is submitted via the applicable question within the electronic Selection Questionnaire.
  4. If, following financial assessment, we require you to nominate a guarantor, we will contact you and tell you. You are not permitted to nominate a guarantor for Part 3 – Financial Risk Viability Assessment (FVRA) at the point of tender submission. You must undergo the financial assessment within your own right initially. Should we deem it appropriate to offer you the opportunity to nominate a guarantor post-tender submission, we will also require the nominated guarantor to complete Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor.
  5. In order to comply with PPN 02/23 – Tackling Modern Slavery, we require all Key Subcontractors you have named within Attachment 7 – Key Subcontractor Details to complete Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor and the completed documents must be attached to question 1.14.3 of the electronic Selection Questionnaire.

# **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 on a daily basis. 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**.

# **Selection Criteria**

* 1. We may exclude you from the competition at the selection stage if:
* You, or a member of your consortium, receive a ‘fail’ for any of the evaluated selection questions.
* you, or a member of your consortium, do not pass the economic and financial standing assessment to the satisfaction of CCS.
* your bid is deemed non-compliant.
* 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.
  1. If we exclude you from the competition we will tell you and explain why.

# **Selection Questionnaire**

* 1. Please refer to Attachment 2a Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing Suite (Qualification Envelope).

# **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, including the following specifications carefully, and read more than once:
* Attachment 1a Framework Schedule (All Lots Specification)
* Attachment 1b Framework Schedule (Lot 1 Specification)
* Attachment 1c Framework Schedule (Lot 2 Specification)
* Attachment 1d Framework Schedule (Lot 3 Specification)
* Attachment 1e Framework Schedule (Lot 4 Specification)
* Annex 1 - Additional Defined Terms
* Annex 2 - Local Amendments
* Read each question, the response guidance, marking scheme, evaluation criteria, and the instructions on response parameters and required format.
* Read the contract terms set out at Attachment 9 - Framework Contract Documents.
* If you are unsure, ask questions before the clarification questions deadline See section 5 ‘Timelines for the competition’ and section 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 bid via the eSourcing Suite and to ensure any completion errors are rectified before the bid submission deadline.
* Your prices should be in line with the service level you offer in response to the award quality questions.

# **Award Criteria**

* 1. The Award Stage consists of a quality evaluation (see section 9 of this document) and a price evaluation (see section 11 of this document).
  2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
  3. In this competition, the weighting for the quality evaluation is 60 marks, the weighting for the social value evaluation is 10 marks, and the price evaluation is worth 30 marks.

# **Award Process**

* 1. What YOU need to do
* answer the relevant quality questions of the quality questionnaire in the eSourcing Suite in the Technical Envelope.
  + All Lots Mandatory - Section A
  + All Lots Questions - Section B
  + Lot 1 Questions - Section C
  + Lot 2 Questions- Section D
  + Lot 3 Questions - Section E
  + Lot 4 Questions - Section F
  + Lots 1 & 4 and Lot 1, 2 & 3 Questions - Section G
  + Online Booking Tool Lot 1 & 2 (evaluated) and Lot 3 (is for information only) - Section H - which is Attachment 2d
* Complete the relevant price matrix for the Lot(s) for which you are bidding
  + Lot 1 - Attachment 3a
  + Lot 2 - Attachment 3b
  + Lot 3 - Attachment 3c
  + Lot 4 - Attachment 3d
* Upload your completed price matrix into the eSourcing Suite in the Commercial Envelope to the lot(s) for which you are bidding:
  + Lot 1 - PQ1
  + Lot 2 - PQ2
  + Lot 3 - PQ3
  + Lot 4 - PQ4
  1. What **WE** will do at the award stage

|  |  |
| --- | --- |
| 1. | **Compliance Check**  First, we will do a check to make sure that you completed the questionnaires and 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. | **Moderation**  ​Once the consensus meetings have taken place, the consensus manager(s) will review the consensus marks and reasons for the marks agreed with evaluators for any errors or discrepancies. If any errors or discrepancies are identified, marks may be changed as a result of this moderation exercise. The reasons for revisiting the marks and the outcome of revisiting the marks will be fully recorded. |
| 5. | **Quality Threshold**  If you receive a mark of 0 (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.  Refer to tables at section 9.6 for an example of how your **Quality Score** for each Lot will be calculated. |
| 6. | **Evaluate Pricing**  We will give your pricing to the price evaluation panel, who are different evaluators from those who assess your quality responses.  They will calculate your Price Score using the evaluation criteria in Section 11 – Price Evaluation. |
| 7. | **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. |
| 8. | **Award**  Awards will be made to the successful Bidders following the standstill period, subject to contract. |

# **Quality Evaluation**

* 1. Questions QA1 - QA8 are mandatory questions 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.
  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.
  3. Each of the quality questions, in section B and section C of the quality questionnaire will be independently assessed by our evaluation panel.
  4. 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.
  5. 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.
  6. Please see tables A, B, C and D below for an example of how your Quality Score will be calculated

Table A - Lot 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| QB1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Weighted Quality Score (Part 1) 10%** | | | | | 10.00 |
| QB2 | Customer Satisfaction - Weighting for Lot 1 Only | 20 | 100 | 100 | 20.00 |
| QC1 | Quality of Service - Lot 1 Only | 20 | 100 | 100 | 20.00 |
| QC2 | Cost Optimisation - Lot 1 Only | 20 | 100 | 100 | 20.00 |
| QC3 | Sub-contractors Lot 1 Only | 20 | 100 | 100 | 20.00 |
| QG1 | Quality of Service Lot 1 & 4 Only | 10 | 100 | 100 | 10.00 |
| QG2 | Cost Optimisation Lot 1, 2 & 3 Only | 5 | 100 | 100 | 5.00 |
| QH1 | Attachment 2d - Online Booking Tool - Lots 1, 2 & 3 | 5 | 100 | 100 | 5.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100** |
| **Weighted Quality Score (Part 2) 60%** | | | | | **60.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **70.00** |

Table B - Lot 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| QB1 | Social Value | 100 | 100 | 66 | 66.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 66.00 |
| **Weighted Quality Score (Part 1) 10%** | | | | | 6.60 |
| QB2 | Customer Satisfaction - Weighting for Lot 2 Only | 25 | 100 | 100 | 25.00 |
| QD1 | Quality of Service - Lot 1 Only | 25 | 100 | 100 | 25.00 |
| QG2 | Cost Optimisation Lot 1, 2 & 3 Only | 25 | 100 | 100 | 25.00 |
| QH1 | Attachment 2d - Online Booking Tool - Lots 1, 2 & 3 | 25 | 100 | 100 | 25.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100** |
| **Weighted Quality Score (Part 2) 60%** | | | | | **60.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **66.60** |

Table C – Lot 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| QB1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Weighted Quality Score (Part 1) 10%** | | | | | 10.00 |
| QB2 | Customer Satisfaction - Weighting for Lot 3 Only | 25 | 100 | 100 | 25.00 |
| QE1 | Quality of Service - Lot 3 Only | 25 | 100 | 100 | 25.00 |
| QE2 | Cost Optimisation - Lot 3 Only | 25 | 100 | 100 | 25.00 |
| QG2 | Cost Optimisation Lot 1, 2 & 3 Only | 25 | 100 | 100 | 25.00 |
| QH1 | Attachment 2d - Online Booking Tool - Lots 1, 2 & 3 | N/A | For Information Only | For Information Only | For Information Only |
| **Quality Score (Part 2 out of 100)** | | | | | **100** |
| **Weighted Quality Score (Part 2) 60%** | | | | | **60.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **70.00** |

Table D – Lot 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted quality score** |
| QB1 | Social Value | 100 | 100 | 100 | 100.00 |
| **Quality Score (Part 1 out of 100)** | | | | | 100.00 |
| **Weighted Quality Score (Part 1) 10%** | | | | | 10.00 |
| QB2 | Customer Satisfaction - Weighting for Lot 4 Only | 25 | 100 | 100 | 25.00 |
| QF1 | Sub-contractors Lot 4 Only | 25 | 100 | 100 | 25.00 |
| QF2 | Quality of Service - Lot 4 Only | 25 | 100 | 100 | 25.00 |
| QG1 | Quality of Service Lot 1 & 4 Only | 25 | 100 | 100 | 25.00 |
| **Quality Score (Part 2 out of 100)** | | | | | **100** |
| **Weighted Quality Score (Part 2) 60%** | | | | | **60.00** |
| **Overall Weighted Quality Score (Quality Part 1 and 2)** | | | | | **70.00** |

# **Award Quality Questionnaire**

* 1. The quality questionnaire is split into 3 sections:
* Section A – Mandatory Questions
* Section B – Social Value Question
* Section C – Award Questions
  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** | | **Associated Lots** |
|
| **Section A – Mandatory Service Requirements - Pass/Fail** | | |
| QA1 | Mandatory service requirements - Compliance Competition Rules | All Lots |
| QA2 | Mandatory service requirements - Compliance with Framework Award Form | All Lots |
| QA3 | Compliance with Mandatory Service Requirements Framework Schedule 1: Specification for All Lots | All Lots |
| QA4 | Compliance with Mandatory Service Requirements Framework Schedule 1: Specification for Lot 1 | Lot 1 Only |
| QA5 | Compliance with Mandatory Service Requirements Framework Schedule 1: Specification for Lot 2 | Lot 2 Only |
| QA6 | Compliance with Mandatory Service Requirements Framework Schedule 1: Specification for Lot 3 | Lot 3 Only |
| QA7 | Compliance with Mandatory Service Requirements Framework Schedule 1: Specification for Lot 4 | Lot 4 Only |
| QA8 | Compliance with CCS Price Match Guarantee in all Points of Sale | All Lots |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question** | | **Marking scheme** | **Weighting %** | | | |
| **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** |
| **Section B - Social Value Question** | | | | | | |
| QB1 | Social Value | 100/66/33/0 | 10% | 10% | 10% | 10% |
| **Section C – Award Questions** | | | | | | |
| QB2 | Customer Satisfaction | 100/66/33/0 | 20% | 25% | 25% | 25% |
| QC1 | Quality of Service - Lot 1 Only | 100/75/50/25/0 | 20% |  |  |  |
| QC2 | Cost Optimisation - Lot 1 Only | 100/66/33/0 | 20% |  |  |  |
| QC3 | Sub-contractors Lot 1 Only | 100/66/33/0 | 20% |  |  |  |
| QD1 | Quality of Service - Lot 2 Only | 100/75/50/25/0 |  | 25% |  |  |
| QE1 | Quality of Service - Lot 3 Only | 100/66/33/0 |  |  | 25% |  |
| QE2 | Cost Optimisation - Lot 3 Only | 100/75/50/25/0 |  |  | 25% |  |
| QF1 | Sub-contractors Lot 4 Only | 100/75/50/25/0 |  |  |  | 25% |
| QF2 | Quality of Service - Lot 4 Only | 100/66/33/0 |  |  |  | 25% |
| QG1 | Quality of Service - Lot 1 & 4 Only | 100/66/33/0 | 10% |  |  | 25% |
| QG2 | Cost Optimisation - Lot 1,2 & 3 Only | 100/66/33/0 | 5% | 25% | 25% |  |
| QH1 | Online Booking Tool - Lots 1, 2 & 3 |  | 5% | 25% | For Info Only |  |

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

# **Price Questionnaire and Evaluation**

This section 11 contains information on how to complete the pricing matrix (attachment 3) and the price evaluation process.

|  |  |  |
| --- | --- | --- |
| **Response Guidance**  You must complete attachment 3 for the Lot(s) that you are bidding for, in line with the guidance in attachment 2 - how to bid, paragraphs 11 and 12 and the instructions contained within the price matrix and attach to the question below | | |
| **Question Number** | **Question** | **Your Response** |
| PQ1 | Upload to this question your completed Attachment 3a - Pricing Matrix Lot 1  Please name the file [price\_insertyourcompanyname] | Text Box |
| PQ2 | Upload to this question your completed Attachment 3b - Pricing Matrix Lot 2  Please name the file [price\_insertyourcompanyname] | Text Box |
| PQ3 | Upload to this question your completed Attachment 3c - Pricing Matrix Lot 3  Please name the file [price\_insertyourcompanyname] | Text Box |
| PQ4 | Upload to this question your completed Attachment 3d - Pricing Matrix Lot 4  Please name the file [price\_insertyourcompanyname] | Text Box |

* 1. How to complete your pricing matrix:

Read and understand the instructions in the pricing matrix, and in this section, 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 1% 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 section 6 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, up to two decimal places
  + submitted up to two decimal places

Pricing will be based on:

* + eight (8) hour Working Day
  + 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 – price.
  + You must download and complete the pricing matrix Attachment 3 for the Lot(s) you are submitting a bid for.
  + Further instructions are provided in appropriate Attachment 3a - 3d under the instructions tab.
  + You are permitted to submit a zero discount or price.
  + When you have completed your pricing matrix, you must upload this into the eSourcing Suite at question PQ1, PQ2, PQ3 and/or PQ4 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 the pricing matrix Attachment 3a - 3d Price Matrix.
  1. Price evaluation process

This is how we will evaluate your pricing:

* + We will check you have completed all the required cells for each Lot you are bidding for. Further instructions are provided in Attachment 3 under the instructions tab.
  + Failure to insert an applicable price/percentage may result in your bid being deemed non-compliant and may be rejected from this competition.
  + Remember negative prices will not be accepted.
  + The price evaluation will be undertaken separately to the quality evaluation process.
  + Please refer to Attachment 3e How to bid 1 - 4 - Price evaluation for Lots 1 - 4 for instructions on how your price will be calculated for Lot(s) 1 to 4.
  1. 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** we 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.

# **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.

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder** | **Social Value Score** | **Quality score (excluding Social Value)** | **Price score** | **Final score** |
| (Maximum score available 10) | (Maximum score available 60) | (Maximum score available 30) | (Maximum score available 100) |
| Bidder A | 10.00 | 60.00 | 30.00 | 100.00 |
| Bidder B | 6.60 | 50.00 | 15.00 | 71.60 |
| Bidder C | 3.30 | 50.00 | 12.00 | 65.30 |

We will then rank all Final Scores from highest to lowest.

We will offer the maximum number of Bidders a Framework Contract as set out in section 3.1 of Attachment 1 – About the Framework.

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

Where two (2) or more Bidders have tied scores and are in any position, with the exception of last position, the number of Bidders will fill the positions immediately following the position that they have tied for. For instance where two Bidders are tied in 2nd position they will occupy that 2nd position as well as the 3rd position.

Where there are two or more Bidders who have tied scores and are placed in last position (e.g. 3rd), the Authority will apply a tie breaker and the Bidder who obtained the highest overall Price Evaluation Score will be awarded a place on the Framework Contract.

In the event that price scores are the same in a tie break the Bidder with the highest score for Total Transaction/Booking Fees Tier 1 for Lot 1 to 3 will be awarded a place. For Lot 4 the supplier the Bidder with the highest score for Total Booked Service Management (Commission Retained & Shared) will be awarded a place on the Commercial Agreement.

* 1. Reserved Rights

We also reserve the right to award a Framework Contract to any Bidders whose Final Score is within 1% of the last position. Lot 3 is a single supplier lot and is exempt from this rule.

**Example:** For Lot 1

the last position for Lot 1 is 3rd position.

If the bidder in 3rd place, last position has a final score of 60.00

The calculation we will use is:

Lot 1 – 3rd place bidders final score is 60.00

1% of 60.00 = 0.06

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

60.00 - 0.06 = 59.94

So any bidder whose final score is 59.94 or above may be awarded a Lot 1 place on the framework.

The calculation we will use is:

Percentage difference = N1 – N2 x 100

N1

We will use the larger number as the denominator and

N1 = larger number and N2 = smaller number

For example:

Lot 1 - 3rd place Bidder’s Final Score is 60.00

4th place Bidder’s Final Score = 59.94

We will use the larger number as the denominator.

Percentage difference = 60.00 - 59.94 x 100 = 0.10%

60.00

As this is less than 1% difference the Bidder in 4th place will be awarded a place on the framework.

* 1. Intention to Award

You can submit a bid for one or more Lots. If you have submitted a bid for more than 1 Lot and are successful on more than 1 Lot, you will only be awarded a one place in Lots 1 to 3 on the lot you have told us is your preference in question 1.15.2.

You are not allowed to be awarded a Framework Contract on more than 1 Lot in Lots 1 to 3. Any bidder can bid and win a place on Lot 4. If you choose to bid for Lot 1 you **MUST** also bid for Lot 4.

Please refer to Paragraph 3.1 of Attachment 1 - About the Framework for full bidding restrictions

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’ where Bidders have, to this point, relied on self-certification.

If you have bid as a consortium, the conclusion of a Framework Contract is subject to the provision of due ‘certificates, statements and other means of proof’ from EACH member of the consortium.

This means

* Public liability insurance = £1,000,000
* Professional Indemnity Insurance = £1,000,000
* Employer’s (Compulsory) Liability Insurance = £5,000,000
* Product Liability Insurance = £1,000,000

A valid certificate for each of the standards listed in questions 1.28.2, 1.46.1 - 1.48.1 to and 1.49.1 - 1.49.2 of the Selection Questionnaire and which is relevant to the services you will be providing under the specific Lot.

You are required to send the documentary evidence of the above to no later than the date provided in the Intention to Award letter. Failure to do so may mean that we will withdraw our offer of a Framework Contract.