



Award Decision Recommendation

To: James Power

From: Liam Merchant

Date: 14/01/2019

Tender Ref: SR150989732

Tender Title: TBH Optimisation

The use of this form is mandatory for all procurements.

1. Purpose of this Note

The purpose of this note is to outline the evaluation results of the Award stage of the above procurement exercise and to request a decision regarding the bidders who should be awarded the Contract.

2. Background

Manchester Regional Centre (Phase 1) is due to be completed in the first quarter of 2022. Trinity Bridge House (TBH) in Salford is a Transitional Site, due to remain on the HMRC estate until May 2028.

The business need/requirement was to identify an organisation who can manufacture, store, deliver and install furniture for TBH, both Task (desking, task chair, storage and monitor arms, etc.) and Loose furniture (meeting rooms and collaboration style).

This project is to provide the 'look and feel' of HMRC regional centre for furniture to all floors. The budget for the project falls in the financial year ending 5th April 2019, so all furniture must be manufactured, stored, and paid for by March 2019.

The project will be implemented in two phases as below;

First phase in 2018-19 FY (2nd Floor)

Second phase in 2019-20 FY (for the remaining 6 floors)

Given the specialist nature and urgency of the requirement the decision was taken to conduct a Procurement through a standard furniture call-off from the CCS Furniture and Associated Services Framework (RM3812).

The five suppliers on the framework were invited to tender through an eSourcing event which four submitting bids.

3. The Tender Format

150303 SD14

HMRC Commercial Directorate 5th Floor West, Ralli Quays, 3 Stanley Street. M60 9LA

The tender format was for bidders to provide 'on-line' formal responses to a series of questionnaires contained in the eSourcing event using the HMRC e-sourcing tool. A full evaluation was completed in respect of the information provided by the bidders in response to the questions contained within the Award Criteria questionnaires, which match the Award Criteria stated in the Contract Notice. Retained within the eSourcing event for audit purposes are; the Award Criteria questionnaires used to evaluate the bidders overall suitability to meet the needs; the responses provided by the bidders and all scores including comments.

The specification of requirements were included in the eSourcing event shown in the document embedded below.



Business
Specification Furniture

4. Evaluation Methodology

Various evaluators were allocated to each of the different questionnaires as indicated in the table below.

Criteria	Evaluators
1. Selection Criteria: FORM A Organisation Details, Tendering Instructions, Conditions of Tender	Liam Merchant (Commercial) & Agha Aslam (Commercial).
2. Selection Criteria: FORM B Reg, 57 Exclusion Grounds	Liam Merchant (Commercial) & Agha Aslam (Commercial).
3. Selection Criteria: FORM C Reg 57 Mandatory and Discretionary Exclusion Grounds for Non Payment of Taxes	Liam Merchant (Commercial) & Agha Aslam (Commercial).
4. Selection Criteria: FORM D Reg 58 – Selection Criteria – Economic and Financial Standing	Liam Merchant (Commercial) & Agha Aslam (Commercial).
5. Selection Criteria: FORM E Reg 58 Technical and Professional Ability,	Karen Morris (Commercial), Cath Wootten (Estates) & Sally Kynaston (Estates)
6. Award Criteria: Social, Environmental & Innovative Characteristics	Karen Morris (Commercial), Cath Wootten (Estates) & Sally Kynaston (Estates)
7. Award Criteria: Technical Merit Specification Requirements	Karen Morris (Commercial), Cath Wootten (Estates) & Sally Kynaston (Estates)
8. Award Criteria: Quality	Karen Morris (Commercial), Cath Wootten (Estates) & Sally Kynaston (Estates)
9. Award Criteria: Cost Effectiveness	Liam Merchant (Commercial) & Agha Aslam (Commercial).
10. Award Criteria: Technical Merit Security [delete if not used]	Vicky MacDonell (HR Corporate Security Team)

The evaluation process involved the evaluators reviewing the tender responses 'on-line' within the HMRC e-sourcing tool. The system allows for the evaluators to score the response at question level between 0 and 100 in increments of 20. The system automatically calculates the overall scores taking account of the evaluators score and the weighting importance placed on the question at the outset of the event.

4a. Conflict of interests

All participants in the procurement process completed the conflict of interest's declaration and no conflicts of interest were detected.

5. Moderation

A moderation call took place on Wednesday 19th January 2019 (17:00pm - 18:30pm) between all of the evaluators listed below. Minimum moderation was required with all Evaluators coming to agreement on consensus score markings.

- Karen Morris (Commercial)
- Cath Wootten (Estates)
- Sally Kynaston (Estates)

6. Evaluation Results,

The results from the evaluation process are as per the following

The evaluation process resulted in Senator achieving the highest overall score (92.01%). The results for Tenderers are summarised in the following table.

Criteria and weight	Flexiform Business Furniture Limited	HERMAN MILLER LIMITED	Senator International Limited	Wagstaff Bros Limited
Social, Environmental & Innovative Characteristics score (5%)	4.14%	4.64%	4.40%	4.13%
Technical Merit Security Requirements score (5%)	4.00%	4.24%	4.60%	4.53%
Technical Merit Service Requirements score (50%)	43.00%	37.00%	46.00%	40.19%
Commercial Pricing	£2,570,516.80	2,644,102.23	£2,569,875.78	£2,396,017.40
Commercial Score (40%)	37.00%	38.00%	37.01%	40.00%
Overall Score	88.14%	83.88%	92.01%	87.85%

7. Abnormally low tenders

N/A

8. Benefits

Although the recommended bidder (Senator) did not provide the most competitive commercial proposal, their proposal provided a substantial saving against the Framework Rates of £288,439.86, their Technical proposal was markedly higher than the other bidders giving them the overall MEAT.

Cost analysis is recorded in the attached sheet.



Copy of Catalogue
Savings (TBH).xlsx

9. Recommendation

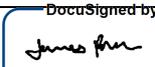
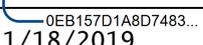
The recommendation is that the organisation who achieved the highest overall score(detailed in 6 above, **Senator International Limited** should be awarded the TBH Optimisation Contract as the benefits detailed in 6 above will be achieved.

10. Sub contractors

N/A

11. Approval

Can you please review this document and, no later than **noon 18/01/2019** provide approval to proceed to full evaluation as per the recommendation in 7 above.

Commercial Approval	Technical Approval
Directorate: Commercial	Directorate: Estates
Name: James Power	Name: Cath Wootten
Signature: 	Signature: 
Date:  1/18/2019	Date:  1/18/2019