

Invitation to tender

Attachment 2 – How to bid

**RM6279** - Buying Better Food and Drink

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# **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. Your bid must beentered into the eSourcing suite (also referred to as the eSourcing tool).We can only accept bids that we receive through the eSourcing suite.
  3. If you are bidding as a Consortium or Special Procurement Vehicle (SPV), 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 1.11.1 of Attachment 2a Selection Questionnaire.
  4. 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.
  5. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
  6. Make sure you answer every question.
  7. You must submit your bid before the bid submission deadline, in paragraph 6 “Timelines for the competition” in Attachment 1 - About the Framework.
  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 7 “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.

# **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. 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.
  2. 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 Attachment 1a - Framework Schedule 1 (Specification)carefully, and read more than once
* 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 paragraph 6 ‘Timelines for the competition’ and paragraph 7 ‘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 paragraph 9 of this document) and a price evaluation (see paragraph 11 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 30% marks, Social Value 10%, and the price evaluation is worth 60%.

# **Award process**

* 1. What YOU need to do
* answer the quality questions Section A, Section B and Section C of the quality questionnaire in the eSourcing suite in the Technical Envelope.
* Complete the price matrix (Attachment - 3 Price Matrix).
* Upload your completed price matrix into the eSourcing suite in the commercial envelope to question PQ1.
  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 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. |
| 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 paragraph 9 for an example of how your **Quality Score** will be calculated. |
| 6. | **Evaluate Pricing**  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 paragraph 11 – Price Evaluation. |
| 7. | **Final Score**  Your Quality Score will be added to your Price Score, to create your Final Score as illustrated in paragraph 14 Final decision to award. |
| 8. | **Award**  Award will be made to the successful Bidder following the standstill period, subject to contract. |

# **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. 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 will then be added together to calculate your Quality Score.
  6. Please see tables A, B and C below for an example of how your quality score will be calculated.

**Table A – Award Criteria**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| AQA1 | Compliance with Framework Schedule 1 - Specification | N/A | PASS/FAIL | N/A | N/A |
| AQB1 | Social Value | 10% | 100 | 100 | 10.00 |
| **Social Value** | | | | | **10.00** |
| AQC1 | Management of the Supply Chain | 9% | 100 | 100 | 9.00 |
| AQC2 | Buyer Satisfaction and Delivering Innovation | 6% | 100 | 100 | 6.00 |
| AQC3 | Delivering Environmental Benefits | 6% | 100 | 100 | 6.00 |
| AQC4 | Providing an Efficient Delivery Service | 9% | 100 | 100 | 9.00 |
| **Quality score** | | | | | **30.00** |

# **Award Quality Questionnaire**

* 1. Please refer to Attachment 2b - Award Questionnaire.
  2. A summary of all the questions in the quality questionnaire, along with the response guidance, marking scheme, and weightings for each question is set out in Attachment 2b - Award Questionnaire.

# **Price evaluation**

* 1. This section 11 contains information on how to complete the pricing matrix (Attachment 3 – Price Matrix) and the price evaluation process.

**How to complete your pricing matrix:**

* 1. Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.
  2. Your prices should compare with the quality of your offer.
  3. Your prices must be sustainable and include your operating overhead costs and profit.
  4. You should also take into account our management charge of 0.25% which shall be paid by you to us, as set out in the Framework Award form.
  5. Your prices submitted must:
  + include VAT.
  + all values submitted must include overhead and profit.
  + be in British pounds sterling, up to two decimal places
  1. Input value restrictions may apply such as non-negative and or greater than zero. The guidance and data validation will state where they apply. We will investigate where we consider your bid to be abnormally low.
  2. Where indicated within Attachment 3 - Price Matrix, prices submitted will be fixed for a predetermined period of time as detailed in Framework Schedule 3 (Framework Prices). Prices can be adjusted throughout the lifetime of the framework at the review periods as detailed in Framework Schedule 3 –Framework Prices.
  3. You must download and complete the pricing matrix (Attachment 3 - Price Matrix)
  4. Any cells where an input is required and the value contributes to the evaluation are coloured yellow.
  5. Any cells where an input is required and the value doesn't contribute to the evaluation are coloured green.
  6. Any cells where an input is optional and the value doesn't contribute to the evaluation are coloured orange.
  7. When you have completed your pricing matrix, you must upload this into the eSourcing suite at question PQ1 in the commercial envelope. If you do not upload your pricing matrix your bid may be rejected from this competition.
  8. Do not alter, amend or change the format or layout of the pricing matrix, Attachment 3 - Pricing Matrix.

# **Price evaluation process**

* 1. This is how we will evaluate your pricing:
* We will check you have completed all the yellow cells. Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition.
* The price evaluation will be undertaken separately to the quality evaluation process.
  1. **Buyer Unique Lines** 
     1. Your maximum charge (£) entered in cells C6 to C8 will be evaluated per the weighting in cells D6 to D8.
     2. The bidder with the lowest maximum charge for each category (e.g. ambient, frozen, chilled) will be awarded the maximum mark available for that category (a weighted score of 5).
     3. All other bidders will get a weighted score relative to the lowest maximum charge.
     4. The calculation we will use to evaluate your Buyer Unique Lines price score, is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Price Score = | Lowest maximum charge | x | 5 (maximum Price Score available) |
| Bidder’s maximum charge |

See next page for Buyer Unique Lines example.

**Buyer Unique Lines - Example**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Bidder A** | | | **Bidder B** | | | **Bidder C** | | |
| **Buyer Unique Lines** | **Maximum Charge** | **Evaluation Weighting** | **Score** | **Maximum Charge** | **Evaluation Weighting** | **Score** | **Maximum Charge** | **Evaluation Weighting** | **Score** |
| Ambient | £5.99 | 5 | 5 | £10.99 | 5 | 2.73 | £25.99 | 5 | 1.15 |
| Frozen | £6.99 | 5 | 2.14 | £15.99 | 5 | 0.93 | £2.99 | 5 | 5 |
| Chilled | £16.99 | 5 | 2.65 | £31.99 | 5 | 1.41 | £8.99 | 5 | 5 |
| **Buyer Unique Lines Total Score** | |  | **9.79** | **Total** |  | **5.07** | **Total** |  | **11.15** |

* 1. Each category buyer unique line will be worked out as follows:
     1. The bidder with the lowest maximum charge for each buyer unique line is awarded the maximum mark available for each buyer's unique line. For example, in Ambient;

1. Bidder A submits a maximum charge of £5.99 and is awarded a price score of 5
2. Bidder B submits a maximum charge of £10.99 and is awarded a price score of 2.73.
3. Bidder C submits a maximum charge of £25.99 and is awarded a price score of 1.15.
   * 1. Each price score for buyer unique lines will be added together to give a total price score for buyer unique lines. In the example above, bidder A has scored a total weighted score of 9.79 for the buyer unique lines.
   1. **Buyer Unique Lines Direct Delivery**
      1. Your maximum charge (£) entered in cells C6 to C8 will be evaluated per the weighting in cells D6 to D8.
      2. The bidder with the lowest total maximum charge for each category (e.g. ambient, frozen, chilled) will be awarded the maximum available for that category (a weighted score of 3.33).
      3. All other bidders will get a weighted score relative to the lowest maximum charge for that category.
      4. The calculation we will use to evaluate your Buyer Unique Lines Direct Delivery price score, is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Price Score = | Lowest maximum charge | x | 3.33 (maximum Price Score available) |
| Bidders maximum charge |

See next page for Buyer Unique Lines Direct Delivery example.

**Buyer Unique Lines Direct Delivery Example**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Bidder A** | | | **Bidder B** | | | **Bidder C** | | |
| **Buyer Unique Lines** | **Maximum Charge** | **Evaluation Weighting** | **Score** | **Maximum Charge** | **Evaluation Weighting** | **Score** | **Maximum Charge** | **Evaluation Weighting** | **Score** |
| Ambient | £5.99 | 3.33 | 3.33 | £10.99 | 3.33 | 1.81 | £25.99 | 3.33 | 0.77 |
| Frozen | £6.99 | 3.33 | 1.42 | £15.99 | 3.33 | 0.62 | £2.99 | 3.33 | 3.33 |
| Chilled | £16.99 | 3.33 | 1.76 | £31.99 | 3.33 | 0.94 | £8.99 | 3.33 | 3.33 |
| **Buyer Unique Lines Direct Delivery Total Score** | |  | **6.51** | **Total** |  | **3.37** | **Total** |  | **7.43** |

* 1. Each category buyer unique line direct delivery will be worked out as follows:
     1. The bidder with the lowest maximum charge for each buyer unique line direct delivery is awarded the maximum mark available for each buyer's unique line direct delivery. For example, in Ambient;
     2. Bidder A submits a maximum charge of £5.99 and is awarded a price score of 3.33.
     3. Bidder B submits a maximum charge of £10.99 and is awarded a price score of 1.81.
     4. Bidder C submits a maximum charge of £25.99 and is awarded a price score of 0.77.
  2. Each price score for buyer unique lines direct delivery will be added together to give a total price score for buyer unique lines direct delivery. In the example above, bidder A has scored a total weighted score of 6.51 for the buyer unique lines direct delivery.
  3. **Core Line Price**
     1. The calculation we will use to calculate your total basket price score is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Total  basket price score = | Lowest total basket price | x | 60 (maximum total basket Price Score available) |
| Bidders total basket price |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A total basket price |  | Bidder B total basket price |  | Bidder C total basket price |
| £217,000 |  | £434,000 |  | £542,500 |

* Bidder A has the lowest basket price of £217,000. Bidder A is awarded the maximum mark available for price, which is 60;
* Bidder B submits a total basket price of £434,000. Bidder B is awarded a Price Score of 30.
* Bidder C submits a total basket price of £542,500 and is awarded a Price Score of 24.
  1. **Scenario Price**
     1. The calculation we will use to calculate your total basket price score is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Total  basket price score = | Lowest total basket price | x | 15 (maximum total basket Price Score available) |
| Bidders total basket price |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A total basket price |  | Bidder B total basket price |  | Bidder C total basket price |
| £50,000 |  | £660,000 |  | £842,500 |

* Bidder A has the lowest basket price of £50,000. Bidder A is awarded the maximum mark available for price, which is 15;
* Bidder B submits a total basket price of £660,000. Bidder B is awarded a Price Score of 1.14.
* Bidder C submits a total basket price of £842,500 and is awarded a Price Score of 0.89.
  1. **Final Price Score**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Bidder A** | **Bidder B** | **Bidder C** |
| Buyer Unique Lines.  Maximum charge price score | 9.79 | 5.07 | 11.15 |
| Buyer Unique Lines. Direct Delivery  Maximum charge price score | 6.51 | 3.37 | 7.43 |
| Total Basket Price Score (Core Line Prices) | 60 | 30 | 24 |
| Total Basket Price (Scenario) | 15 | 1.14 | 0.89 |
| Total Price Score | 91.3 | 39.58 | 43.47 |
| Total Weight Price Score (60%) | 54.78 | 23.75 | 26.08 |

Following the Price evaluation, Bidder A’s Total Weighted Price score is 54.78 which is the highest Weighted Price Score. As per paragraph 14, this score will be added to their Weighted Quality Score to confirm their Final Weighted score.

* 1. Abnormally Low Tenders

Where we consider any of the prices 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** | **Quality score** | **Social Value** | **Price score** | **Final score** |
| (Maximum score available 30) | (Maximum score available 10) | (Maximum score available 60) | (Maximum score available 100) |
| Bidder A | 30.00 | 10 | 60.00 | 100.00 |
| Bidder B | 20.00 | 8 | 55.00 | 83.00 |
| Bidder C | 10.00 | 5 | 40.00 | 55.00 |

We will offer the winning bidder a framework contract as set out in paragraph 3 of Attachment 1 – About 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.

Following the standstill period, and if there are no challenges to our decision, the successful Bidder 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.

This means:

* + 1. Government Buying Standards for Food and Catering (GBSF) services and any subsequent update to this Standard, which can be found online at:

[**https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-food-and-catering-services**](https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-food-and-catering-services)

* + 1. Buyers will discuss their specific accreditation requirements during the Buyer Onboarding process so the Supplier shall also accept standards applicable to smaller businesses such as SALSA. The Supplier will supply Products, via its Supply Chain in accordance with all of the certifications listed below:
    2. Brand Reputation Compliance Global Standards (BRCGS) Global Standard for Food Safety

<https://www.brcgs.com/our-standards/food-safety/>

* + 1. BRCGS Global Standard for Storage and Distribution

<https://www.brcgs.com/our-standards/storage-and-distribution/>

* + 1. BRCGS Global Standard for Agents and Brokers

<https://www.brcgs.com/our-standards/agents-and-brokers/>

* + 1. Food Safety System Certification (FSSC) 22000.

<https://www.fssc22000.com/scheme/fssc-22000-quality/>

* + 1. STS Code of Practice and Technical Standard for Food Suppliers and Distributors

<https://www.elas.uk.com/wp-content/uploads/2019/01/Code-of-Practice-2013-Public-Sector-issue-8.pdf>

* + 1. STS Code of Practice for Manufacture, Distribution and Supply of Food Ingredients by Small, Local or Regional Suppliers (small and micro low-risk suppliers only)
    2. Safe and Local Supplier Approval (SALSA) incorporating the SALSA Standard Food and Drink Production and the SALSA Standard - Brokers, Storage and Distribution

<https://www.salsafood.co.uk/about.php?p=3>

* + 1. British Retail Consortium (BRC)

<https://www.brc.org.uk/>

* + 1. International Featured Standards (IFS) accreditation (site level)

<https://www.ifs-certification.com/index.php/en/standards/251-ifs-food-en>

* + 1. Food Hygiene Rating Scheme (FHRS) - last Environmental Health Office (EHO) inspection and FHRS award, has company, premises, staff been served with a statutory notice

<https://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme>

* + 1. Food Safety Management System (FSMS) Policy
    2. Hazard Analysis Critical Control Point (HACCP) or Food Safety Management System (FSMS) documented system (including work instructions for CCP, monitoring and recording of CCP, company’s supplier approval process)

<https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp>

* + 1. Cyber Essentials Basic
    2. Insurances:

● Employer’s (Compulsory) Liability Insurance\* = £5,000,000

● Public Liability Insurance = £1,000,000

● Professional Indemnity Insurance = £1,000,000

● Product Liability Insurance = £1,000,000

* 1. 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.
  2. You are required to send the documentary evidence of the above 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.