



Crown
Commercial
Service

Invitation to tender Attachment 2 – How to bid

RM1557.12 – G-Cloud 12

Contents

1. How to make your bid	3
2. Selection stage.....	4
3. Selection process.....	4
4. Declaration questions	4
5. Completing your bid.....	4
6. Award process.....	5
7. Intention to award.....	6
8. Framework contract.....	7

1. How to make your bid

- 1.1 Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
- 1.2 You may bid for one or more of the lots, ensure you read paragraph 3 of attachment 1.
- 1.3 Your bid must be entered into the Digital Marketplace. We can only accept bids that we receive through the Digital Marketplace.
- 1.4 We are using the Digital Marketplace to manage this procurement. No paper documents will be issued.
- 1.5 Make sure you answer every question.
- 1.6 You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in attachment 1 - About the framework.
- 1.7 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.8 All communications (including the submission of Applications) will be through the Digital Marketplace (except during the selection process, please refer to paragraph 3). So that all communications relating to this procurement are received, you must ensure that the point of contact you nominate in the Digital Marketplace is accurate at all times as we will not be obliged to contact anyone else.
- 1.9 You must regularly check for messages in the Digital Marketplace throughout the competition. You must log in to your account on the Digital Marketplace and access your message inbox for this competition. You will receive an email when new updates are posted on the Digital Marketplace.
- 1.10 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 Digital Marketplace. Read paragraph 6 “When and how to ask questions” in attachment 1 - About the framework.
- 1.11 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.

2. Selection stage

- 2.1 At the selection stage, we evaluate bidders/applicants' tender submissions. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
- 2.2 In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.

3. Selection process

- 3.1 After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
- 3.2 We may ask you to clarify information you provide, if that is necessary. This will be done either through your Digital Marketplace account or through digitalclarifications@crownccommercial.gov.uk email address.
- 3.3 Don't forget to check for messages in your Digital Marketplace Account throughout the competition.
- 3.4 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. Declaration Questions

- 4.1 We may exclude you from the competition at the selection stage if:
 - you receive a 'fail' for any of the evaluated Declaration questions.
 - any of the information you have provided proves to be false or misleading.
 - you have broken any of the competition rules in paragraph 9 attachment 1 About the framework, or not followed the instructions given in this ITT pack.
- 4.2 If we exclude you from the competition we will tell you and explain why.

5. Completing your bid

- 5.1 When completing your bid you must:
 - Read through the entire ITT pack specifically Framework Agreement Section 1 to Section 4 carefully, and read more than once

- Read each question and the response guidance.
- Read the contract terms.
- If you are unsure, ask questions before the clarification questions deadline See paragraph 5 'Timelines for the competition' and paragraph 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

6. Award process

- 6.1 Bidders/applicants must answer all questions in these sections.
- 6.2 If a bidder/applicant cannot answer 'yes' to every question, its Application will be rejected and it will be disqualified from further participation in this procurement.
- 6.3 'Grounds for mandatory exclusion' and 'Grounds for discretionary exclusion' questions
- 6.4 In certain circumstances, we are required by the Regulations to exclude a bidder/applicant from participating in this procurement. If a bidder/applicant cannot answer 'no' to every statement in Grounds for mandatory exclusion its Application will, save in exceptional circumstances, be rejected and disqualified from further participation in this procurement.
- 6.5 We are entitled (in its sole discretion) to exclude a bidder/applicant from further participation in this procurement if a bidder/applicant cannot answer 'no' to any of the statements in response to questions Grounds for discretionary exclusion. If a bidder/applicant cannot answer 'no' to every statement, it is possible that its Application will be rejected and disqualified from further participation in this procurement.
- 6.6 'Requirements under Modern Slavery Act 2015'
- Bidders/applicants must answer all questions in this section. G-Cloud 12 Framework Agreement Invitation to Tender
 - If your organization has an annual turnover of £36m or more, you must comply with the annual reporting requirements of Section 54 of the Modern Slavery Act (2015) and provide a slavery and human trafficking statement.
 - If a bidder/applicant does not comply, its Application will be rejected and it will be disqualified from further participation in this procurement.
- 6.6.1 Self-cleaning
- If a bidder/applicant provides sufficient evidence that it has taken remedial action subsequently that effectively 'self-

cleans' the situation, we could decide that the bidder/applicant will not be excluded from this procurement.

6.6.2 As a minimum, you will have to demonstrate that you have:

- paid or undertaken to pay compensation in respect of any damage caused by any criminal offence or misconduct
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct
- The measures you have taken will be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.

6.6.3 Service questions

- Bidders/applicants must answer all non-optional questions for each service in the Lots they are applying for. Once all the questions are answered for each service, the service must be marked as complete.

7. Intention to award

- 7.1 You can submit a bid for one or more lots.
- 7.2 We will tell you if you have been successful or unsuccessful via the Digital Marketplace and/or digitalclarifications@crownccommercial.gov.uk. We will send intention to award letters to all bidders/applicants who are still in the competition i.e. who have not been excluded.
- 7.3 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/applicants on the steps they should take and they should seek independent legal advice, if required.
- 7.4 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/applicants for the lot(s) that have not been challenged.
- 7.5 Following the standstill period, and if there are no challenges to our decision, successful bidders/applicants will be formally awarded a framework contract subject to signatures.

8. Framework contract

- 8.1 You must sign the framework contract within 10 days of being asked. If you do not sign, we will withdraw our offer of a framework contract.
- 8.2 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.