

Invitation to Tender

Attachment 2 – How to bid

**RM6184** Offsite Construction Solutions

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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. You may bid for one or more of the Lots; ensure you read paragraph 4 of Attachment 1 - About the CCS OCS FAC.
	3. Your bid must be **entered into the eSourcing tool.** We can only accept bids that we receive through the eSourcing tool.
	4. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
	5. Make sure you answer every question.
	6. You must submit your bid before the bid submission deadline given in paragraph 6 “Timelines for the competition” of Attachment 1 - About the CCS OCS FAC.
	7. It will be our decision whether we will accept bids submitted after the bid submission deadline.
	8. You must check regularly for messages in the eSourcing tool throughout the competition. You must log on to the eSourcing tool 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 tool. Read paragraph 7 “When and how to ask questions” of Attachment 1 - About the CCS OCS FAC.
	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. If you are relying on any key subcontractors to provide the answers to the technical and professional ability questions they must complete Parts 2 and 3 for themselves.
	3. 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.
	4. You must complete and submit an Attachment 2b - Certificate of Technical and Professional Ability with your bid for each Lot/sub-Lot you are bidding for, with the exception of sub-Lot 1.1 and sub-Lot 2.1 for each of which you must submit one certificate for Hire and one certificate for Purchase.
	5. We are providing the ‘Information and declaration’ workbook (Attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor) or from other members of a consortium.
	6. You must complete and submit the CCS Offer Document (Attachment 12) with your bid. If you fail to provide the complete document in section 1.60.3 in the Selection questionnaire you may be deemed non-compliant and excluded from the procurement. If bidding as a consortium, all members of the consortium must sign Attachment 12.

# 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 provided, if that is necessary. Remember to check for messages in the eSourcing tool throughout the competition. You must log on to the eSourcing tool 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 receive a ‘fail’ for any of the evaluated selection questions.
		+ any of the information you have provided proves to be false or misleading.
		+ you have broken any of the competition rules in paragraph 10 of Attachment 1 - About the CCS OCS FAC, or not followed the instructions given in this ITT pack.
		+ having applied the policy set out in Procurement Policy Note 01/22 ([PPN 01/22](https://www.gov.uk/government/publications/procurement-policy-note-0122-contracts-with-suppliers-from-russia-and-belarus)) you (or any of your subcontractors named in your tender) are deemed as constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency.
	2. If we exclude you from the competition we will tell you and explain why.

# Selection questionnaire

5.1 Please refer to Attachment 2a - Selection questionnaire. Remember, you must complete the questionnaire online in the eSourcing tool (qualification envelope).

5.2 Your economic financial standing assessment will be conducted as detailed in Attachment 5a - Financial Viability Risk Assessment Instructions and you must complete Attachment 5 - Financial Viability Risk Assessment Tool and submit it as part of your tender.

# Award stage

If you have successfully passed the selection stage, you will proceed to the award stage.

We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.

Your bid must deliver what our buyers need, at the best possible price you can give.

When completing your bid you must:

* Read through the entire ITT pack specifically Schedule 14 Framework Brief - Appendix 1 - Specificationcarefully, and read more than once
* Read each question, the response guidance, marking scheme and evaluation criteria
* Read the contract terms.
* 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’ of Attachment 1 - About the CCS OCS FAC.
* Allow plenty of time to complete your responses; it always takes longer than you think to submit
* Your prices should be in line with the service level you offer, in response to the award quality questions.

# Award criteria

The award stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 11 of this document).

The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).

The weighting for the quality evaluation is 70 marks and the price evaluation is worth 30 marks.

# Award process

* 1. What YOU need to do
* Answer the quality questions in sections A and section B plus sections C and D (as relevant to the Lot(s) for which you are bidding) of the quality questionnaire in the eSourcing tool in the technical envelope.
* Complete Attachment 3a- Price Model Workbook for the Lot(s) for which you are bidding.
* Upload your completed price matrix into the eSourcing tool in the commercial envelope to question PQ1.

What **WE** will do at the award stage

| 1. | **Compliance Check**First, we will do a check to make sure that you completed the Price Model Workbook 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 tool. |
| 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. | **Quality Threshold**For all Lots, If you have received a 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. Further, for Lot 3 only, if your overall quality score does not meet a minimum of 35 out of 70 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 12 for examples of how your **quality score** will be calculated. |
| 5. | **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 Part F – Price Evaluation. |
| 6. | **Final Score**Your quality score will be added to your price score, to create your final score as illustrated in paragraph 12, Final decision to award. |
| 7. | **Award** Awards will be made to the successful bidders following the standstill period, subject to contract. |

# Quality evaluation

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.

Question AQA2 and AQB1 are generic questions. If you do not meet the requirements for AQA2 or AQB2 we will reject your bid and you will be out of the competition. We will tell you that your bid has failed and why.

Questions AQC1, AQC2 and AQC3 are Lot specific questions (All Lots except Lot 1, Sub-Lot 1.1 and Lot 2, sub-Lot 2.1). If you score a zero for any of these questions, we will reject your bid for these Lots. We will tell you that your bid has failed for these Lots and why.

Questions AQD1, AQD2 and AQD3 are Lot specific questions (Lot 1, sub-Lot 1.1 and Lot 2, sub-Lot 2.1). If you score a zero for any of these questions, we will reject your bid for these Lots. We will tell you that your bid has failed for those Lots and why.

Question AQE1 is a Lot specific question. AQE1 must be answered if you are bidding for Lot 5, sub-Lot 5.1 and/or Lot 5 sub-Lot 5.2.

Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or by providing links to external documents or websites. Each of the questions in Section A, Section B, Section C, Section D and Section E of the quality questionnaire will be independently assessed by our evaluation panel.

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.

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.

# Award quality questionnaire

* 1. The quality questionnaire is split into five sections:
* Section A – Mandatory questions
* Section B – Generic question
* Section C – All Lots except Lot 1, sub-Lot 1.1 and Lot 2, sub-Lot 2.1
* Section D – Lot 1, sub-Lot 1.1 and Lot 2, sub-Lot 2.1 only.
* Section E – Lot 5 only.
* Section F – Commercial Pricing
	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:

| **Section** | **Question Type** | **Marking Scheme** | **Question Weighting** |
| --- | --- | --- | --- |
| **SECTION A – MANDATORY QUESTIONS**  |  |
| AQA1 | Compliance with Specification (including Annexes) - Scope of Works and Services | Text Box | Pass / Fail | N/A |
| AQA2  | Social Value  | Text Box  | 100/50/0 | 15% **(All Lots)** |

| **Section** | **Question Type** | **Marking Scheme** | **Question Weighting** |
| --- | --- | --- | --- |
| **SECTION B – GENERIC QUESTIONS**  |  |
| AQB1 | Continuous Improvement and Innovation**This question is applicable to all Lots.**  | Text Box | 100/66/33/0 | 17.5% **(except Lot 5)**15% **(Lot 5)** |

| **Section** | **Question Type** | **Marking Scheme** | **Question Weighting** |
| --- | --- | --- | --- |
| **SECTION C and D – LOT SPECIFIC QUESTIONS**  |  |
| AQC1 | Premanufacture and Offsite Pre-Construction**If you are bidding for any Lot except Lot 1, sub-Lot 1.1 and/or Lot 2, sub-Lot 2.1 you must answer this question.**  | Text Box | 100/66/33/0 | 22.5% **(except Lot 5)**17.5% **(Lot 5)** |
| AQC2 | Mobilisation and Delivery**If you are bidding for any Lot except Lot 1, sub-Lot 1.1 and/or Lot 2, sub-Lot 2.1 you must answer this question.**  | Text Box | 100/66/33/0 | 22.5% **(except Lot 5)**17.5% **(Lot 5)** |
| AQC3 | Construction and Handover**If you are bidding for any Lot except Lot 1, sub-Lot 1.1 and/or Lot 2, sub-Lot 2.1 you must answer this question.**  | Text Box | 100/66/33/0 | 22.5% **(except Lot 5)**17.5% **(Lot 5)** |
| AQD1 | Managing Client Requirements And Resources**If you are bidding for Lot 1, sub-Lot 1.1 and/or Lot 2, sub-Lot 2.1 you must answer this question.**  | Text Box | 100/66/33/0 | 22.5% |
| AQD2 | Manufacturing & Allocation, Mobilisation, Delivery and Quality**If you are bidding for Lot 1, sub-Lot 1.1 and/or Lot 2, sub-Lot 2.1 you must answer this question.**  | Text Box | 100/66/33/0 | 22.5% |
| AQD3 | Handover, Customer Service and Aftercare**If you are bidding for Lot 1, sub-Lot 1.1 and/or Lot 2, sub-Lot 2.1 you must answer this question.**  | Text Box | 100/66/33//0 | 22.5% |
| AQE1 | Delivery of Key Defence Requirements - Lot 5**If you are bidding for Lot 5, sub-Lot 5.1 and/or Lot 5, sub-Lot 5.2 you must answer this question.**  | Text Box | 100/66/33/0 | 17.5% **(Lot 5)** |

***Questions applicable to Lots and sub-Lots:***

| **Question** | **Lot 1.1** | **Lot 1.2** | **Lot 1.3** | **Lot 2.1** | **Lot 2.2** | **Lot 3** | **Lot 4.1** | **Lot 4.2** | **Lot 5.1** | **Lot 5.2** | **Lot 6** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AQA1 – Compliance with Specification (including Annexes) - Scope of Works and Services | x | x | x | x | x | x | x | x | x | x | x |
| AQA2 – Social Value | x | x | x | x | x | x | x | x | x | x | x |
| AQB1 – Continuous Improvement and Innovation | x | x | x | x | x | x | x | x | x | x | x |
| AQC1 - Premanufacturing and Offsite Pre-construction |  | x | x |  | x | x | x | x | x | x | x |
| AQC2 Mobilisation and Delivery |  | x | x |  | x | x | x | x | x | x | x |
| AQC3 – Construction and Handover |  | x | x |  | x | x | x | x | x | x | x |
| AQD1 – Managing Client Requirements and Resources | x |  |  | x |  |  |  |  |  |  |  |
| AQD2 – Manufacturing & Allocation, Mobilisation, Delivery and Quality | x |  |  | x |  |  |  |  |  |  |  |
| AQD3 – Handover, Customer Service and Aftercare | x |  |  | x |  |  |  |  |  |  |  |
| AQE1 – Delivery of Key Defence Requirements - Lot 5 |  |  |  |  |  |  |  |  | x | x |  |

**SECTION A – MANDATORY QUESTIONS – All Lots**

| **Compliance with Specification (Including Annexes) - Scope of Works and Services - All Lots**If you are awarded a Framework Alliance Contract, will you unreservedly deliver in full the scope of the works and services, as set out in the Specification (including Annexes) for the Lot(s) you are bidding for? |
| --- |
| **AQA1 Response Guidance** Please answer ‘Yes’ or ‘No’ Yes - You will unreservedly deliver in full all the mandatory service requirements as set out in Schedule 14 - Framework Brief - Appendix 1 - Specification.No - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Schedule 14 - Framework Brief - Appendix 1 - Specification.This is a Pass/Fail question. If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.You are required to select either option YES or NO from the drop-down list.Providing a ‘Yes’ response means you will unreservedly deliver in full all the mandatory service requirements as set out in Schedule 14 - Framework Brief - Appendix 1 - Specification.If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the mandatory service requirements as set out in Schedule 14 - Framework Brief - Appendix 1 - Specification you will be excluded from further participation in this competition. |
| **AQA1 Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the mandatory service requirements as set out in Schedule 14 - Framework Brief - Appendix 1 - Specification. |
| **Fail**  | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the mandatory service requirements as set out in Schedule 14 - Framework Brief - Appendix 1 - Specification.**OR**You have not selected either ‘Yes’ or ‘No’  |

| **AQA2 Social Value - All Lots**CCS requires that you demonstrate a credible strategy to maximise the benefits of social value. |
| --- |
| **AQA2 Response Guidance** Please demonstrate how you will meet this requirement by addressing component a) to b) as detailed in the response guidance below:1. Describe in detail the action you will undertake to ensure you and your Supply Chain’s commitment to social value objectives towards;
* local employment opportunities;
* generating apprenticeship, training opportunities and skills shortages;
* Inclusion and diversity

b) Describe in detail your approach to collaboration with SMEs throughout the supply chain, and a fair and responsible approach to working with SMEs in delivery of the Framework Alliance ContractYour response should be limited to, and focused on, each of the component parts of the question posed a) to b). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 4000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the two 2000 - character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to b) you are responding to. |
| **AQA2 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses both of the component parts (a to b) of the response guidance above. |
| **50** | The bidder’s response fully addresses component part b of the response guidance above and has not fully addressed component part a. |
| **0** | The bidder’s response has not fully addressed either of the 2 component parts (a to b) of the response guidance above.**OR**A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots |

**SECTION B – GENERIC QUESTIONS – All Lots**

| **AQB1 Continuous Improvement and innovation – All Lots**CCS requires you to continuously improve performance and the quality of your works and services, to identify and deliver benefits to CCS (the Client) and Additional Clients, throughout the duration of the Framework Agreement, in accordance with the Specification and the Framework Alliance Contract. |
| --- |
| **AQB1 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below:1. Describe in detail your approach to working with the Client and Additional Clients to ensure continuous improvement throughout the life of the agreement, and how this will be developed and monitored on an ongoing basis.
2. Describe in detail the process you will use to identify opportunities to innovate, and demonstrate how you will monitor and measure the benefits of the innovations you implement, ensuring you address the development and commercialisation of digital and industry technologies.

 1. Describe in detail how you capture lessons learned and how you will apply the outputs to the Client and Additional Clients, demonstrating how this will improve the quality of the works and services you deliver.

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the three 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQB1 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots. |

**SECTION C – Lot Specific Questions – All Lots except Lot 1, sub-Lot 1.1 and Lot 2 sub-Lot 2.1**

| **AQC1 Premanufacturing and Offsite Pre-Construction**CCS requires that you clearly demonstrate how, whilst acting in a Principal Designer capacity, you will mobilise and deliver the premanufacturing and offsite pre-construction activity phase. |
| --- |
| **AQC1 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below:1. Describe in detail how you collaborate with Additional Clients, including the use of BIM, regarding specification and design development, contributing to and advancing concept design through to technical design, including resolving any design conflicts.
2. Describe in detail how you plan manufacturing and resource capacity to ensure the ability to scale-up and scale-down in line with varying market demands, whilst ensuring coverage to all regions of the United Kingdom and maintaining quality standards.
3. Describe in detail how you work with Additional Clients to understand Additional Client and site specific requirements, including but not limited to safeguarding of sensitive information, such as client confidenitialities, security clearances and counter terrorism measures

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the three 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQC1 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots except Lot 1.1 and Lot 2.1. |

| **AQC2 Mobilisation and Delivery**CCS requires that you clearly demonstrate how you will mobilise and deliver the manufacturing and offsite/onsite Construction activity phase. |
| --- |
| **AQC2 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below:1. Describe in detail how you optimise opportunities to maximise quality, reduce waste and maximise cost certainty, in the design to manufacturing process.
2. Describe in detail how you coordinate project planning, including effective identification and mitigation of project specific risk.

 1. Describe in detail how you implement effective change & variation management in scope & design.

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the three 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQC2 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots except Lot 1.1 and Lot 2.1. |

| **AQC3 Construction and Handover**CCS requires you to clearly demonstrate how, whilst acting as Principal Contractor, you will mobilise and deliver offsite/onsite construction activity and the handover phase. |
| --- |
| **AQC3 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below:1. Describe in detail how you minimise disruption to existing Additional Client sites and users.
2. Describe in detail how you ensure Health & Safety of all stakeholders is prioritised.

 1. Describe in detail how you ensure effective and satisfactory handover of Project Contract requirements, including but not limited to identifying and resolving defects.

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the three 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQC3 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots except Lot 1.1 and Lot 2.1. |

**SECTION D – Lot Specific Questions – Lot 1, sub-Lot 1.1 and Lot 2 sub-Lot 2.1**

| **AQD1 Managing Client Requirements And Resources**CCS requires you to describe in detail how you will manage client requirements and internal resources throughout the premanufacturing and offsite pre-construction activity phase. |
| --- |
| **AQD1 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below:1. Describe in detail how you will capture Additional Client project design requirements, either through allocation of existing building fleet or manufacturing of new buildings, to meet both temporary (hire) and permanent requirements.
2. Describe in detail how you will mitigate the impact of potential scope creep on project timescales and cost.

 1. Describe in detail how you plan manufacturing, whilst building fleet resource capacity to ensure bottlenecks are eradicated.

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the three 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQD1 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for Lot 1.1 and Lot 2.1. |

| **AQD2 Manufacturing & Allocation, Mobilisation, Delivery and Quality**CCS requires that you describe in detail how you will mobilise and deliver the manufacturing / product allocation and onsite/offsite construction activity. |
| --- |
| **AQD2 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below1. Describe in detail your decision making process between manufacturing new assets versus allocating existing assets in order to meet the Additional Client’s project requirements.

 1. Describe in detail how you identify areas to expedite programmes under challenging timescales.
2. Describe in detail how you ensure building quality standards are maintained and reflected within temporary building provision for the duration of a hire agreement.

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the three 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQD2 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots except Lot 1.1 and Lot 2.1. |

| **AQD3 Handover, Customer Service and Aftercare**CCS requires that you describe in detail how you will manage the ongoing customer service of a hire contract. |
| --- |
| **AQD3 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below1. Describe in detail how you ensure Additional Client satisfaction is captured at handover stage and how Additional Clients are well informed regarding the operation and maintenance of the services provided within the Project Contract.

 1. Describe in detail how you ensure effective customer service and Additional Client aftercare is provided for the duration of the hire contract;
2. Describe in detail how you undertake contract termination, asset removal and remediation works

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the four 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQD3 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots except Lot 1.1 and Lot 2.1. |

**SECTION E – Lot Specific Question – Lot 5 only**

| **AQE1 Delivery of Key Defence Requirements – Lot 5**CCS requires you to describe in detail how you will deliver the key requirements of the Additional Client in Defence, throughout the duration of the Framework Agreement, in accordance with the Specification and Annex B - Client Specifications: Section 5 (Lot 5 - Defence). |
| --- |
| **AQE1 Response Guidance** Please demonstrate how you will meet these requirements by addressing component parts a) to c) as detailed in the response guidance below:1. Describe how you and your supply chain will deliver to and ensure compliance with the Ministry of Defence (MOD) and Defence Infrastructure Organisations (DIO) standards and guidance for product performance and how you will manage any risks and challenges to meeting the standards.
2. Describe how you will minimise risks associated with resourcing availability and staff level consistency at programme and Project Contract level. Your answer must include how you ensure the same level of skills/knowledge and experience within the Defence programme and project team are maintained, including associated security clearance protocols.

 1. Describe how you will drive collaboration, sharing of best practice and lessons learned with the Defence Additional Client, your supply chain and other Supplier Alliance Members?

Your response should be limited to, and focused on, each of the component parts of the question posed a) to c). Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation. Maximum character count for the response – 6000 characters including spaces and punctuation (within the eSourcing tool please submit your response in the three 2000- character text boxes available for this question). Please note this character count cannot be exceeded within the eSourcing tool. Responses must include spaces between words.You may include sections from existing internal documentation and policies as part of your answer but no attachments are permitted; any additional documents submitted will not be taken into consideration for the purpose of evaluation. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to. |
| **AQE1 Marking Scheme** | **Evaluation Guidance** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. **OR** A response has not been provided to this question.Please note that if you are awarded a score of zero for this question you will be excluded from the competition for all Lots. |

# Price evaluation

This paragraph contains information on how to complete Attachment 3 - Price Model Workbook and the price evaluation process.

* 1. Detailed guidance and instruction is contained within Attachment 3a - Price Model Workbook and Attachment 3b - Price Model and Price Evaluation Guidance. It is your responsibility to comply with the instructions contained within Attachment 3a and Attachment 3b.
	2. Failure to complete the Price Model Workbook in accordance with the instructions may result in your bid being deemed non-compliant and excluded from further participation in the procurement for the affected Lot(s).

11.2 We will calculate your price score using the process and evaluation criteria in Attachment 3b – Price Model and Price Evaluation Guidance.

11.4When we have completed the price evaluation you will have a price score out of 30 for every Lot you have submitted a bid for.

11.5Abnormally low tenders

Where we consider that any of the prices you have submitted could potentially be **abnormally low,** we will ask you to explain the prices (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.

For the avoidance of doubt, in Lot 3, any tender which is considered abnormally low and for which an acceptable explanation is not provided, will be rejected from the competition even if that bidder’s quality score exceeds the minimum threshold.

# Final decision to award

## 12.1 How we will calculate your final score

We will add your quality score to your price score to calculate your final score.

Please see the tables below for illustrative examples of how the overall score for quality and price will be calculated for each Lot.

**All Lots except Lot 1, sub-Lot 1.1, Lot 2, sub-Lot 2.1 and Lot 5, sub-Lots 5.1 and 5.2**

| **Question**  | **Question Weighting**  | **Maximum mark available**  | **Your final mark** | **Your weighted mark** |
| --- | --- | --- | --- | --- |
| AQA2 | Social Value | 15% | 100 | 50 | 7.50 |
| AQB1 | Continuous Improvement and Innovation | 17.5% | 100 | 100 | 17.50 |
| AQC1 | Premanufacturing and Offsite Pre-Construction | 22.5% | 100 | 100 | 22.50 |
|  AQC2 | Mobilisation and Delivery | 22.5% | 100 | 33 | 7.50 |
| AQC3 | Handover | 22.5% | 100 | 66 | 15.00 |
| **Quality score**  | **70.00** |
| **Quality Score x Quality rating (70.00 x 70%)** | **49.00** |
| **Pricing Score** | **100.00** |
| **Pricing Score x Pricing rating (100x30%)** | **30.00** |
| **Overall Score (49.00 + 30.00)** | **79.00** |

**Lot 1, sub-Lot 1.1 and Lot 2, sub-Lot 2.1**

| **Question**  | **Question Weighting**  | **Maximum mark available**  | **Your final mark** | **Your weighted mark** |
| --- | --- | --- | --- | --- |
| AQA2 | Social Value | 15% | 100 | 100 | 15.00 |
| AQB1 | Continuous Improvement and Innovation | 17.5% | 100 | 100 | 17.50 |
| AQD1 | Managing Timescales and Resources | 22.5% | 100 | 66 | 15.00 |
|  AQD2 | Allocation, Mobilisation, Delivery and Quality | 22.5% | 100 | 33 | 7.50 |
| AQD3 | Handover, Customer Service and Aftercare | 22.5% | 100 | 100 | 22.50 |
| **Quality score**  | **77.50** |
| **Quality Score x Quality rating (77.50 x 70%)** | **54.25** |
| **Pricing Score** | **80.00** |
| **Pricing Score x Pricing rating (80x30%)** | **24.00** |
| **Overall Score (54.25 + 24.00)** | **78.25** |

**Lot 5, sub-Lot 5.1 and sub-Lot 5.2**

| **Question**  | **Question Weighting**  | **Maximum mark available**  | **Your final mark** | **Your weighted mark** |
| --- | --- | --- | --- | --- |
| AQA2 | Social Value | 15% | 100 | 50 | 7.50 |
| AQB1 | Continuous Improvement and Innovation | 15% | 100 | 100 | 15.00 |
| AQC1 | Premanufacturing and Offsite Pre-Construction | 17.5% | 100 | 100 | 17.50 |
|  AQC2 | Mobilisation and Delivery | 17.5% | 100 | 33 | 5.83 |
| AQC3 | Handover | 17.5% | 100 | 66 | 11.67 |
| AQE1 | Delivery of Key Defence Requirements | 17.5% | 100 | 100 | 17.50 |
| **Quality score**  | **74.50** |
| **Quality Score x Quality rating (75.00 x 70%)** | **52.50** |
| **Pricing Score** | **100.00** |
| **Pricing Score x Pricing rating (100x30%)** | **30.00** |
| **Overall Score (52.38 + 30.00)** | **82.50** |

We will then rank all final scores from highest to lowest.

For Lot 1.1, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 1.2, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 1.3, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 2.1, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 2.2, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 3, all compliant bidders who meet the Quality Threshold for Lot 3, as stated in paragraph 8, will be awarded a place on Lot 3.

For Lot 4.1, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 4.2, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 5.1, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 5.2, 15 (fifteen) bidders will be awarded a Framework Alliance Contract.

For Lot 6, 5 (five) bidders will be awarded a Framework Alliance Contract.

The maximum number of successful bidders in each Lot may increase where two (2) or more bidders have tied scores in last position.

## 12.2 Reserved rights

We also reserve the right to award a Framework Alliance Contract to any bidders whose final score is within 1% of the last awarded position. The last awarded position will be dependent upon the number of framework places available as detailed in the table in Attachment 1 – About the CCS OCS FAC, paragraph 4 How the Lots are Structured. For example, it would be possible for CCS to award more than 10 places in Lot 6 or more than fifteen places in any other Lot if the scores for those bidders fall within 1% of the 10th place for Lot 6 or 15th place for other Lots.

For the avoidance of doubt, the 1% rule is not relevant to Lot 3.

**Lot 1, sub-Lot 1.1 Example:**

If the bidder in 15th place, last awarded position, has a final combined score of 60.00; the calculation we will use is:

Lot 1, sub-Lot 1.1 - 15th place bidder’s final score is 60.00

1% of 60.00 = 0.60

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

60.00 - 0.6 = 59.4

So, any bidder whose final combined score is 59.4 or above will be awarded a place on the Framework Alliance Contract for Lot 1, sub-Lot 1.1.

## 12.3 Intention to award

You can submit a bid for one or more Lots. Bidders may be awarded a Framework Alliance Contract on more than one Lot. We will tell you if you have been successful or unsuccessful via the eSourcing tool. 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 the standstill, we do receive a substantive challenge to our decision to award and the challenge is for a certain Lot or sub-Lot, we reserve the right to conclude a Framework Alliance Contract with successful bidders for the Lots and sub-Lots 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 Alliance Contract subject to execution of the contract.

## 12.4 Framework Alliance Contract Award

The award of a Framework Alliance 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:

* Cyber Essentials Scheme Basic Certificate (as per question 1.25 in the Selection questionnaire)
* Skills and Apprentices as per question 1.26 in the selection questionnaire. Policy Procurement Note 14/15 (Contracts with a full life value of £10,000,000.00 and above and duration of 12 months)
* Employer’s (Compulsory) Liability Insurance Certificate = £10,000,000
* Third Party Public Liability Insurance = £5,000,000
* Professional Indemnity Insurance = £3,000,000
* Product Liability Insurance = £5,000,000