

Invitation to Tender

Attachment 2 – How to bid

RM6308 - Furniture and Associated Services 2

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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 3.1 of Attachment 1.
  3. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.

If you are bidding as a Consortium, please submit your bid in the name of the Lead member and follow the instructions when completing the Qualification envelope, including providing the name of the consortium in Section 1.12.2.

If you are bidding as a single entity on a Lot and as a Consortium on another Lot, you will need to set up an additional account in the eSourcing suite. Please submit your bids as follows:

* For your bid as a single entity, please submit your bid in the eSourcing suite in the name of your organisation.
* For your bid as a consortium, please create an additional account in the eSourcing suite in the name of your consortium

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

* 1. If you are bidding as a Consortium, each Consortium member (other than the Consortium member responding to the electronic Selection Questionnaire within the eSourcing Suite) will be required to complete an Attachment 4a – Information & Declarations\_Consortium. In this attachment, Consortium members will respond to part 1 and 2 selection declarations and some part 3 selection questions in their own right. It is clearly indicated within the electronic Selection Questionnaire (a copy of which can be found at Attachment 2a Selection Questionnaire) when the Consortium member completing the electronic Selection Questionnaire should respond on behalf of **ALL** Consortium members for part 3 selection questions.
  2. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
  3. Make sure you answer every question.
  4. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in Attachment 1 - About the framework.
  5. You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
  6. If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 “When and how to ask questions” in Attachment 1 - About the Framework.
  7. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.

# Selection Stage

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

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

# 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 Framework Schedule 1 (Specification)carefully, and read more than once
* Read each question, the response guidance, marking scheme and evaluation criteria and response parameters and required format.
* 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 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

The Award Stage consists of a quality evaluation (see paragraph 10 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 section B and section C of the quality questionnaire in the eSourcing suite in the technical envelope.
* Complete the relevant price matrix Attachment 3 for the lot(s) for which you are bidding.
* Upload your completed price matrix into the eSourcing suite in the commercial envelope to the relevant question in the below table.

|  |  |  |
| --- | --- | --- |
| Lot | Pricing Attachments to be completed | Upload completed pricing matrix to following questions |
| Lot 1 | Attachment 3a - Pricing Matrix Lot 1 | PQ1 |
| Lot 2 | Attachment 3b - Pricing Matrix Lot 2 | PQ2 |
| Lot 3 | Attachment 3c - Pricing Matrix Lot 3 | PQ3 |
| Lot 4 | Attachment 3d - Pricing Matrix Lot 4 | PQ4 |
| Lot 5 | Attachment 3e - Pricing Matrix Lot 5 | PQ5 |

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

|  |  |
| --- | --- |
| 1. | **Compliance Check**  First, we will do a check to make sure that you completed the questionnaires and pricing matrix in line with our instructions. |
| 2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid for. |
| 4. | **Moderation**  ​Once the consensus meetings have taken place, the consensus manager(s) will review the consensus marks and reasons for the marks agreed with evaluators for any errors or discrepancies. If any errors or discrepancies are identified, marks may be changed as a result of this moderation exercise. The reasons for revisiting the marks and the outcome of revisiting the marks will be fully recorded. |
| 5. | **Quality Threshold**  If you have received a 25 or below 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** for each lot will be calculated. |
| 6. | **Evaluate Pricing**  We will give your pricing to the price evaluation panel, who are different evaluators from those who assess your quality responses.  They will calculate your price score using the evaluation criteria in 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 Part E Final decision to award. |
| 8. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract and paragraph 12.2. |

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# Quality Evaluation

Section A Questions 2.1 to 2.7 are mandatory questions dependent on the lots for which you are bidding on and will be evaluated PASS / FAIL. If you answer no to the relevant 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.

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.

Each of the quality questions, in section B and section C 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.

Please see tables A and B below for an example of how your quality score will be calculated.

Table A – Lot 1 to 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| 2.8 | Account Management | 27.5% | 100 | 100 | 27.5 |
| 2.9 | Supply Chain Management | 27.5% | 100 | 100 | 27.5 |
| 2.10 | Social Value: Fighting Climate Change | 7.5% | 100 | 100 | 7.5 |
| 2.11 | Social Value: Tackling Economic Inequality and Modern Slavery Risks | 7.5% | 100 | 100 | 7.5 |
| **Quality score** | | | | | **70.00** |

Table B – Lot 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| 2.8 | Account Management | 20% | 100 | 100 | 20 |
| 2.9 | Supply Chain Management | 20% | 100 | 100 | 20 |
| 2.10 | Social Value: Fighting Climate Change | 7.5% | 100 | 100 | 7.5 |
| 2.11 | Social Value: Tackling Economic Inequality and Modern Slavery Risks | 7.5% | 100 | 100 | 7.5 |
| 2.12 | Lot 5: Sustainability, Repair & Renovation | 15% | 100 | 100 | 15 |
| **Quality score** | | | | | **70.00** |

Successful Bidders should note, the % quality score achieved for questions 2.8, 2.9, 2.10, 2.11 and 2.12 (Lot 5 only) may be used as Direct Award criteria for Call Off contracts. Bidders will find further information in Framework Schedule 7: Call Off Procedure.

# Award Quality Questionnaire

* 1. The quality questionnaire is split into three sections:
* Section A – Mandatory questions - Compliance with Framework Schedule 1 (Specification)
* Section B – Award questions - ALL LOTS
* Section C – Award Question Lot 5 only
  1. Some of the Quality Questions are applicable to all Lots, you will only need to complete these questions once for the Lot(s) you are bidding for.
  2. The table below illustrates which questions are associated with which Lot(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Section A - Question | | Associated Lots | How to complete |
| 2.1 | Mandatory service requirements - Compliance Competition Rules | All Lots | Only once and will apply to all lots you are bidding on. |
| 2.2 | Mandatory service requirements - Compliance with Framework Award Form | All Lots | Only once and will apply to all lots you are bidding on. |
| 2.3 | Mandatory service requirements - Compliance with Framework Schedule 1 (Specification) | Lot 1 only | Once if you are bidding for Lot 1 Office Furniture (Standard & Government Corporate) |
| 2.4 | Mandatory service requirements - Compliance with Framework Schedule 1 (Specification) | Lot 2 only | Once if you are bidding for Lot 2 MOD |
| 2.5 | Mandatory service requirements - Compliance with Framework Schedule 1 (Specification) | Lot 3 only | Once if you are bidding for Lot 3 Residential Furniture |
| 2.6 | Mandatory service requirements - Compliance with Framework Schedule 1 (Specification) | Lot 4 only | Once if you are bidding for Lot 4 High Density Steel Storage |
| 2.7 | Mandatory service requirements - Compliance with Framework Schedule 1 (Specification) | Lot 5 only | Once if you are bidding for Lot 5 Sustainability |

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| --- | --- | --- | --- |
| Section B & C - Question | | Associated Lots | How to complete |
| 2.8 | Account Management | All Lots | Once (will be evaluated for all Lots) |
| 2.9 | Supply Chain Management | All Lots | Once (will be evaluated for all Lots) |
| 2.10 | Social Value: Fighting Climate Change | All Lots | Once (will be evaluated for all Lots) |
| 2.11 | Social Value: Tackling Economic Inequality and Modern Slavery Risks | All Lots | Once (will be evaluated for all Lots) |
| 2.12 | Lot 5: Sustainability, Repair & Renovation | Lot 5 only | Only if you are bidding for Lot 5 |

* 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | **Marking scheme** | |
| **Section A – Mandatory Service Requirements** | | | | |
| 2.1 | Do you accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules? | | Pass / Fail | |
| 2.2 | Do you accept the contract terms as incorporated in the Framework Award Form? | | Pass / Fail | |
| 2.3 | Lot 1 Office Furniture (Standard & Government Corporate) Compliance with the general mandatory service requirements detailed in Section 5 and all the mandatory service requirements as set out in Section 7 Framework Schedule 1 (Specification) | | Pass / Fail | |
| 2.4 | Lot 2 MOD Office Compliance with the general mandatory service requirements detailed in Section 5 and all the mandatory service requirements as set out in Section 8 Framework Schedule 1 (Specification) | | Pass / Fail | |
| 2.5 | Lot 3 Residential Furniture Compliance with the general mandatory service requirements detailed in Section 5 and all the mandatory service requirements as set out in Section 9 Framework Schedule 1 (Specification) | | Pass / Fail | |
| 2.6 | Lot 4 High Density Steel Storage Compliance with the general mandatory service requirements detailed in Section 5 and all the mandatory service requirements as set out in Section 10 Framework Schedule 1 (Specification) | | Pass / Fail | |
| 2.7 | Lot 5 Sustainability Compliance with the general mandatory service requirements detailed in Section 5 and all the mandatory service requirements as set out in Section 11 Framework Schedule 1 (Specification) | | Pass / Fail | |
|  | | | |  |
|  | | **Marking scheme** | **Weighting (%)** | |
| **Section B – Award Questions – ALL LOTS** | | | **Lot 1 – 4** | **Lot 5** |
| 2.8 | Account Management | 100/75/50/25/0 | 27.5% | 20% |
| 2.9 | Supply Chain Management | 100/75/50/25/0 | 27.5% | 20% |
| 2.10 | Social Value: Fighting Climate Change | 100/75/50/25/0 | 7.5% | 7.5% |
| 2.11 | Social Value: Tackling Economic Inequality and Modern Slavery Risks | 100/75/50/25/0 | 7.5% | 7.5% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Marking scheme** | **Weighting (%)** | |
| **Section C – Award Question Lot 5 (only)** | | | **Lot 1 – 4** | **Lot 5** |
| 2.12 | Lot 5: Sustainability, Repair & Renovation | 100/75/50/25/0 | N/A | 15% |

**Section A – Mandatory Service Requirements**

|  |  |
| --- | --- |
| **Section A – Mandatory Service Requirements**  **All Lots** | |
| **2.1 Compliance with Competition Rules** | |
| Do you accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules?  Please answer ‘Yes’ or ‘No’.  Yes **-** You will unreservedly accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules  No - You will not, or cannot, accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules | |
| **2.1 Response guidance**  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 accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition Rules. |

|  |  |
| --- | --- |
| **Section A – Mandatory Service Requirements**  **All Lots** | |
| **2.2 Compliance with Framework Award Form** | |
| Do you accept the contract terms as incorporated in the Framework Award Form?  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly accept the contract terms as incorporated in the Framework Award Form.  No - You will not, or cannot, accept the contract terms as incorporated in the Framework Award Form. | |
| **2.2 Response guidance**  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 accept the contract terms as incorporated in the Framework Award Form.  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, accept the contract terms as incorporated in the Framework Award Form you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly accept the contract terms as incorporated in the Framework Award Form. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, accept the contract terms as incorporated in the Framework Award Form. |

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| **Section A – Mandatory Service Requirements**  **Lot 1 Office Furniture (Standard & Government Corporate)** | |
| **2.3 Compliance with Framework Schedule 1 (Specification)** | |
| If you are awarded a framework contract will you unreservedly deliver in full, the general mandatory service requirements detailed in Section 5 of Framework Schedule 1 (Specification) and all the mandatory service requirements as set out in Section 7 Framework Schedule 1 (Specification) for the Lot 1 Office Furniture (Standard & Government Corporate)  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 7 of Framework Schedule 1 (Specification) for the Lot 1 Office Furniture (Standard & Government Corporate)  No - You will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 7 of Framework Schedule 1 (Specification) for the Lot 1 Office Furniture (Standard & Government Corporate) | |
| **2.3 Response guidance**  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. If you are not submitting a bid for Lot 1 Office Furniture (Standard & Government Corporate) please select N/A.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 7 of Framework Schedule 1 (Specification) for the Lot 1 Office Furniture (Standard & Government Corporate)  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 7 of Framework Schedule 1 (Specification) for the Lot 1 Office Furniture (Standard & Government Corporate)  you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 7 of Framework Schedule 1 (Specification) for the Lot 1 Office Furniture (Standard & Government Corporate) |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 7 of Framework Schedule 1 (Specification) for the Lot 1 Office Furniture (Standard & Government Corporate) |

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| **Section A – Mandatory Service Requirements**  **Lot 2 MOD Office** | |
| **2.4 Compliance with Framework Schedule 1 (Specification)** | |
| If you are awarded a framework contract will you unreservedly deliver in full, the general mandatory service requirements detailed in Section 5 of Framework Schedule 1 (Specification) and all the mandatory service requirements as set out in Section 8 Framework Schedule 1 (Specification) for the Lot 2 MOD Office  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 8 of Framework Schedule 1 (Specification) for the Lot 2 MOD Office  No - You will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 8 of Framework Schedule 1 (Specification) for the Lot 2 MOD Office | |
| **2.4 Response guidance**  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. If you are not submitting a bid for Lot 2 MOD Office please select N/A.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 8 of Framework Schedule 1 (Specification) for the Lot 2 MOD Office  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 8 of Framework Schedule 1 (Specification) for the Lot 2 MOD Office you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 8 of Framework Schedule 1 (Specification) for the Lot 2 MOD Office |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 8 of Framework Schedule 1 (Specification) for the Lot 2 MOD Office |

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| **Section A – Mandatory Service Requirements**  **Lot 3 Residential Furniture** | |
| **2.5 Compliance with Framework Schedule 1 (Specification)** | |
| If you are awarded a framework contract will you unreservedly deliver in full, the general mandatory service requirements detailed in Section 5 of Framework Schedule 1 (Specification) and all the mandatory service requirements as set out in Section 9 Framework Schedule 1 (Specification) for the Lot 3 Residential Furniture  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 9 of Framework Schedule 1 (Specification) for the Lot 3 Residential Furniture  No - You will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 9 of Framework Schedule 1 (Specification) for the Lot 3 Residential Furniture | |
| **2.5 Response guidance**  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. If you are not submitting a bid for Lot 3 Residential Furniture please select N/A.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 9 of Framework Schedule 1 (Specification) for the Lot 3 Residential Furniture  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 9 of Framework Schedule 1 (Specification) for the Lot 3 Residential Furniture  you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 9 of Framework Schedule 1 (Specification) for the Lot 3 Residential Furniture |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 9 of Framework Schedule 1 (Specification) for the Lot 3 Residential Furniture |

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| --- | --- |
| **Section A – Mandatory Service Requirements**  **Lot 4 High Density Steel Storage** | |
| **2.6 Compliance with Framework Schedule 1 (Specification)** | |
| If you are awarded a framework contract will you unreservedly deliver in full, the general mandatory service requirements detailed in Section 5 of Framework Schedule 1 (Specification) and all the mandatory service requirements as set out in Section 10 Framework Schedule 1 (Specification) for the Lot 4 High Density Steel Storage  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 10 of Framework Schedule 1 (Specification) for the Lot 4 High Density Steel Storage  No - You will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 10 of Framework Schedule 1 (Specification) for the Lot 4 High Density Steel Storage | |
| **2.6 Response guidance**  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. If you are not submitting a bid for Lot 4 High Density Steel Storage please select N/A.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 10 of Framework Schedule 1 (Specification) for the Lot 4 High Density Steel Storage  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 10 of Framework Schedule 1 (Specification) for the Lot 4 High Density Steel Storage  you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 10 of Framework Schedule 1 (Specification) for the Lot 4 High Density Steel Storage |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 10 of Framework Schedule 1 (Specification) for the Lot 4 High Density Steel Storage |

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| **Section A – Mandatory Service Requirements**  **Lot 5 Sustainability** | |
| **2.7 Compliance with Framework Schedule 1 (Specification)** | |
| If you are awarded a framework contract will you unreservedly deliver in full, the general mandatory service requirements detailed in Section 5 of Framework Schedule 1 (Specification) and all the mandatory service requirements as set out in Section 11 Framework Schedule 1 (Specification) for the Lot 5 Sustainability  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 11 of Framework Schedule 1 (Specification) for the Lot 5 Sustainability  No - You will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 11 of Framework Schedule 1 (Specification) for the Lot 5 Sustainability | |
| **2.7 Response guidance**  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. If you are not submitting a bid for Lot 5 Sustainability please select N/A.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 11 of Framework Schedule 1 (Specification) for the Lot 5 Sustainability  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 11 of Framework Schedule 1 (Specification) for the Lot 5 Sustainability  you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the general mandatory service requirements and the mandatory service requirements as set out in Section 5 and Section 11 of Framework Schedule 1 (Specification) for the Lot 5 Sustainability |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the general mandatory service requirements and all the mandatory service requirements as set out in Section 5 and Section 11 of Framework Schedule 1 (Specification) for the Lot 5 Sustainability |

**Section B – Award questions - ALL LOTS**

|  |  |
| --- | --- |
| **Section B – Award questions - ALL LOTS** | |
| **2.8 Requirement: Account Management**  CCS requires the Supplier to provide your Account Management approach throughout the duration of the Framework and Call Off Contracts as detailed in Framework Schedule 1 (**Specification**) section 5.10. | |
| **2.8 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you are required to detail how you will meet the Account Management requirements by:  a) Demonstrating the complaints process you will have in place to effectively record, manage and resolve any complaints raised by the Buyer. Your response should include (but not be limited to) the escalation process for complaint resolution, detail of how complaints will be handled, initial response times, expected timelines for complaint resolution; and  b) Demonstrating how you will appoint and manage a suitably qualified Account Manager and team to meet Framework and Call Off requirements. This should include how you propose to monitor overall team performance, resourcing levels, and the process you will have in place for identifying and addressing poor performance to ensure customer requirements are met, and for providing a consistent level of high performance and customer experience across all your call off contracts through this framework; and  c) Demonstrating how you will maintain active communication with the Buyer and other delivery partners (including Buyer on-site Contractors) to meet Call Off Contract requirements. This should include how you will manage communication between the Buyer and your supply chain (including sub-contractors) to manage customers’ expectations and to resolve any defects; and  d) Demonstrating how you will provide a positive customer experience. This should cover all aspects of the ordering process from initial order through to delivery of Goods and Services including handling initial orders, meeting delivery lead times, handling any issues with late delivery, customer communication plans, ensuring sufficient delivery team resource, project management of Call Off process, logistics, installation, returns and product support (including handling of defects and prompt resolution of issues related to defects) to provide a positive experience to Buyers.  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.8.2, 2.8.3, 2.8.4 and 2.8.5 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

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| **2.9 Requirement: Supply Chain Management**  CCS requires you to demonstrate how you will appoint and actively manage Key Subcontractors in your supply chain throughout the duration of this Framework Agreement, as set out in Framework Schedule 1 (Specification). This includes managing poor performance, ensuring the required quality of service is achieved and goods are supplied and delivered within the Framework Lead Times.  Please note, bidders who do not intend to use Subcontractors must still answer the question in the context of how they would appoint and manage Subcontractors in the future, if required. | |
| **2.9 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you are required to detail how you will meet the Supply Chain Management requirements by:  a) The processes you will have in place to identify and appoint Sub-contractors within your supply chain, ensuring they have suitable skills and experience to deliver Goods and Services to the required standard in accordance with Framework Schedule 1 (Specification); and  b) How you will manage supply chain performance in a consistent manner and ensure issues of poor performance are managed effectively. This should include delivery lead times, reverse logistics, snagging and item defects and issues resolution; and  c) The processes you will have in place for identifying and managing risks and dispute resolution related to Subcontractor delivery including critical points of failure to ensure continuity of supply of materials and goods, and mitigating any impact on the Buyer whilst also managing their expectations; and  d) How you will manage your supply chain in recognition of the need to promote new opportunities and engage with small organisations (e.g. SMEs and VCSEs) as per 3.12 of Framework Schedule 1 (Specification).  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.9.2, 2.9.3, 2.9.4 and 2.9.5 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

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| **2.10 Requirement: Social Value: Fighting Climate Change (General)**  Social Value Policy Outcome : Effective Stewardship of the Environment.  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf>  CCS requires the Supplier to meet the requirements of MAC 4.1: Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. CCS requires the Supplier to demonstrate their ability to support any Buyer in its duty to meet the requirements under the Social Value Model’s Theme 3 (Fighting Climate Change).  Suppliers must demonstrate how they will deliver additional environmental benefits to support CCS Buyers in the performance of a Call Off Contract including working towards net zero greenhouse gas emissions throughout the lifetime of the Call Off Contract.  The requirement aligns to the Policy Outcome: Effective stewardship of the environment | |
| **2.10 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, please describe the approach your organisation will take and the commitment it shall make in order to support CCS Buyers in meeting the relevant Policy Outcome throughout the Contract Period. Please include/demonstrate:  a) A method statement that describes your approach and commitment to how you propose to deliver additional environmental benefits to support a Buyer in the performance of a Call Off Contract including working towards net zero greenhouse gas emissions (as per model award criteria under MAC 4:1); and  b) A high-level project plan and process map demonstrating how and when the activities described in your method statement will be delivered; and  c) How you propose to monitor, measure and report on your commitments and the impact of your proposals including how you will validate and continually improve your MAC 4.1 commitments based on the output of this activity; and  d) How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  The maximum character count is 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted for component parts a) c) and d); any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.10.2, 2.10.3 and 2.10.4 each box has a character count of 2,000 characters.  For component part b) you must submit your High Level Project Plan in PDF format, the maximum page count is one (1) page of A3. All text contained within the Project Plan must be legible. Your Process Map should also be submitted in PDF format, the maximum page count is one (1) page of A3 or A4. All text contained within the Project Plan must be legible.  You are required to insert your response to component part b) in the technical envelope in box 2.10.5. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

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| **2.11 Requirement: Social Value: Tackling Economic Inequality and Modern Slavery Risks**  Social Value Policy Outcome: Tackle Workforce Inequality  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf>  CCS requires Suppliers to demonstrate their ability to support any Buyer in meeting the requirements under Social Value Model’s Theme 4: Equal Opportunity, in particular MAC 6.3 Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. As CCS have identified a high risk of modern slavery in the furniture industry, specifically within manufacturing, the sourcing of products (including plastics, steel, timber and fabrics) and the use of a global supply chain, Suppliers must demonstrate how they will identify and manage the risks of modern slavery in their supply chain.  The requirement aligns to the Policy Outcome: Tackle Workforce Inequality | |
| **2.11 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, please describe the approach your organisation will take and the commitment it shall make in order to support CCS Buyers in meeting the relevant Policy Outcome throughout the Contract period. Please include/demonstrate:  a) A method statement that demonstrates your organisation's understanding of the risks and issues affecting the market/industry in the tenderer's own organisation and those of its key sub-subcontractors. Demonstrate how you will identify, mitigate and manage modern slavery risks relating to the contract and how these will be implemented. (as per model award criteria under MAC 6.3); and  b) A High Level Project Plan and Process Map demonstrating how and when the activities described in your method statement will be delivered; and  c) Demonstrate how you propose to monitor, measure and report on your commitments and the impact of your proposals including how you will validate and continually improve your MAC 6.3 commitments based on the output of this activity; and  d) Demonstrate your approach to how you will influence staff, suppliers, customers and communities through your approach to identifying, mitigating and managing modern slavery during the Contract Period.  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  The maximum character count is 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted for component parts a) c) and d); any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.11.2, 2.11.3 and 2.11.4 each box has a character count of 2,000 characters.  For component part b) you must submit your High Level Project Plan in PDF format, the maximum page count is one (1) page of A3. All text contained within the Project Plan must be legible. Your Process Map should also be submitted in PDF format, the maximum page count is one (1) page of A3 or A4. All text contained within the Project Plan must be legible.  You are required to insert your response to component part b) in the technical envelope in box 2.11.5 | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

**Section C – Award Question - Lot 5 Only: Sustainability, Repair & Renovation**

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| --- | --- |
| **Section C – Award Question - Lot 5 Only: Sustainability, Repair & Renovation** | |
| **2.12 Requirement: Lot 5 Only**  CCS requires the Supplier to demonstrate they have the necessary skills, experience and processes to undertake the Sustainability services requirements under Lot 5 of this Framework as detailed in Paragraph 11 of Framework Schedule 1 (Specification). | |
| **2.12 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you are required to demonstrate how you will meet these requirements by:  a) Demonstrating how you (or your sub-contractors) will utilise staff with the necessary experience to undertake repair and renovation of upholstery, timber products, metal cabinets for the duration of the Framework Contract; and  b) Demonstrating how you (or your sub-contractors) will have the required skills set to undertake repair and renovation in specialist areas such as antique furniture restoration for the duration of the Framework Contract; and  c) Demonstrating how you (or your sub-contractors) will have suitable equipment and machinery to enable the repair, renovation, and remanufacture of furniture items for the duration of the Framework Contract; and  d) Demonstrate through a method statement, the approach and processes you (or your sub-contractors) will have in place to provide the range of services required for the delivery of a sustainable furniture solution, including 2nd life design capabilities, sustainability consultancy, furniture audits, inventory management and access to externally sourced items for the duration of the Framework Contract.  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.12.2, 2.12.3, 2.12.4 and 2.12.5 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

# Price Evaluation

This paragraph 11 contains information on how to complete the pricing matrix (Attachment 3a to 3e) and the price evaluation process.

* 1. How to complete your pricing matrix:

Read and understand the instructions in each of the pricing matrices, and in this paragraph, before submitting your prices.

Your prices shall include all costs and expenses relating to the Goods and/or Services provided to Buyer(s) and/or performance of your obligations under any Call Off Contracts and no further amounts shall be payable by the Buyer(s) to you in respect of such performance.

Bidders are expected to supply and deliver goods and services via a UK wide delivery service. This should be reflected in the prices submitted.

All prices submitted shall be the **MAXIMUM** prices that you will guarantee contractually and must be sustainable for Year 1 of the Framework Agreement. Prices can be increased on an annual basis, as described in Framework Schedule 3 - Framework Prices.

All prices submitted must be in £GBP to two (2) decimal places.

All prices submitted MUST be exclusive of VAT.

All percentages submitted must be to two (2) decimal places.

When inputting the pricing information only use numerical values (do not use £ or ,)

All prices should be based on a ten (10) hour Working Day.

You are not permitted to enter a zero cost, or nominal pricing for any of the evaluated prices. If you do submit a zero price or nominal pricing for any Lot, we may deem your bid to be non-compliant and you may be excluded from this procurement.

You should also take into account our management charge of 1% which shall be paid by you to us, as set out in the Framework Award form.

In all Lots, CCS takes the view that it is unlikely that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (“TUPE”) will apply to this Framework Agreement or when any existing call-off contracts come to an end.

In all Lots for which you are submitting a Tender, you **should not** take potential TUPE costs into account in the prices you submit.

The prices submitted will be the maximum payable under this framework. Prices may be lowered at the call-off stage. Refer to Framework Schedule 3 – Price.

You must download and complete the pricing matrix Attachment 3(a – e) for the lots you are submitting a bid for.

Provide a price, where one has been requested, in the cells highlighted yellow on the tabs to be evaluated and green on the tabs that will not be evaluated.

When you have completed your pricing matrix, you must upload the relevant price matrix for the lot you are bidding for into the eSourcing suite ,as detailed below, in the commercial envelope. If you do not upload your pricing matrix your bid may be rejected from this competition.

|  |  |
| --- | --- |
| **Question** | **Price Matrix to be uploaded** |
| PQ1 | Attachment 3a – Price Matrix Lot 1 only |
| PQ2 | Attachment 3b – Price Matrix Lot 2 only |
| PQ3 | Attachment 3c – Price Matrix Lot 3 only |
| PQ4 | Attachment 3d – Price Matrix Lot 4 only |
| PQ5 | Attachment 3e – Price Matrix Lot 5 only |

Do not alter, amend or change the format or layout of the pricing matrix Attachment 3(a - e).

* 1. Price evaluation process

This is how we will evaluate your pricing:

We will check you have completed all the yellow cells for each lot you are bidding for that are to be evaluated, plus all the green cells for each lot that will not be evaluated.

Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero, nominal or negative prices will not be accepted.

The price evaluation will be undertaken separately to the quality evaluation process.

The Bidder with the lowest total basket price contained in the cells detailed below, will be awarded the maximum mark available (a price score of 30).

|  |  |  |
| --- | --- | --- |
| **Lot** | **Worksheet** | **Cell** |
| Lot 1 | Lot 1 Evaluated | E2 |
| Lot 2 | Lot 2 Evaluated | E2 |
| Lot 3 | Total Pricing Tabs 1 and 2 (Evaluated) | C10 |
| Lot 4 | Lot 4 Evaluated | E2 |
| Lot 5 | Lot 5 Total Pricing Scenarios 1,2 & 3 (Evaluated) | C11 |

All other Bidders will get a price score relative to the lowest total basket price.

The calculation we will use to evaluate your total basket price, for each lot you are bidding for, is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Price Score |  | Lowest total basket price |  | 30 (maximum mark available) |
| = |  | x |
|  | Bidder’s total basket price |  |

Example applicable for all lots:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A |  | Bidder B |  | Bidder C |
| Total basket price |  | Total basket price |  | Total basket price |
| £ 1,250,000.00 |  | £ 1,516,000.00 |  | £ 1,652,000.00 |
|  |  |  |  |  |

1. Bidder A has the lowest basket price of £1,250,000.00. Bidder A is awarded the maximum mark available for price, which is 30;
2. Bidder B submits a total basket price of £1,516,000.00. Bidder B is awarded a price score of 24.74
3. Bidder C submits a total basket price of £1,652,000.00 and is awarded a price score of 22.70.
   1. Abnormally Low Tenders

Where we consider any of the total basket price(s) or individual product price(s) you have submitted to have no correlation with the quality of your offer or to be potentially **abnormally low** 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 may reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

Successful Bidders should note, the maximum framework rates may be used as Direct Award criteria for Call Off contracts. Bidders will find further information in Framework Schedule 7: Call Off Procedure.

# 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 | Price score | Final score |
| (Maximum score available 70) | (Maximum score available 30) | (Maximum score available 100) |
| Bidder A | 70.00 | 30.00 | 100.00 |
| Bidder B | 60.00 | 24.74 | 84.74 |
| Bidder C | 50.00 | 22.70 | 72.70 |

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

We will offer the number of bidders a framework contract as set out in paragraph 3.1 of Attachment 1 – About the Framework.

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

* 1. Reserved Rights

We also reserve the right to award a Framework Contract to any Bidders whose final score is within 1% of the last position, the last position for the five lots is as follows:

|  |  |
| --- | --- |
| Lot | Last Position |
| Lot 1 | 8 |
| Lot 2 | 5 |
| Lot 3 | 5 |
| Lot 4 | 3 |
| Lot 5 | 6 |

**Example:**

If the Bidder in any of the last positions listed in the table above, has a final score of 30.00 for example

The calculation we will use is:

Last Position Bidder’s final score is 30.00

1% of 30.00 = 0.30

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

30.00 - 0.30 = 29.70

So, any Bidder whose final score is 29.70 or above will be awarded a place on that particular lot of the framework.

* 1. Intention to Award

We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send the intention to award letters to all Bidders who are still in the competition i.e. who have not been excluded.

At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful Bidders on the steps they should take and they should seek independent legal advice, if required.

If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain lot, we reserve the right to conclude a Framework Contract with successful Bidders for the lot(s) that have not been challenged.

Following the standstill period, and if there are no challenges to our decision, successful Bidders will be formally awarded a Framework Contract subject to signatures.

* 1. Framework Contract

You must sign and return the Framework Contract within 10 days of being asked. If you do not sign and return, we will withdraw our offer of a Framework Contract.

The conclusion of a Framework Contract is subject to the provision of due ‘certificates, statements and other means of proof’ where Bidders have, to this point, relied on self-certification.

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

This means the following certificates are required:

|  |  |
| --- | --- |
| **Insurances** | |
| **Title** | **Value** |
| Employer’s (Compulsory) Liability Insurance\* | £5,000,000 |
| Public Liability Insurance | £10,000,000 |
| Professional Indemnity Insurance | £5,000,000 |
| Product Liability Insurance | £5,000,000 |

|  |  |
| --- | --- |
| **Certification** | |
| **Title** | **Evidence** |
| Cyber Essentials certificate | Award Stage |
| ISO 27001:2022 Information Security Management standard | Award Stage |
| ISO 9001:2015 Quality Management System | Award Stage |
| ISO 14001:2015 Environmental Management System standard | Award Stage |
| ISO 45001:2018 Occupational Health and Safety Management | Award Stage |

A valid certificate for each of the standards listed in question 1.29 of the Selection Questionnaire and which is relevant to the services you will be providing under the all Lots.

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