



Crown
Commercial
Service

Invitation to tender Attachment 2 – How to bid

RM6267 Construction Works and Associated
Services 2/ProCure 23

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1. How to make your bid

- 1.1 Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
- 1.2 The works and services covered by this procurement have been subdivided into five Lot Groups. Bidders may submit tenders for any or all of the five Lot groups.

Lot 1 has been further divided into seven regional sub-lots. Bidders may submit tenders for any or all of the seven regional sub-lots and must express their preference. A bidder cannot be awarded more than four regional sub-lots except where a region would otherwise have fewer than 8 (eight) successful bidders. In this situation the highest scoring bidder(s), who expressed a preference outside of their top 4 (four) for said region will be appointed. This is regardless of the number of other regions they have been successful in. See paragraph 4 in Attachment 1 – About the CCS CWAS 2 - P23 FAC for more information.
- 1.3 Your bid must be **entered into the eSourcing tool**. We can only accept bids that we receive through the eSourcing tool.
- 1.4 Upload **ONLY** those attachments we have asked for. Do not upload any attachments we haven't asked for.
- 1.5 Make sure you answer every question.
- 1.6 You must submit your bid before the bid submission deadline, in paragraph 6 "Timelines for the competition" in Attachment 1 – About the CCS CWAS 2 - P23 FAC.
- 1.7 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.8 You must regularly 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.
- 1.9 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" in Attachment 1 – About the CCS CWAS 2 - P23 FAC.
- 1.10 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.

2. Selection stage

- 2.1 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.
- 2.2 If you are relying on any key subcontractors to provide the answers to the technical and professional ability they must complete Parts 2 and 3 for themselves.
- 2.3 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.
- 2.4 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 a guarantor) or from other members of a consortium.
- 2.5 You must complete and submit the CCS Offer Document (Attachment 12) with your bid. If you fail to provide the complete document in section 1.63.1 in the Selection questionnaire you may be deemed non-compliant and excluded from the procurement.

3. Selection process

- 3.1 For Lot 1, you are required to provide one Contract example for each regional sub-lot that you wish to bid for.

For example, if you are bidding only for regional sub-lots 1.1 and 1.4, you will need to provide 1 (one) Contract example that was performed in regional sub-lot 1.1: North East (Includes Yorkshire and the Humber) and 1 (one) Contract example that was performed in regional sub-lot 1.4: East of England.

For Lots 2, 3, 4 and 5 you are required to provide two Contract examples for each Lot you are bidding for.

Please ensure that any Contract examples that you submit do not have a Non-Disclosure Agreement (NDA) in place, because we require full details to be provided as required by the Attachment 2b - Evidence of Contract example.

Contract examples must have a value as detailed in document Attachment 2a – Selection Questionnaire. So:

Lot 1: Examples provided MUST have a value at or in excess of £5M. There is no upper value for Contract examples provided for Lot 1

Lot 2: Examples provided MUST have a value between £20m and £70 million. Examples MUST be from England, as this Lot relates to England only.

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Lot 3: Examples provided MUST have a value at or in excess of £70 million. Examples MUST be from England as this Lot relates to England only.

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Lot 4: There is no value threshold for Contract examples that can be provided for this Lot. This is a National Lot, therefore examples can be from England, Scotland, Wales or Northern Ireland.

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Lot 5: Examples provided MUST have a value in excess of £80 million. This is a National Lot, therefore examples can be from England, Scotland, Wales or Northern Ireland.

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Please note that Contract examples can only be used once, and not used for multiple Lots.

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Failure to submit Attachment 2b - Evidence of Contract example in accordance with these instructions will result in your bid being awarded a FAIL and excluded from further participation in the competition for the relevant Lot or sub-lot.

- 3.2** Lot 1 has 7 (seven) regional sub-lots (see Section 1.11.4 of Attachment 2a Selection questionnaire) and you are required to select the regional sub-lots that you are bidding for.
- You must then insert a numbered preference for each regional sub-lot you are bidding for. The drop-down list in the eSourcing tool will include the options First to Seventh; First reflects your highest choice preference, Seventh your least. For the avoidance of doubt, you cannot use the same selection for your preference across the sub-lots that you are bidding for. If you were to do so in error we will require you to change your preferencing to meet this requirement.
- If you are not bidding for a particular sub-lot, please do not select any preference for that sub-lot.
- 3.3** After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.
- 3.4** We may ask you to clarify information you provide, if that is necessary. Don't forget 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.
- 3.5** 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.
- 3.6** 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.

4. Selection criteria

- 4.1 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 Attachment 1 – About the CCS CWAS 2 - P23 FAC, or not followed the instructions given in this ITT pack.
- 4.2 If we exclude you from the competition we will tell you and explain why.

5. 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 guidance and you must complete Attachment 5 - Financial Viability Risk Assessment Tool which you must submit as part of your tender.

6. 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 Additional Client needs, at the best possible price you can give.

When completing your bid, you must:

- Read through the entire ITT pack carefully, specifically the Terms and Conditions, which contain the Specification 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' in Attachment 1 – About the CCS CWAS 2 - P23 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.

7. 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.

8. Award process

8.1 What YOU need to do

- answer the quality questions section A and sections B - C of the quality questionnaire (as relevant to the Lot(s) for which you are bidding) in the eSourcing tool in the technical envelope.
- Complete the Price Model Workbook attachments 3a to 3e for the Lot(s) for which you are bidding.
- Upload your completed Price Model Workbook(s) into the eSourcing tool in the commercial envelope to questions PQ1 to PQ5 for the Lot(s) for which you are bidding.

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

1.	<p>Compliance Check</p> <p>First, we will do a check to make sure that you completed the Price Model Workbooks for the Lot(s) that you have bid for in line with our instructions.</p>
2.	<p>Quality Evaluation</p> <p>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.</p>

3.	<p>Consensus</p> <p>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.</p>
4.	<p>Quality Threshold</p> <p>For AQA1 & AQA2 if you have received a Fail or zero we will reject your bid and you will be excluded from the competition.</p> <p>For the Lot specific quality questions AQB1-4 (Lots 1, 2 & 3) and AQC1-4 (Lots 4 & 5), if you have scored a zero we will reject your bid for those Lots and you will be excluded from the competition.</p> <p>We will tell you that your bid has been excluded from the competition and why.</p> <p>Refer to tables at paragraph 12 for an example of how your quality score for each Lot will be calculated.</p>
5.	<p>Evaluate Pricing</p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.</p> <p>They will calculate your price score using the evaluation criteria in paragraph 11 – Price evaluation.</p>
6.	<p>Final Score</p> <p>Your quality score will be added to your price score, to create your final score as illustrated in paragraph 12 Final decision to award.</p> <p>For Lot 5 only, if your overall score has not met the minimum combined quality and pricing score equivalent to 70 or higher, your bid will fail and you will not be awarded a place on the Framework Alliance Contract for Lot 5.</p>
7.	<p>Award</p> <p>Awards will be made to the successful bidders following the standstill period, subject to contract.</p>

9. 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 is a generic question. If you do not meet the requirements for AQA2 component part b) 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 AQB1, AQB2, AQB3 and AQB4 are Lot specific questions (Lots 1 to 3). 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 that Lot and why.

Questions AQC1, AQC2, AQC3 and AQC4 are Lot specific questions (Lots 4 and 5). If you score a zero for any of the questions, we will reject your bid for these Lots. We will tell you that your bid has failed for that Lot 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 by providing links to external documents or websites. 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 in the consensus meeting 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.

10. Award quality questionnaire

10.1 The quality questionnaire is split into four sections:

- Section A – Mandatory questions
- Section B – Lots 1 to 3 only
- Section C – Lots 4 and 5 only
- Section D – Commercial Pricing

10.2 The list of questions is contained in document Attachment 2c - Award questionnaire. A summary of all the questions, 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%

Section	Question Type	Marking Scheme	Question Weighting	
SECTION B – LOT 1, 2 AND 3 SPECIFIC QUESTIONS				
AQB1	Collaboration and Engagement	Text Box	100/66/33/0	20%
AQB2	Quality and Supply Chain Management	Text Box	100/50/0	25%
AQB3	Design: Innovation, Digitisation, Standardisation and Modern Methods of Construction	Text Box	100/50/0	20%
AQB4	Net Zero Carbon and Sustainability	Text Box	100/50/0	20%

Section	Question Type	Marking Scheme	Question Weighting	
SECTION C – LOT 4 AND 5 SPECIFIC QUESTIONS				
AQC1	National Coverage	Text Box	100/50//0	15%
AQC2	Collaboration and Alliancing Approach	Text Box	100/66/33/0	25%

AQC3	Contract Management	Text Box	100/66/33/0	25%
AQC4	Quality and Supply Chain Management	Text Box	100/50/0	20%

11. Price evaluation

11.1 Detailed guidance and instruction is contained within Attachment 3f - Price Model and Price Evaluation Guidance. It is your responsibility to comply with the instructions contained within Attachment 3f and the associated Price Model Workbook(s) (Attachments 3a to 3e).

Failure to complete the Price Model Workbook(s) 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 3f – Price Model and Price Evaluation Guidance.

11.3 Bids exceeding 75% above or below the median bid are deemed to be uneconomic and score 0 for that price element only.

11.4 When we have completed the price evaluation you will have a price score out of 30 every Lot you have submitted a bid for, including every sub-lot for Lot 1.

11.5 Abnormally 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.

12. 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 tables A and B below for an example of how your overall score for quality and price will be calculated for each Lot.

Table A: Lots 1, 2 and 3

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
AQA2	Social Value	15%	100	100	15.00
AQB1	Collaboration and Engagement	20%	100	100	20.00
AQB2	Quality and Supply Chain Management	25%	100	100	25.00
AQB3	Design: Innovation, Digitisation, Standardisation and Modern Methods of Construction	20%	100	100	20.00
AQB4	Net Zero Carbon and Sustainability	20%	100	100	20.00
Quality score					100.00
Quality Score x Quality rating (100 x 70%)					70.00
Pricing Score					100.00
Pricing Score x Pricing rating (100x30%)					30.00
Overall Score (70.00 + 30.00)					100.00

Table B: Lots 4 and 5

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
AQA2	Social Value	15%	100	50	7.5
AQC1	National Coverage	15%	100	50	7.5
AQC2	Collaboration and Alliancing Approach	25%	100	100	25.00
AQC3	Contract Management	25%	100	66	16.67
AQC4	Quality and Supply Chain Management	20%	100	100	20.00
Quality score					76.67
Quality Score x Quality rating (100 x 70%)					53.67
Pricing Score					100.00
Pricing Score x Pricing rating (100x30%)					30.00
Overall Score (70.00 + 30.00)					83.67

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

For Lot 1, bidders can bid from one to seven regional sub-lots. However the maximum number of regional sub-lots any bidder can be awarded is 4 (four); except where a region would otherwise have fewer than 8 (eight) successful bidders. In this situation the highest scoring bidder(s), who expressed a preference outside of their top 4 (four) for said region will be appointed. This is regardless of the number of other regions they have been successful in.

For Lot 2, 8 (eight) bidders will be awarded a Framework Alliance Contract.

For Lot 3, 8 (eight) bidders will be awarded a Framework Alliance Contract.

For Lot 4, 6 (six) bidders will be awarded a Framework Alliance Contract.

For Lot 5, a maximum of 20 (twenty) bidders will be awarded a Framework Alliance Contract provided they also receive a combined score of 70 or higher for quality and price.

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 CWAS 2 - P23 FAC, paragraph 4 How the Lots are Structured. For example, it would be possible for CCS to award more than 8 places per regional sub-lot in Lot 1 or more than 20 places in Lot 5 if the scores for those bidders fall within 1% of the 6th place for Lot 1 or 20th place for Lot 5.

Lot 1 Example:

If the bidder in 8th place, last awarded position, has a final combined score of 60.00; the calculation we will use is:

Lot 1.1 - 8th place bidder's final score is 60.00

1% of 60.00 = 0.6

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 1.1.

Lot 5, Example Scenario 1:

If the bidder in 20th place, last awarded position, has a final combined score of 70.00; the calculation we will use is:

Lot 5 - 20th place bidder's final score is 70.00

1% of 70.00 = 0.7

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

$70.00 - 0.7 = 69.3$

So, any bidder whose final combined score is 69.3 or above will be awarded a place on the Framework Alliance Contract for Lot 5.

Lot 5, Example Scenario 2:

If the bidder in 20th place, last awarded position, has a final combined score of 75.00; the calculation we will use is:

Lot 5 - 20th place bidder's final score is 75.00

1% of 75.00 = 0.75

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

$75.00 - 0.75 = 74.25$

So, any bidder whose final combined score is 74.25 or above will be awarded a place on the Framework Alliance Contract for Lot 5.

12.3 Intention to award

You can submit a bid for one or more Lots. Bidders may be awarded 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 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 Alliance 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 Alliance Contract subject to execution of 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 = £10,000,000
- Professional Indemnity Insurance = £3,000,000