

Invitation to Tender

Attachment 2 – How to Bid

RM6289 Provision of Power Purchasing Agreements

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# **How to Make your Bid**

* 1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
  2. Your bid must be entered into the eSourcing tool. We can only accept bids that we receive through the eSourcing tool.
  3. 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.
  4. If you are bidding as a consortium, each consortium member (other than the consortium member responding to the electronic Selection Questionnaire within the eSourcing tool) will be required to complete an Attachment 4a – Information and Declarations\_Consortium. In this attachment, consortium members will respond to part 1 and 2 Selection Questionnaire declarations and some part 3 selection questions in their own right. It is clearly indicated within the electronic Selection Questionnaire (a copy of which can be found at Attachment 2a Selection Questionnaire) when the consortium member completing the electronic Selection Questionnaire should respond on behalf of ALL consortium members for part 3 selection questions.
  5. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
  6. Make sure you answer every question.
  7. You must submit your bid before the bid submission deadline, in section 5 “Timelines for the competition” in Attachment 1 - About the Framework.
  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.
  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 section 6 “When and how to ask questions” in Attachment 1 - About the Framework.
  10. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.

# **Selection Stage**

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

# **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 tool throughout the competition on a daily basis. 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, or a member of your consortium, receive a ‘fail’ for any of the evaluated selection questions.
* you, or a member of your consortium, do not pass the economic and financial standing assessment to the satisfaction of CCS.
* your bid is deemed non-compliant.
* any of the information you have provided proves to be false or misleading.
* you have broken any of the competition rules in Attachment 1 About the Framework, or not followed the instructions given in this ITT pack.
  1. If we exclude you from the competition we will tell you and explain why.

# **Selection Questionnaire**

* 1. Please refer to Attachment 2a Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing tool (Qualification Envelope).

# **Award Stage**

* 1. If you have successfully passed the selection stage, you will proceed to the award stage.
  2. We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
  3. Your bid must deliver what our Buyers need, at the best possible price you can give.
  4. When completing your bid you must:
* Read through the entire ITT pack, including Attachment 1a - Framework Schedule 1 (Specification)carefully, and read more than once.
* Read each question, the response guidance, marking scheme, evaluation criteria, and the instructions on response parameters and required format.
* Read the contract terms set out at Attachment 9 - Framework Contract Documents.
* If you are unsure, ask questions before the clarification questions deadline See section 5 ‘Timelines for the competition’ and section 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 tool and to ensure any completion errors are rectified before the bid submission deadline.
* Your prices should be in line with the service level you offer in response to the award quality questions.

# **Award Criteria**

* 1. The Award Stage consists of a quality evaluation (see section 9 of this document) and a price evaluation (see section 11 of this document).
  2. The award of this Framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
  3. In this competition, the weighting for the quality evaluation is 80 marks; and, the weighting for the price evaluation is worth 20 marks.

# **Award Process**

* 1. What YOU need to do
* Answer the quality questions section A and section B of the quality questionnaire in the eSourcing tool in the Technical Envelope.
* Complete the price matrix Attachment 3.
* Upload your completed price matrix into the eSourcing tool in the Commercial Envelope to question PQ1.
  1. What **WE** will do at the award stage

| 1. | **Compliance Check**  First, we will do a check to make sure that you completed the 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 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. |
| 4. | **Moderation**  ​Once the consensus meetings have taken place, the consensus manager(s) will review the consensus marks and reasons for the marks agreed with evaluators for any errors or discrepancies. If any errors or discrepancies are identified, marks may be changed as a result of this moderation exercise. The reasons for revisiting the marks and the outcome of revisiting the marks will be fully recorded. |
| 5. | **Quality Threshold**  If you receive a mark of 0 (zero) for any of the quality questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  Refer to table at section 9 for an example of how your **Quality Score** 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 Part 11.2 – Price Evaluation. |
| 7. | **Final Score**  Your Quality Score will be added to your Price Score, to create your Final Score as illustrated in Part 12 Final decision to award. |
| 8. | **Award**  Awards will be made to the successful Bidders following the standstill period, subject to contract. |

# **Quality Evaluation**

* 1. Questions 2.1.1, 2.1.2 and 2.1.3 are mandatory questions and will be evaluated PASS / FAIL. If you answer no to one or more of these questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
  2. Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials for example reports or information located on your website.
  3. Each of the quality questions, in section B of the quality questionnaire will be independently assessed by our evaluation panel.
  4. When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that question's weighting to calculate your weighted mark for that question.
  5. Each weighted mark for each question you have submitted a bid for will then be added together to calculate your Quality Score.
  6. Please see table A below for an example of how your Quality Score will be calculated.

Table A

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| 2.2 | Account Management | 17.5% | 100 | 100 | 17.5 |
| 2.3 | PPA Feasibility | 17.5% | 100 | 100 | 17.5 |
| 2.4 | Data Management and MI | 17.5% | 100 | 100 | 17.5 |
| 2.5 | Continuous Improvement | 17.5% | 100 | 100 | 17.5 |
| 2.6 | Social Value | 10% | 100 | 100 | 10.00 |
| **Quality score** | | | | | **80.00** |

# **Award Quality Questionnaire**

* 1. The quality questionnaire is split into 2 sections:
* Section A – Mandatory Questions
* Section B – Generic Questions
  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** | | | |
| 2.1.1 | Accept Competition Rules | | Pass / Fail |
| 2.1.2 | Accept Contract Terms | | Pass / Fail |
| 2.1.3 | Compliance with Framework Schedule 1: Specification. | | Pass / Fail |
|  | | | |
|  | | **Marking Scheme** | **Weighting (%)** |
| **Section B – Generic Questions** | | | |
| 2.2 | Account Management | 100/66/33/0 | **17.5%** |
| 2.3 | PPA Feasibility | 100/75/50/25/0 | **17.5%** |
| 2.4 | Data Management and MI | 100/66/33/0 | **17.5%** |
| 2.5 | Continuous Improvement | 100/66/33/0 | **17.5%** |
| 2.6 | Social Value | 100/75/50/25/0 | **10%** |

| **Section A – Mandatory Service Requirements** | |
| --- | --- |
| **2.1.1 Accept 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 accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition rules.  **No** **-** You do not accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition rules. | |
| **2.1.1 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 accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition rules.    If you select ‘No’ to indicate that you do not 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 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 do not accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition rules. |

| **2.1.2 Accept Contract Terms** | |
| --- | --- |
| Do you accept the contract terms as incorporated in the Framework Award Form?  Please answer ‘Yes’ or ‘No’  **Yes -** You accept the contract terms as incorporated in the Framework Award Form.  **No** **-** You do not accept the contract terms as incorporated in the Framework Award Form. | |
| **2.1.2 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 accept the contract terms as incorporated in the Framework Award Form.    If you select ‘No’ to indicate that you do not 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 accept the contract terms as incorporated in the Framework Award Form. |
| Fail | You have selected ‘No’ confirming that you do not accept the contract terms as incorporated in the Framework Award Form. |

| **2.1.3 Compliance with Framework Schedule 1 (Specification)** | |
| --- | --- |
| If you are awarded a Framework Contract, will you unreservedly deliver in full, all of the Deliverables as set out in Framework Schedule 1 (Specification).  Please answer ‘Yes’ or ‘No’.  **Yes -** You will unreservedly deliver in full all of the Deliverables as set out in Framework Schedule 1 (Specification).  **No -** You will not, or cannot, deliver in full all of the Deliverables as set out in Framework Schedule 1 (Specification). | |
| **2.1.3 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.  Providing a ‘Yes’ response means you will unreservedly deliver in full all of the Deliverables as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) 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 of the Deliverables as set out in Framework Schedule 1 (Specification). |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all of theDeliverables as set out in Framework Schedule 1 (Specification). |

| **Section B – Generic Questions** | |
| --- | --- |
| **2.2 Account Management**  **Requirement:**  CCS requires you to demonstrate your Account Management processes, resources and standards.  The requirement is for the provision of dedicated Account Management to provide a comprehensive, point of contact service to CCS and Buyers.  You will implement and manage processes that ensures issues raised by CCS and Buyers, relevant to the Framework Agreement, are addressed and brought to a satisfactory conclusion.  Please refer to Attachment 1a - Framework Schedule 1 (Specification), section 5, Account Management | |
| **2.2 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing tool.**  In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate in line with the specification:   1. Your account management approach to Buyers communications and engagement processes including:    * 1. the tools you will use      2. the frequency of communication. 2. What steps you take to effectively manage Buyers complaints and your escalation process. Your response must demonstrate how you will ensure that complaints are resolved to the Buyers satisfaction. 3. How you will successfully manage Buyer accounts and ensure your Account Management resources are appropriate to maintain the required Service levels.     Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). 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 – 6,000 characters including spaces and punctuation.  Your response must not exceed the character count within the eSourcing tool. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks 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 2.2.1, 2.2.2 and 2.2.3 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/66/33/0** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **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. |

| **Section B – Generic Questions** | |
| --- | --- |
| **2.3 PPA Feasibility**  **Requirement**  CCS requires you to demonstrate the processes, approaches and practices you use for achieving an operational PPA, delivering electricity for Buyers to meet call-off contracts under this Framework.  Please refer to Attachment 1a - Framework Schedule 1 (Specification), section 2, The Deliverables and section 3, Key elements of each PPA entered into under a call-off contract | |
| **2.3 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing tool.**  In order to satisfy the requirement, and the question associated with the requirement, your response must describe in line with the specification:   1. Your approaches, planning and procedures when facilitating a PPA. 2. Your methods to ensure timescales are met. 3. How you will secure necessary permits and approvals, outlining your strategies for engaging with relevant authorities and stakeholders. 4. Your risk management strategies to address potential challenges and delays, and outline how you will ensure compliance with regulatory requirements throughout the project.   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.  Your response must not exceed the character count within the eSourcing tool. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks 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 2.3.1, 2.3.2, 2.3.3 and 2.3.4 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. |

| **Section B – Generic Questions** | |
| --- | --- |
| **2.4 Data Management and MI**  **Requirement**  CCS requires you to describe your approach to managing data and providing management information (MI) to Buyers, including the processes/management tools you will use to provide management information that is accurate and timely.  Please refer to Attachment 1a - Framework Schedule 1 (Specification), section 9, Management Information | |
| **2.4 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing tool.**  In order to satisfy the requirement, and the question associated with the requirement, your response must, in line with the specification:   1. Explain your procedures for collecting, processing, and securely storing data, highlighting any specific technologies or protocols used to protect customer information. 2. Describe how you ensure the accuracy and timeliness of management information reports, including the formats and frequency of these reports, and any quality control measures in place. 3. Describe your methods for maintaining data integrity and compliance with relevant data protection regulations. Include details about any data analytics tools or third-party providers involved in the process.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). 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 – 6,000 characters including spaces and punctuation.  Your response must not exceed the character count within the eSourcing tool. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks 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 2.4.1, 2.4.2 and 2.4.3 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/66/33/0** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **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. |

| **Section B – Generic Questions** | |
| --- | --- |
| **2.5 Continuous Improvement**  **Requirement**  CCS requires you to demonstrate how you will ensure that lessons learned and continuous improvement take place throughout the lifetime of each Call Off Contract in accordance with Attachment 1a Framework Schedule 1 (Specification) section 14. | |
| **2.5 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing tool.**  In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate in line with the specification:   1. Your approach to identifying initiatives for continuous improvements associated with the service provision. 2. How you will present and communicate your suggested potential improvements and new innovative ways of working to the Buyer. 3. How you will work collaboratively with the Buyer to identify, evaluate and implement any lessons learned to improve the service. Including the processes you will have in place to capture the lessons learned and how you will present and communicate these to Buyers.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). 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 – 6,000 characters including spaces and punctuation.  Your response must not exceed the character count within the eSourcing tool. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks 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 2.5.1, 2.5.2 and 2.5.3 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/66/33/0** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **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. |

| **Section B – Generic Questions** | |
| --- | --- |
| **2.6 Tackling economic inequality, Fighting Climate Change, Equal Opportunity and Wellbeing**  **Requirement:**  CCS requires you to deliver the following Social Value themes throughout the lifetime of the Contract. This includes:  1. Tackling economic inequality  2. Fighting Climate Change  3. Equal Opportunity  4. Wellbeing  Subsequent call-off contracts will be able to focus on any social value outcomes within these social value themes.  Please refer to Attachment 1a - Framework Schedule 1 (Specification), section 4, Delivering Social Value. | |
| **2.6 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing tool.**  In order to satisfy the requirement, your response must demonstrate in line with the specification:   1. Tackling economic inequality - the commitment you will make to ensure resilience and capacity within the supply chain. 2. Fighting Climate Change - the commitment you will make to protect and enhance biodiversity in and around any PPA asset sites. 3. Equal Opportunity - the commitment you will make to improving fair working practices throughout your supply chain and addressing modern slavery risks. 4. Wellbeing - the commitment you will make to creating lasting community benefits which go beyond any PPA contract period.     Your responses to each component part must explain what activities you will commit to undertaking within each area to support the policy outcome if you are successful in winning a call-off contract.  Your responses to each component part must be specific to the work delivered under this Framework and provide additional benefit that is not already part of your organisation's business practices or the core deliverables of the Framework. Where existing organisation level programs are referenced, you must include how this will be applied to the work delivered under this Framework and explain how this will result in additional benefit.  Your responses to each component part must:   * Demonstrate specific commitments to the work to be delivered under this Framework Agreement. * Go beyond legal compliance and any mandatory requirements that deliver the core objectives of the Framework or subsequent call-offs. * Outline all the commitments you will make to achieve an improvement in this area. * Be additional to any existing work you may already be undertaking in this area.   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.  Your response must not exceed the character count within the eSourcing tool. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks 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 2.6.1, 2.6.2, 2.6.3 and 2.6.4 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 Questionnaire and Evaluation**

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

| **Response Guidance**  You must complete Attachment 3 Price Matrix, in line with the guidance in Attachment 2 - How to Bid, paragraphs 11 and 12 and the instructions contained within the price matrix and attach to the question below. | | |
| --- | --- | --- |
| **Question Number** | **Question** | **Your Response** |
| PQ1 | Upload to this question your completed Attachment 3 Price Matrix  Please name the file [price\_insertyourcompanyname] | Text Box |

* 1. **How to complete your pricing matrix:**

Read and understand the instructions in the Attachment 3 Price Matrix ~~and Attachments 3a - 3f Price Scenarios 1 - 6~~ and in this section, before submitting your prices.

Your prices should compare with the quality of your offer.

Your prices must be sustainable and include your operating overhead costs and profit.

You should also take into account our management charge of 0.25% which shall be paid by you to us, as set out in the Framework Award form. Additional cost will be incurred by the supplier for MOD invoicing. Further details will be provided at Call-Off.

You should have read and understood the information on TUPE in section 6 of Attachment 1 – About the Framework. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing matrix.

Your prices submitted must :

* + exclude VAT.
  + be in british pounds sterling, up to two decimal places

Zero or negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.

You must download and complete the Attachment 3 Price Matrix.

Provide a price, where one has been requested, in the cells highlighted yellow. Please insert 'N/A' in the yellow cells for any scenarios that you cannot provide pricing for. For example, if you can only provide solar, please provide the information in the yellow cells for Scenarios 1 and 2, inserting 'N/A' in the yellow cells for scenarios 3 and 4 (On-Shore Wind), 5 and 6 (Off-Shore Wind).

When you have completed your price matrix, you must upload this into the eSourcing tool at question PQ1 in the commercial envelope. If you do not upload your pricing matrix your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the Attachment 3 Price Matrix.

* 1. Price evaluation process

This is how we will evaluate your pricing:

We will check you have completed all the yellow cells, as stated in the instructions tab in Attachment 3 - Price Matrix.

Failure to insert an applicable price into the ‘Base PPA Price (£/MWh)’ cells may result in your bid being deemed non-compliant and may be rejected from this competition. As per the instructions tab, please ensure you insert ‘N/A’ into any yellow cells for scenarios which you cannot provide pricing for.   
  
Remember zero or negative prices will not be accepted.

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

The prices submitted for each scenario ‘Base PPA Price (£/MWh)’ field, will be calculated to work out the total basket price.

This will be calculated by taking the price submitted (i.e. the ‘Base PPA Price (£/MWh)’ price) for each scenario and then calculating the mean average to provide a ‘total basket price’.

The Bidder with the lowest total basket price will be awarded the maximum mark available (a Price Score of 20).

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 is as follows:

| Price Score = | Lowest total basket price | x | 20 (maximum Price Score available) |
| --- | --- | --- | --- |
| Bidder’s total basket price |

Example:

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

* Bidder A has the lowest basket price of £217,000. Bidder A is awarded the maximum mark available for price, which is 20;
* Bidder B submits a total basket price of £434,000. Bidder B is awarded a Price Score of 10
* Bidder C submits a total basket price of £542,500 and is awarded a Price Score of 8.

We appreciate that some Bidders will only be able to provide certain technologies of power production (for example, Solar but not On-Shore or Off-Shore Wind) and will therefore only be able to provide pricing for Solar.

In such circumstances where Bidders cannot provide pricing for certain scenarios, we will take an average ‘Base PPA Price (£/MWh)’ taken from all the other bidders who were able to provide pricing for the technology type which you were not able to price for, and use that to populate your pricing.

* 1. Abnormally Low Tenders

Where we consider any of the total basket price you have submitted to have no correlation with the quality of your offer or to be **abnormally low** we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).

If your explanation is not acceptable, we will reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

# **Final Decision to Award**

* 1. How we will calculate your Final Score

We will add your Quality Score to your Price Score to calculate your Final Score.

Example:

| **Bidder** | **Quality score** | **Price score** | **Final score** |
| --- | --- | --- | --- |
| Maximum score available 80 | Maximum score available 20 | Maximum score available 100 |
| Bidder A | 80.00 | 20.00 | 100.00 |
| Bidder B | 30.00 | 10.00 | 40.00 |
| Bidder C | 20.00 | 8.00 | 28.00 |

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 section 3.1 of Attachment 1 – About the Framework.

The maximum number of Bidders for 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 is 20th position.

**Example:**

If the Bidder in 20th place, last position has a Final Score of 20.00

The calculation we will use is:

20th place Bidder’s Final Score is 20.00

1% of 20.00 = 0.20

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

20.00 - 0.20 = 19.80

So, any Bidder whose Final Score is 19.8 or above will be awarded a place on the Framework.

* 1. Intention to Award

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.

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:

* Employer’s (Compulsory) Liability Insurance = £10,000,000
* Public Liability Insurance = £10,000,000
* Product Liability Insurance = £10,000,000
* Professional Indemnity Insurance = £10,000,000

**Certification required:**

Cyber Essentials

A valid certificate for each of the standards listed in question 1.46 of the Selection Questionnaire and which is relevant to the services you will be providing.

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