

# Bid Pack

## Attachment 1 – About the Procurement

Contract Reference: **CCLL20A29**

Procurement for the launch of a UK Green Gilt – Appointment of Structuring Advisor(s)

### Contents

.....**Error! Bookmark not defined.**

1. Welcome.....	2
2. The Opportunity.....	3
3. What You Need To Know .....	3
4. Timelines For The Competition .....	5
5. When And How To Ask Questions .....	7
6. Making The Competition Work .....	7
7. Lot Structure .....	11

# 1. Welcome

- 1.1. We invite you to bid in this competition for the appointment of Structuring Advisor(s) for the launch of a UK Sovereign Green Bond ('Green Gilt'). Our bid pack comes in two main parts:
  - 1.1.1. **Attachment 1 - *About the procurement*** – what the opportunity is, who can bid, the timelines for this competition and how to ask questions. Additional documents:
    - *Making the competition work* – which sets out the rules of this competition.
    - *How the contract works* – which sets out what is in the contract.
  - 1.1.2. **Attachment 2 - *How to bid*** – guidance on the selection and award questionnaires and how we will assess your bid. Register on our e-Sourcing Suite via:  
[https://crowncommercialservice.bravosolution.co.uk/web/login.html?\\_ncp=1565166818902.98832-1](https://crowncommercialservice.bravosolution.co.uk/web/login.html?_ncp=1565166818902.98832-1) if you are not already registered. You must use our e-Sourcing suite to make your bid.
- 1.2. There are four additional attachments to this Bid Pack:
  - 1.2.1. Attachment 3 - *Statement of Requirements*.
  - 1.2.2. Attachment 4 - *Price Schedule*.
  - 1.2.3. Attachment 5 - *Terms and Conditions*.
  - 1.2.4. Attachment 6 - *Non-Disclosure Agreement*.

- 1.3. Make sure you **read all the attachments**. The guidance, information and instructions that we provide are there to help you to make your best bid.
- 1.4. If anything is not clear, see section 5 below. '*When and how to ask questions*'.

## 2. The Opportunity

- 2.1. This Procurement will establish a single or multiple supplier contract(s) for the purchase of Structuring Advisory services. The Services are described in detail within Attachment 3, Statement of Requirements.
- 2.2. The contract will be for an initial twelve (12) month period with an option to extend for up to six (6) months in monthly increments.
- 2.3. The maximum contract value is £200,000 (excluding VAT); however Her Majesty's Treasury ('the Authority') is not committed to spending this amount and no volumes or values of work will be guaranteed.
- 2.4. This Contract will be between the successful supplier(s) and the Contracting Authority (not the Crown Commercial Service (CCS), which is the Agent of the Authority).
- 2.5. The Contract is being offered under HM Treasury's (HMT's) Standard Terms and Conditions for Services.
- 2.6. The Agent is managing this Procurement in accordance with the Public Contracts Regulations (PCR) 2015.
- 2.7. The Contracting Authority is seeking proposals for the provision of Structuring Advisory Services for the launch of a UK Green Gilt. Remember that the full specification is in Attachment 3 - *Statement of Requirements*.

## 3. What You Need To Know

- 3.1. **What 'We' and 'You' Means**
  - 3.1.1. When we use 'CCS', 'we', 'us' or 'our' we mean the Crown Commercial Service.
  - 3.1.2. When we use 'Contracting Authority', 'Customer', 'Authority' or 'Client' we mean the specific department/organisation to whom the goods/services will be delivered and to whom you will enter into any subsequent contracts.

- 3.1.3. When we use 'you' or 'your' we mean your organisation, or the organisation you represent, in this competition.
- 3.1.4. We are procuring on behalf of the Contracting Authority for this requirement.
- 3.1.5. The Public Contracts Regulations 2015 ("the Regulations") regulate how we procure. This means that we and you have to follow processes that are fair, transparent and equitable for all bidders.

### 3.2. **Who Can Bid**

- 3.2.1. We are running this competition as an open opportunity. This means that any interested parties can submit a response within the following parameters:

3.2.2. **Option 1** - You can submit a bid as a single legal entity.

This will result in a single contract with you as the recognised supplier. You are able to bid with named subcontractors to deliver parts of the requirements.

We recognise that subcontracting plans can change. You must tell us about any changes to the proposed subcontracting as soon as you know. If you do not, you may be excluded from this competition.

3.2.3. **Option 2** - You can submit a consortia bid.

This involves working with one or more legal entities to form a consortium. You must choose a lead member who will submit the bid on behalf of the consortium and act as lead contact throughout the procurement.

This will result in a single contract to the consortium so formed. The bid may still include named subcontractors to deliver parts of the requirements.

3.2.4 We recognise that subcontracting and consortium plans can change. You must tell us about any changes to the proposed subcontracting or to the consortium as soon as you know. If you do not, you may be excluded from this competition. This applies to single entity and consortium bids.

## 4. Timelines for the Competition

4.1. These are our intended timelines. We will try to achieve these but dates can change. We will tell you if and when timelines change.

DATE	ACTIVITY
Monday 7th December 2020	Publication of Procurement/Contracts Finder Notice inclusive of Launch of e-Sourcing event
Monday 7th December 2020	Clarification period starts

Wednesday 9th December 2020 11:00am	Clarification period closes (“ <b>Bid Clarification Deadline</b> ”)
Thursday 10th December 2020 5:00pm	Deadline for the publication of responses to Clarification questions
Wednesday 16th December 2020 11:00am	Deadline for submission of Bid (“ <b>Bid Submission Deadline</b> ”)
Monday 6 <sup>th</sup> – Friday 18 <sup>th</sup> December 2020	Evaluation Process
Monday 7 <sup>th</sup> to 15 <sup>th</sup> January 2021	Bid Presentations. Each presentation slot shall last no more than 1 hour and be held in London (or virtually).
Wednesday 20 <sup>th</sup> January 2021	Proposed Award Date of Contract
Thursday 21 <sup>st</sup> January 2021	Expected commencement date for Contract(s)

## 5. When and How to Ask Questions

- 5.1. We hope everything is clear after you have read this bid pack.
- 5.2. If you have any questions you need to ask them as soon as possible after the procurement documents are published. This is because we have a set deadline for submitting questions – the Bid Clarification Deadline (please refer to timelines for competition above). This gives you the chance to check that you understand everything before you submit your bid.
- 5.3. You need to send your questions through the e-Sourcing Suite. This is the only way we can communicate with bidders. Please try to ensure your question is specific and clear and please do not include your identity in the question. This is because we publish all the questions and our responses to all bidders.
- 5.4. If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.
- 5.5. Remember that you can ask us questions about the competition but please do not attempt to ‘negotiate’ the terms. All contract awards will be subject to the terms and conditions identified in this Bid Pack.

## 6. Making the Competition Work

- 6.1. We run our competitions so that they are fair and transparent for all bidders. This section sets out the rules of this competition.
- 6.2. **What you can expect from us**
  - 6.2.1. We will not share any information from your bid with third parties, apart from stakeholders in the competition, which you have identified as being confidential or commercially sensitive. However, we may share this information but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.
- 6.3. **What we expect from you**
  - 6.3.1. You must comply with the rules in this Bid Pack and any other instructions given by us. You must also ensure members of your consortium (if relevant), group companies, subcontractors or advisers comply.
  - 6.3.2. You may:

- Submit one bid.
- Your bid must remain valid for 90 days after the bid submission deadline.
- You must submit your bid in English and through the e-Sourcing Suite only.

#### 6.4. **Involvement in multiple bids**

6.4.1. If you are connected with another bid for the same requirement or the same Lot, we may make further enquiries. For example, where you either submit a bid:

- In your own name and/or as a subcontractor and/or as a member of a consortium connected with a separate bid.
- In your own name which is similar to a separate bid from another bidder within your group of companies.

6.4.2. This is so we can be sure that your involvement does not cause:

- Potential or actual conflicts of interest.
- Supplier capacity problems.
- Restrictions or distortions in competition.

6.4.3. We may require you to amend or withdraw all or part of your bid if, in our reasonable opinion, any of the above issues have arisen or may arise.

#### 6.5. **Contracting arrangements**

6.5.1. Only you or, as applicable, your subcontractors (as set out in your bid) or consortium members (if relevant) can provide goods and/or services through the contract.

#### 6.6. **Contracting arrangements for consortia**

6.6.1. We will require a consortium to form a specific legal entity when signing a contract. We may also need a member to sign a guarantee for the legal entity.

## 6.7. Bidder conduct and conflicts of interest

6.7.1. You must not attempt to influence the contract award process. For example, you must not ever directly or indirectly:

- Collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, supplier, consortium member (if relevant) or provider of finance.
- Canvass the Authority's staff or advisors about this competition.
- Try to get information from any of our, and/or Contracting Authority staff or advisors, about another bidder or bid.

6.7.2. You must ensure that no conflicts of interest exist between you and us/the Contracting Authority. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.

## 6.8. Confidentiality and Freedom of Information

6.8.1. You must keep the contents of this Bid Pack confidential (including the fact that you have received it). This obligation does not apply to anything you have to do to:

- Submit a bid.
- Comply with a legal obligation.

## 6.9. Publicity

6.9.1. You must not publicise the deliverables or the award of any contract unless the Contracting Authority has given written consent. For example, you are not allowed to make statements to the media about any bid or its contents.

## 6.10. Our rights

6.10.1. We reserve the right to:

- Waive or change the requirements of this Bid Pack from time to time without notice.
- Verify information, seek clarification or require evidence or further information about your bid.

- Withdraw this Bid Pack at any time, or re-invite bids on the same or an alternative basis.
- Choose not to award any contract or Lot as a result of the competition.
- Choose to award different Lots at different times.
- Make any changes to the timetable, structure or content of the competition.

6.10.2. Exclude you if:

- You submit a non-compliant bid.
- Your bid contains false or misleading information.
- You fail to tell us of any change in the contracting arrangements between bid submission and award.
- The change in the contracting arrangements would result in a breach of procurement law.
- For any other reason provided in this Bid Pack.
- For any reason set out in the Public Contracts Regulations 2015.

## 6.11. Consequences of misrepresentation

6.11.1. If a serious misrepresentation by you induces us/the Contracting Authority to enter into a contract with you, you may be:

- Excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015.
- Sued by the Contracting Authority for damages, and the Contracting Authority may rescind the contract under the Misrepresentation Act 1967.

6.11.2. If fraud, or fraudulent intent, can be proved, you may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years in prison or a fine (or both).

6.11.3. If there is a conviction, then your organisation must be excluded from procurement for five years under reg. 57(1) of the PCR 2015.

## 6.12. Bid costs

6.12.1. We will not pay your bid costs for any reason; for example if we terminate or amend the competition.

## 6.13. Warnings and disclaimers

6.13.1. Neither us, nor the Contracting Authority will be liable for:

- Where parts of the Bid Pack are not accurate, adequate or complete.
- Any written or verbal communications.

6.13.2. You must carry out your own due diligence and rely on your own enquiries.

6.13.3. This Bid Pack is not a commitment by us or the Contracting Authority to enter into a contract.

## 6.14. Intellectual Property Rights

6.14.1. The Bid Pack remains our property. You must use the Bid Pack only for this competition.

6.14.2. You allow us to copy, amend and reproduce your bid so that we can:

- Run the competition.
- Comply with law and guidance.
- Carry out our business.

6.14.3. Our advisors, subcontractors and other government bodies can use your bid for the same purposes.

# 7. Lot Structure

7.1. The Services covered by this Procurement have not been sub-divided into Lots as the requirement as there are no commercial benefits to the customer.