

Invitation to Tender

Attachment 2 – How to Bid

RM6329 Logistics, Warehousing, and Supply Chain Solutions

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# **How to Make your Bid**

* 1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
  2. You may bid for one or more of the Lots, ensure you read section 3.1 of Attachment 1 - About the Framework.
  3. Your bid must be entered into the eSourcing Suite. We can only accept bids that we receive through the eSourcing Suite.
  4. 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.
  5. 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 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.
  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 section 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 section 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 must be attached 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 on a daily basis. 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, 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 Suite (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-j - Framework Schedule 1 Specification (Core Requirements and Annexes 1-8)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 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**

* 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 60 marks and the weighting for the price evaluation is worth 40 marks.

# **Award Process**

* 1. What YOU need to do
* answer the quality questions of the quality questionnaire in the eSourcing Suite in the Technical Envelope.
* Complete the price matrix, Attachments 3A - 3H Price Matrices for the Lot(s) for which you are bidding.
* Upload your completed price matrices into the eSourcing Suite in the Commercial Envelope to questions PQ1 for Lot 1, PQ2 for Lot 2, PQ3 for Lot 3, PQ4 for Lot 4, PQ5 for Lot 5, PQ7 for Lot 7 and PQ8 for Lot 8.
  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 receive a mark of 0 (zero) for any of the quality questions or if you have not met a minimum Quality Score of 25 for question B1 and 33 for questions C1, D1, E1, F1, G1, H1, J1, K1 and L1 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 section 9.6 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 Section 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. |

# **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 this one or more of the 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, C, D, E, F, G, H, J, K and L 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 for each Lot you have submitted a bid for will then be added together to calculate your Quality Score.
  6. Please see tables A to G below for an example of how your Quality Score will be calculated.

Table A – Lot 1 - Haulage and Distribution Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| D1 | Lot 1 Specific (Lot 1 Only) | 30% | 100 | 100 | 30.00 |
| **Quality score** | | | | | **60.00** |

Table B – Lot 2 - Warehousing and Storage Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| E1 | Lot 2 Specific (Lot 2 Only) | 30% | 100 | 100 | 30.00 |
| **Quality Score** | | | | | **60.00** |

Table C – Lot 3 - Logistics Consultancy, Supply Chain, and Design Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| F1 | Lot 3 Specific (Lot 3 Only) | 30% | 100 | 100 | 30.00 |
| **Quality Score** | | | | | **60.00** |

Table D – Lot 4 - 3rd Party, 4th Party and 5th Party Logistics Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| G1 | Lot 4 Specific (Lot 4 Only) | 30% | 100 | 100 | 30.00 |
| **Quality Score** | | | | | **60.00** |

Table E – Lot 5 - Removal and Relocation Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| H1 | Lot 5 Specific (Lot 5 Only) | 30% | 100 | 100 | 30.00 |
| **Quality Score** | | | | | **60.00** |

Table E – Lot 6 - Vehicle and Plant Movement, Storage and Detention Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| J1 | Lot 6 Specific (Lot 6 Only) | 30% | 100 | 100 | 30.00 |
| **Quality Score** | | | | | **60.00** |

Table F – Lot 7 - Events, Shows and Exhibition Logistics Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| K1 | Lot 7 Specific (Lot 7 Only) | 30% | 100 | 100 | 30.00 |
| **Quality Score** | | | | | **60.00** |

Table G – Lot 8 - Construction Logistics and Associated Solutions

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| B1 | Social Value (All Lots) | 10% | 100 | 100 | 10.00 |
| C1 | Generic (All Lots) | 20% | 100 | 100 | 20.00 |
| L1 | Lot 8 Specific (Lot 8 Only) | 30% | 100 | 100 | 30.00 |
| **Quality Score** | | | | | **60.00** |

# **Award Quality Questionnaire**

* 1. The quality questionnaire is split into the following sections:
* Section A – Mandatory Questions
* Section B – Social Value Question (All Lots)
* Section C - Generic Question (All Lots)
* Section D – Lot 1 only Question
* Section E - Lot 2 only Question
* Section F - Lot 3 only Question
* Section G - Lot 4 only Question
* Section H - Lot 5 only Question
* Section J - Lot 6 only Question
* Section K - Lot 7 only Question
* Section L - Lot 8 only Question
  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:

| **Question** | | **Marking scheme** | **Weighting %** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** | **Lot 5** | **Lot 6** | **Lot 7** | **Lot 8** |
| B1 | Social Value (All Lots) | 100/75/50/25/0 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| C1 | Generic (All Lots) | 100/66/33/0 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| D1 | Lot 1 Specific | 100/66/33/0 | 30 |  |  |  |  |  |  |  |
| E1 | Lot 2 Specific | 100/66/33/0 |  | 30 |  |  |  |  |  |  |
| F1 | Lot 3 Specific | 100/66/33/0 |  |  | 30 |  |  |  |  |  |
| G1 | Lot 4 Specific | 100/66/33/0 |  |  |  | 30 |  |  |  |  |
| H1 | Lot 5 Specific | 100/66/33/0 |  |  |  |  | 30 |  |  |  |
| J1 | Lot 6 Specific | 100/66/33/0 |  |  |  |  |  | 30 |  |  |
| K1 | Lot 7 Specific | 100/66/33/0 |  |  |  |  |  |  | 30 |  |
| L1 | Lot 8 Specific | 100/66/33/0 |  |  |  |  |  |  |  | 30 |

| **All Lots** | | | **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 Mandatory Service Requirements Attachments 1a - 1j Framework Schedule 1 Specification (Core requirements and Annexes 1-8) | | Pass / Fail |

|  | | **Marking Scheme** | **Weighting (%)** |
| --- | --- | --- | --- |
| **Section B – Social Value – ALL LOTS** | | | |
| B1 | Social Value | 100/75/50/25/0 | **10%** |

|  | | **Marking Scheme** | **Weighting (%)** |
| --- | --- | --- | --- |
| **Section C – Generic – ALL LOTS** | | | |
| C1 | Generic | 100/66/33/0 | **20%** |

|  | | **Marking Scheme** | **Weighting (%)** |
| --- | --- | --- | --- |
| **Section D – Lot 1 Specific Question** | | | |
| D1 | Lot 1 Specific | 100/66/33/0 | **30%** |
| **Section E – Lot 2 Specific Question** | | | |
| E1 | Lot 2 Specific | 100/66/33/0 | **30%** |
| **Section F – Lot 3 Specific Question** | | | |
| F1 | Lot 3 Specific | 100/66/33/0 | **30%** |
| **Section G – Lot 4 Specific Question** | | | |
| G1 | Lot 4 Specific | 100/66/33/0 | **30%** |
| **Section H – Lot 5 Specific Question** | | | |
| H1 | Lot 5 Specific | 100/66/33/0 | **30%** |
| **Section J – Lot 6 Specific Question** | | | |
| J1 | Lot 6 Specific | 100/66/33/0 | **30%** |
| **Section K – Lot 7 Specific Question** | | | |
| K1 | Lot 7 Specific | 100/66/33/0 | **30%** |
| **Section L – Lot 8 Specific Question** | | | |
| L1 | Lot 8 Specific | 100/66/33/0 | **30%** |

| **Section A – Mandatory Service Requirements** | |
| --- | --- |
| **2.1.1 Accept Competition Rules** | |
| Response guidance  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** | |
| --- | --- |
| Response guidance  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 Mandatory Service Requirements as set out in Attachment 1a Framework Schedule 1 Specification (Core requirements) and Attachment 1b-1j Framework Schedule 1 Specification (Annexes 1 - 8)** | |
| --- | --- |
| Response guidance  If you are awarded a Framework Contract, will you unreservedly deliver in full, all of the mandatory service requirements as set out in Attachment 1a Framework Schedule 1 Specification (Core requirements) and each Annex applicable to the Lots you are bidding for as below:   * Attachment 1b Framework Schedule 1 Specification (Annex 1 - Lot 1) * Attachment 1c Framework Schedule 1 Specification (Annex 2 - Lot 2) * Attachment 1d Framework Schedule 1 Specification (Annex 3 - Lot 3) * Attachment 1e Framework Schedule 1 Specification (Annex 4 - Lot 4) * Attachment 1f Framework Schedule 1 Specification (Annex 5 - Lot 5) * Attachment 1g Framework Schedule 1 Specification (Annex 6 - Lot 6) * Attachment 1h Framework Schedule 1 Specification (Annex 7 - Lot 7) * Attachment 1j Framework Schedule 1 Specification (Annex 8 - Lot 8)   Please answer ‘Yes’ or ‘No’ for the Lots you are bidding for.  Yes - You will unreservedly deliver in full all of the Lot 1-8 mandatory service requirements as set out in Attachments 1a-1j Framework Schedule 1 Specification (Core requirements and Annexes).  No **-** You will not, or cannot, deliver in full all of the Lot 1-8 mandatory service requirements as set out in Attachments 1a-1j Framework Schedule 1 Specification (Core requirements and Annexes). | |
| **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 mandatory service requirements as set out in Attachments 1a-1j Framework Schedule 1 Specification (Core requirements and Annexes)  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 Attachments 1a-1j Framework Schedule 1 Specification (Core requirements and Annexes) 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 mandatory service requirements as set out in Attachments 1a-1j Framework Schedule 1 Specification (Core requirements and Annexes) |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all of the mandatory service requirements as set out in Attachments 1a-1j Framework Schedule 1 Specification (Core requirements and Annexes) you will be excluded from further participation in this competition. |

| **Section B – Social Value (All Lots)** | |
| --- | --- |
| **2.2 Requirement: Social Value Priority Theme 2 and 3**  CCS requires the Supplier to address Social Value Priority Theme 2 and 3 and demonstrate how you will deliver these economic and environmental benefits.  You are required to demonstrate how you will increase supply chain resilience, create new jobs and opportunities for new skills including how you will influence employee behaviour in order to reduce waste and use resources more efficiently and how you train and educate your workforce in accordance with the mandatory service requirements of Framework Schedule 1 Specification (Core Requirements). | |
| **2.2 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 must:   1. Demonstrate the process you will have in place in order to create opportunities for new jobs and skills including how you will monitor and measure your progress as set out in paragraph 7.5.1.1 of Framework Schedule 1 Specification (Core Requirements). 2. Demonstrate how you will increase supply chain resilience and capacity including how you will work flexibly and collaboratively with your supply chain. as set out in paragraph 7.5.1.3 of Framework Schedule 1 (Specification). 3. Demonstrate the projects and programmes you will have in place in order to achieve net zero including how you will support your supply chain in their progress to achieve net zero as set out in paragraphs 7.6.1.1 and 7.6.1.2 of Framework Schedule 1 - Specification (Core Requirements) 4. Demonstrate how you will influence your employee behaviour in order to reduce waste and use resources more efficiently including your training activities, communication programs and strategic policies as set out in paragraph 7.6.1.3 of Framework Schedule 1 Specification (Core Requirements).   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 2.2.1, 2.2.2, 2.2.3 and 2.2.4 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 C – Generic Question (All Lots)** | |
| --- | --- |
| **2.3 Requirement: Mandatory Requirement**  CCS requires you to provide an effective account management function including incident management, key staff and supply chain security in accordance with the mandatory service requirements as set out in Framework Schedule 1 – Specification (Core requirements). | |
| **2.3 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 must:   1. Demonstrate how you will provide an effective account management function, including how you will allocate resource and how you will manage any changes of personnel to ensure there is no reduction in the quality of service provided, as set out in paragraph 6.1.1, 6.1.2 and 6.1.3 of Framework Schedule 1 – Specification (Core Requirements). 2. Demonstrate the incident management approach and escalation procedure you will use to manage and resolve incidents to the satisfaction of the Buyer when delivering services under a Call Off Contract as set out in paragraph 6.6.1, 6.6.2 and 6.6.3 of Framework Schedule 1 Specification (Core Requirements). 3. Demonstrate how you will ensure that all Supplier Staff and, where appropriate, Key Subcontractors comply with the security controls, procedures and policies specified by the Buyer, and demonstrate the process you will use to ensure that no person who discloses that they have a relevant conviction is employed or engaged in any part of the provision of the Deliverables without prior written approval of the Buyer, as set out in paragraphs 6.10.3 6.10.5 and 6.10.6 of Framework Schedule 1 Specification (Core Requirements).   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.  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 2.3.1, 2.3.2 and 2.3.3 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 d) 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 D – Lot 1 Specific** | |
| --- | --- |
| **2.4 Requirement: Haulage and Distribution services**  CCS requires you to deliver haulage and distribution services that meet the buyer’s requirements  You are required to provide haulage and distribution services, show a range of delivery services, meet the requirements for variable sizes and weights for items including the tracking and audit systems you will have in place in accordance with the mandatory service requirements as set out in Framework Schedule 1 Specification (Annex 1 - Lot 1). | |
| **2.4 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 must:   1. Demonstrate the effective network you will have in place to provide flexible haulage and distribution services across the UK & Ireland to allow you to accommodate both ad-hoc and predefined collections and deliveries for Buyers, including the resources and handling equipment you will utilise to meet Buyers' requirements as set out in paragraphs 2.9 - 2.14 of Framework Schedule 1 Specification (Annex 1 - Lot 1); 2. Demonstrate how you will effectively meet the requirements of Buyers to transport items of different sizes and weights and with differing security requirements whilst ensuring vehicles continuously meet vehicle transport regulations as set in paragraph 2.4 - 2.8 of Framework Schedule 1 Specification (Annex 1 - Lot 1); 3. Demonstrate the processes and systems you will have in place to track Buyers’ items throughout the haulage & distribution process and how you will provide audit and tracking capabilities as set out in paragraphs 2.15 and 2.16 of Framework Schedule 1 Specification (Annex 1 - Lot 1).   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.  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 2.4.1, 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 E – Lot 2 Specific** | |
| --- | --- |
| **2.5 Requirement: Warehousing and Storage Services**  CCS requires you to deliver warehousing and storage services that meet the buyer’s requirements.  You are required to demonstrate how your warehousing and storages solutions meet Buyers’ needs including your prevention measures, full audit management capabilities and fulfilment services in accordance with the mandatory service requirements as set out in Framework Schedule 1 Specification (Annex 2 - Lot 2) | |
| **2.5 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 must:   1. Demonstrate how you will provide a range of suitable storage solutions for Buyers, including how you will implement robust procedures for flood defence and the prevention of water ingress and rodent infestation at your storage facilities as set out in paragraphs 2.3, 2.4 and 2.5 of Framework Schedule 1 Specification (Annex 2 - Lot 2) 2. Demonstrate the auditable inventory and asset management systems you will utilise, specific to warehousing and storage, and how they will deliver key process stage asset traceability, quality management, and perpetual stock management functionality asset out in paragraph 2.12 of Framework Schedule 1 Specification (Annex 2 - Lot 2); 3. Demonstrate the warehousing fulfilment processes you will use to appropriately package orders in a timely manner and how you will ensure appropriate packaging materials are available to meet the Buyers’ requirements as set out in paragraphs 2.15 to 2.19 of Framework Schedule 1 Specification (Annex 2 - Lot 2).   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.  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 2.5.1, 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 F – Lot 3 Specific** | |
| --- | --- |
| **2.6 Requirement: Logistics Consultancy, Supply Chain, and Design Solutions**  CCS requires you to provide logistics consultancy, supply chain and design services that meet the Buyer’s requirements.  You are required to demonstrate your capability to provide logistics consultancy services for supply chain and logistics including advice, assurance and risk mitigation and your approach to managing cost control and quality in accordance with the mandatory service requirements as set out in Framework Schedule 1 Specification (Annex 3 - Lot 3). | |
| **2.6 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 must:   1. Demonstrate how you will maintain sufficiently skilled resources to deliver effective consultancy services at both a strategic and operational level for logistics and supply chain consultancy, design and development related solutions as set out in paragraphs 2.3 and 2.4 of Framework Schedule 1 Specification (Annex 3 - Lot 3). 2. Demonstrate how you will provide advice to Buyers and clear assurance and assessment of delivery options and how you will identify and manage the associated risks and mitigations as set out in paragraphs 2.11 and 2.12 of Framework Schedule 1 Specification (Annex 3 - Lot 3). 3. Demonstrate how you will provide effective project management capability, including how your organisation will monitor, control and manage costs and quality across projects and ensure the right balance is achieved and the grade mix of resources applied is appropriate to meet Buyer requirements as set out in paragraphs 2.8 and 2.9 of Framework Schedule 1 Specification (Annex 3 - Lot 3).   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.  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 2.6.1, 2.6.2 and 2.6.3 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 G - Lot 4 Specific** | |
| --- | --- |
| **2.7 Requirement: 3rd and 4th Party Logistics Services**  CCS requires you to demonstrate how you will successfully deliver 3rd party and 4th party logistics solutions that meet the buyer’s requirements.  You are required to demonstrate how your approach to 3rd and 4th party logistics solution covering your supply chain management tools, service solutions, market capabilities and maintenance of all equipment and/or warehouse premises in accordance with the requirements set out in Framework Schedule 1 Specification (Annex 4 - Lot 4) | |
| **2.7 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 must:   1. Demonstrate how you will effectively manage your supply chain, including the management tools and processes you will use as set out in paragraph 4.3 of Framework Schedule 1 Specification (Annex 4 - Lot 4). 2. Demonstrate how you will ensure access to a wide range of different service solutions as set out in paragraph 4.4 of Framework Schedule 1 Specification (Annex 4 - Lot 4) 3. Demonstrate how you will maintain all equipment and/or warehouse premises for all items to be stored in good condition paragraph 3.2.10 and 3.2.11 of Framework Schedule 1 Specification (Annex 4 - Lot 4).   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.  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 2.7.1, 2.7.2 and 2.7.3 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 H – Lot 5 Specific** | |
| --- | --- |
| **2.8 Requirement: Removal and Relocation Solutions**  CCS requires you to provide removal and relocation solutions that meet the Buyer’s requirements  You are required to demonstrate your approach to managing labour and resources, storage durations, monitoring and maintenance of waste carrier licences including your process of waste transfer notes; and certificates of destruction in accordance with the mandatory service requirements as set out in Framework Schedule 1 Specification (Annex 5 - Lot 5). | |
| **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 must:   1. Demonstrate how you will ensure the provision of labour and resources to meet Buyers’ requirements, including how you will flex your capacity to increase or decrease as volumes dictate, as set out in paragraphs 2.4.9 and 2.4.12 of Framework Schedule 1 Specification (Annex 5 - Lot 5) 2. Demonstrate how you will manage a range of storage durations to meet differing Buyer needs and how you will ensure the flexibility to meet increases and decreases in demand as set out in paragraphs 2.4.1 and 2.4.12 of Framework Schedule 1 Specification (Annex 5 - Lot 5). 3. Demonstrate how you will effectively monitor and maintain waste carrier licences including your documentation process of waste transfer notes and certificates of destruction as set out in paragraph 2.5.2 and 2.5.4 of Framework Schedule 1 Specification (Annex 5 - Lot 5).   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.  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 2.8.1, 2.8.2 and 2.8.3 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 J – Lot 6 Specific** | |
| --- | --- |
| **2.9 Requirement: Vehicle and Plant movement, Storage and Detention Solutions**  CCS requires you to provide vehicle and plant movement, storage and detention centres solutions that meet the buyer’s requirements.  You are required to demonstrate your approach to collect and assist the immobilisation of vehicles, plant and equipment with the correct handling equipment including how you will ensure compliance with waste management legislation in accordance with the mandatory service requirements as set out in Framework Schedule 1 Specification (Annex 6 - Lot 6). | |
| **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 must:   1. Demonstrate how you will collect and assist the immobilisation of vehicles, plant and equipment as set out in paragraphs 2.6.7 and 2.7.2 of Framework Schedule 1 Specification (Annex 6 - Lot 6). 2. Demonstrate the policies you will have in place and how you will ensure the control and evidence of items that are recycled and/or disposed of as set out in paragraph 2.8.1, 2.8.2 and 2.8.3 of Framework Schedule 1 Specification (Annex 6 - Lot 6). 3. Demonstrate how you will ensure that you identify the correct handling equipment and methods of transportation, as set out in paragraph 2.6.7 of Framework Schedule 1 Specification (Annex 6 - Lot 6).   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.  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 2.9.1, 2.9.2 and 2.9.3 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 K – Lot 7 Specific** | |
| --- | --- |
| **2.10 Requirement: Events, Shows and Exhibition Logistic Solutions**  CCS requires you to provide events, shows and exhibition logistic solutions that meet the Buyer’s requirements.  You are required to provide a range of transport and distribution services including delivery speeds and scheduled and/or ad-hoc deliveries and collections, your audit and tracking capabilities and maintaining the security of assets as set out in Framework Schedule 1 Specification (Annex 7 - Lot 7). | |
| **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, and the question associated with the requirement, you must:   1. Demonstrate how you will ensure the provision of a range of transport and distribution services for events, shows and exhibitions, including how you will ensure the provision of scheduled and/or ad-hoc deliveries and collections requested by the Buyer, as set out in paragraphs 2.3.1 and 2.3.7 of Framework Schedule 1 Specification (Annex 7 - Lot 7). 2. Demonstrate how you will provide storage solutions to Buyers, ensuring adequate and appropriate procedures during transportation and storage in order to maintain the security of assets, as set out in paragraph 2.4.6 of Framework Schedule 1 Specification (Annex 7 - Lot 7). 3. Demonstrate how you will ensure full audit and tracking capabilities during transportation and storage including the processes, systems and reporting mechanisms that you will utilise, as set out in paragraph 2.3.10 of Framework Schedule 1 Specification (Annex 7 - Lot 7).   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.  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 2.10.1, 2.10.2 and 2.10.3 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 L – Lot 8 Specific** | |
| --- | --- |
| **2.11 Requirement: Construction Logistics and Associated Solutions**  CCS requires you to provide construction logistics and associated solutions that meet the Buyer’s requirements.  You are required to provide your process for transporting heavy, irregular, dangerous goods/items, have a range of road-worthy vehicles capable of transporting construction materials and ensure vehicle crew receive appropriate training and are qualified in the transportation and carriage of dangerous goods. | |
| **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, and the question associated with the requirement, you must:   1. Demonstrate the process you will have in place for the provision of transporting heavy, irregular, dangerous goods/items as set out in paragraph 2.3, 2.7.1, 2.7.2 and 2.7.3 of Framework Schedule 1 Specification (Annex 8 - Lot 8). 2. Demonstrate the process you will have in place to provide a range of road-worthy vehicles capable of transporting construction materials as set out in paragraph 2.6.2 of Framework Schedule 1 Specification (Annex 8 - Lot 8). 3. Demonstrate how you will ensure all vehicle crew receive appropriate training and are qualified in the transportation and carriage of dangerous goods, and how you will ensure you provide periodic refresher training to personnel to ensure they are up to date with all current ADR 2023 (or the most up to date version of the Regulations) and Health & Safety legislative requirements, as set out at paragraphs 2.7.10 and 2.7.11 of Framework Schedule 1 Specification (Annex 8 - Lot 8).   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.  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 2.11.1, 2.11.2 and 2.11.3 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. |

# **Price Evaluation**

This section 11 contains information on how to complete the pricing matrices (attachment 3A - H) for the lot(s) you are bidding for and the price evaluation process.

* 1. How to complete your pricing matrices:

Read and understand the instructions in each pricing matrix, 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 0.75% which shall be paid by you to us, as set out in the Framework Award form.

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 exclusive of expenses/travel and subsistence
  + be in British pounds sterling where a price is requested
  + submitted up to two decimal places based on an eight (8) hour Working Day

Where applicable grade definitions are listed within the price matrices.

Zero or negative bids will not be allowed.

We will investigate where we consider your bid to be abnormally low.

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 – Pricing.

You must download and complete the Attachment 3 Pricing Matrix for each of the Lot(s) you are submitting a bid for:

* Attachment 3A - Lot 1 Pricing Matrix
* Attachment 3B - Lot 2 Pricing Matrix
* Attachment 3C - Lot 3 Pricing Matrix
* Attachment 3D - Lot 4 Pricing Matrix
* Attachment 3E - Lot 5 Pricing Matrix
* Attachment 3F - Lot 6 Pricing Matrix
* Attachment 3G - Lot 7 Pricing Matrix
* Attachment 3H - Lot 8 Pricing Matrix

Provide a price, where one has been requested, in the mandatory cells highlighted Orange and Blue.

Provide a price, where you are able, in the Brown Cells in the Optional Prices and Rates worksheets. If you do not provide those services enter ‘N/A’. DO NOT enter a ’0’ or state zero.

When you have completed your pricing matrix, you must upload this into the eSourcing Suite at question PQ1 for Lot 1, PQ2 for Lot 2, PQ3 for Lot 3, PQ4 for Lot 4, PQ5 for Lot 5, PQ7 for Lot 7 and PQ8 for Lot 8 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 any of the Attachment 3 Pricing Matrices.

* 1. Price evaluation process

This is how we will evaluate your pricing:

We will check you have completed all the mandatory Blue and Orange cells for each Lot you are bidding for.

Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero 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 will be awarded the maximum mark available a Price Score of 40.

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 | x | 40 (maximum Price Score available) |
| --- | --- | --- | --- |
| Bidder’s total Basket price |

Example applicable for all Lots:

| 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 40;
* Bidder B submits a total Basket price of £434,000. Bidder B is awarded a Price Score of 20
* Bidder C submits a total Basket price of £542,500 and is awarded a Price Score of 16.
  1. Abnormally Low Tenders

Where we consider any of the price(s) 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 60) | (Maximum score available 40) | (Maximum score available 100) |
| Bidder A | 60.00 | 40.00 | 100.00 |
| Bidder B | 60.00 | 20.00 | 80.00 |
| Bidder C | 50.00 | 16.00 | 66.00 |

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 Lot 1 of this framework may increase where two (2) or more Bidders have tied scores in last position only.

* 1. Reserved Rights

In each Lot, we also reserve the right to award a Framework Contract to any Bidders whose Final Score is within 1% of the last awarded position for the Lot.

**Example:**

In Lot 1 there are 15 places available.

If the Bidder in 15th place, last awarded position, has a Final Score of 60.00

The calculation we will use is:

Lot 1 - 15th place Bidder’s Final Score is 60.00

1% of 60.00 = 0.60

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

60.00 - 0.60 = 59.40

So, any Bidder whose Final Score is 59.40 or above will be awarded a Lot 1 place on the framework.

* 1. Intention to Award

You can submit a bid for one or more Lots.

We will tell you if you have been successful or unsuccessful via the eSourcing Suite. 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 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:

* Cyber Essentials Certificate (or an IASME certified equivalent)
* Employer’s (Compulsory) Liability Insurance\* = £5,000,000
* Public Liability Insurance = £2,000,000
* Professional Indemnity Insurance = £1,000,000 FOR LOT 3 ONLY

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 will mean that we will withdraw our offer of a Framework Contract.