**Invitation to Further Competition**

**Guidance**: you need to customise the invitation to suit your procurement. The only things you need to attend to are highlighted in yellow - as guidance or text which must be attended to. **Delete** or **amend** text as appropriate, prior to publishing. At publication there must be no yellow highlighting left.

**Part 1 – About the Procurement**

Call-Off Contract Reference: Insert Procurement Reference and Procurement Title

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## **Welcome**

## We invite you to bid in this competition for [insert the title of the procurement] which is being conducted under the terms of the Crown Commercial Service Vehicle Purchase Framework Contract (RM6060). Our invitation comes in two main parts:

## **Part 1 - About the procurement** – guidance on what the opportunity is, who can bid, the timelines for this competition and how to ask questions. Plus:

## **Part 2 - How to bid** – guidance on the selection and award questionnaires and how we will assess your bid.

## There are [insert number] additional attachments to this invitation:

## **Attachment X Price Schedule**

## **List any other attachments used**

## Make sure you **read all the attachments**.

## If anything isn’t clear, see 5. ‘When and how to ask questions.

## **The Opportunity**

## This procurement seeks to establish a single/multiple Call-Off Contract(s) for the purchase of insert description of the goods and/or services.

## The Call-Off Contract will be for [enter Call-Off Contract period including any proposed option to extend].

## This Call-Off Contract will be between the successful bidder(s) and the Buyer.

## The Call-Off Contract is being offered under Insert Crown Commercial Service Commercial Agreement Number/Name which will govern any resultant Call-Off Contract.

## **What You Need To Know**

## **What ‘Buyer’ and ‘CCS’ Means**

## When we use ‘we’, ‘us’ or ‘Buyer’ we mean enter the department/organisation’s name who the goods and/or services will be delivered to and with whom you will enter into a Call-Off Contract if successful with your bid.

## When we use ‘CCS’, we mean Crown Commercial Service.

## When we use ‘you’, ‘your’ or the ‘bidder’’ we mean your organisation, or the organisation you represent, in this competition. Only those organisations on the CCS Framework Contract and nominated lot can submit a bid in response to this invitation.

## **Timelines for the Competition**

## These are our intended timelines. We will try to achieve these but, for a range of reasons, dates can change. We will tell you if and when timelines change.

|  |  |
| --- | --- |
| **DATE** | **ACTIVITY** |
| Insert date Day/Month/Year & Time | Launch of procurement via [please enter details of the eSourcing system used] |
| Insert date Day/Month/Year & Time | Clarification period starts |
| Insert date Day/Month/Year & Time | Clarification period closes |
| Insert date Day/Month/Year & Time | Deadline for the publication of responses to clarification questions |
| Insert date Day/Month/Year & Time | Deadline for submission of bid |
| Insert date Day/Month/Year | Commencement of evaluation Process |
| Insert date Day/Month/Year | Proposed award date of the Call-Off Contract |
| Insert date/Day/Month/Year | Expected commencement date for the Call-Off Contract |

## **When and How to Ask Questions**

## If you have any questions you need to ask them as soon as possible after the procurement event is published. This is because we have a set deadline for submitting questions i.e. the clarifications questions deadline (Refer to timelines for the competition above). This gives you the chance to check that you understand everything before you submit your bid.

## You need to send your questions through [please enter details of the eSourcing system used] This is the only way we can communicate with bidders. Do not include your identity in the question, this is because we publish all the questions and our responses to all bidders.

## 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.

## **Making the Competition Work**

## **Our rights**

## We reserve the right to:

## Waive or change the requirements of this invitation from time to time without notice

## Verify information, seek clarification or require evidence or further information about your bid

## Withdraw this invitation at any time, or re-invite bids on the same or alternative basis

## Choose not to award any Call-Off Contract 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

## 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 invitation

## For any reason set out in the Public Contracts Regulations 2015

## **Warnings and disclaimers**

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

## This invitation is not a commitment by the Buyer to enter into a Call-Off Contract.

## **Lot Structure**

## The goods and/or services covered by this invitation have:

## Not been sub-divided into lots, [insert the main reason(s)]

## OR Been sub-divided into lots as follows:

|  |  |
| --- | --- |
| **LOT** | **DESCRIPTION** |
| Lot 1 | Insert description of the lot |
| Lot 2 | Insert description of the lot |
| Lot 3 | Insert description of the lot |
| Lot 4 | Insert description of the lot |

**Part 2 – How To Bid Including Evaluation Criteria**

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# How To Make Your Bid

### Please submit your bid via [please enter details here of the eSoucing system to be used]. Please note that we can only accept bids that we receive via [please enter details of the eSourcing system used];

* 1. Make sure you answer every question;
  2. Submit your bid in good time and before the deadline for submission of the bid;

# Questions and questionnaires

### A summary of the questions and questionnaires, along with the marking scheme, and weightings for each question is set out below:

### QUESTIONNAIRE 1 - TECHNICAL EVALUATION

### QUESTIONNAIRE 2 - COMMERCIAL EVALUATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUESTIONNAIRE 1 - TECHNICAL - INSERT HEADING WEIGHTING XX%**  **Response Guidance** Bidders MUST answer ALL the following questions. The method of response; word limit or page limit on attachments is set per question. **Upload ONLY those attachments we have asked fo**r – any other supporting evidence, certificates for example, will be requested separately by us. | | | | |
| **Question Number** | **Question** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting** |
| 1 |  |  |  |  |
| **Your Response** |  | | | |
| 2 |  |  |  |  |
| **Your Response** |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUESTIONNAIRE 2 – COMMERCIAL EVALUATION WEIGHTING XX%**  **Response Guidance**  Bidders MUST answer ALL the following questions. The method of response; word limit or page limit on attachments is set per question. **Upload ONLY those attachments we have asked fo**r – any other supporting evidence, certificates for example, will be requested separately by us.Bidders must enter costs by uploading the relevant Attachment X - Price Schedule for the lot(s) they have bid for, at the question level on the e-Sourcing event. Prices should be submitted in pounds sterling inclusive of any expenses but exclusive of VAT. | | | | | |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting** |
| 1 |  |  |  |  |  |
| **Your Response** |  | | | | |
| **2** |  |  |  |  |  |
| **Your Response** |  | | | | |

# Award Criteria

### The award stage consists of a technical evaluation and a commercial evaluation.

### The weighting for the technical evaluation is XX%; and, the commercial evaluation is XX%.

### **Award process - What you need to do**

### Answer the questions in section 2 above.

### Complete the Attachment X – Price Schedule for the lot(s) you are bidding for.

### **What we will do**

|  |
| --- |
| **Compliance Check**  First, we will complete a compliance check to make sure that you have answered all questions and have completed the Attachment X - Price Schedule in line with our instructions. All bids passing the compliance check will progress to the technical evaluation. |
| **Technical Evaluation**  Secondly, will assess your responses to the technical questions using the response guidance and the evaluation criteria. We will give a score and a reason for the score for each question. |
| **Commercial evaluation**  Thirdly, we will assess your responses to the commercial questions using the response guidance and the evaluation criteria. We will give a score and a reason for the score for each question. We will also evaluate your prices in accordance with section 5. |
| Consensus  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet.  At this meeting, the evaluators will discuss your responses and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score, and reason for that score, for each question. These final scores will be used to calculate your score for each lot you have bid for. |
| **Final Score**  Your technical score will be added to your commercial score, to create your final score. |
| **Award**  Award will be made to the highest scoring bidder, subject to any evidence, documentation or further information that may be required.  We will notify successful and unsuccessful bidders providing feedback.  In some cases we may include a standstill period in which case the successful bidders will be issued an intention to award letter with all bidders notified of the intended outcome. |

# Marking Scheme

### The evaluation criteria set out below will be used during the technical evaluation:

|  |  |
| --- | --- |
| **Marking Scheme** | **Description** |
| **100 - Good** | The response fully meets all requirements with detail provided minimising risks to delivery.  The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full. |
| **66 – Acceptable – Minor Concerns** | The response is acceptable and meets all the basic requirements. However, the response is not sufficiently detailed to minimise risk to the Buyer. |
| **33 – Non Acceptable - Major Concerns** | The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the requirements. |
| **0 - Unsuitable** | The response does not meet any of the requirements or no response has been provided.  An unacceptable and/or non-compliant response with serious reservations, demonstrating no understanding of the requirement. |

# Price Evaluation

### **How to complete** Attachment 4 – Price Schedule

### Read the instructions in the Attachment X - Price Schedule, and in this section before submitting your prices.

### Your prices must be sustainable and remain fixed for a minimum period of [e.g. 30 days from date of bid submission].

### Your prices are to exclude VAT.

### The currency is British pounds sterling, up to two decimal places.

### The percentages submitted shall be up to two decimal places.

### Pricing will be based on:

### Rounded to the nearest £10.

### Zero or referential bids will not be allowed.

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

### The prices submitted shall not exceed the overarching CCS Commercial Agreement rates.

### You must download and complete the Attachment X – Price Schedule for the lot(s) you are submitting a bid for. Further details may be provided within the Attachment X – Price Schedule.

### Do not alter, amend or change the format or layout of the Attachment X – Price Schedule.

### **Price Evaluation Process**

### The price evaluation will form part of the commercial evaluation

### We will check you have completed the Attachment X – Price Schedule as instructed.

### Failure to complete the Attachment X - Price Schedule as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.

### The bidder with the lowest total price will be awarded the maximum score available for that lot.

### All other bidders will get a price score relative to the lowest total price for that lot.

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

Price Score = Lowest total price x maximum score available Bidder’s total price

Where we consider any of the total price(s) you have submitted to be abnormally low will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

# Final Decision to Award

### We will add your technical score to your commercial score (including price score) to calculate your final score.

### Where the final score achieved by multiple bidders ranks them in equal position and all such bidders have achieved the minimum pass mark or higher in all questions, the bidder with the highest score for question xx, followed by question xx (listed in order of importance), will be deemed the winner and awarded the Call-Off Contract for the lot in which they have achieved the highest score.

# Further Information

### Enter any further relevant information: