

Insert buyer logo here.

**Supplier Brief**

[INSERT BUYER NAME]

Further Competition under Lot 1a of Workplace Services (FM Phase 2) RM6089

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# Deliverables Required

Lot 1a – Security Services

|  |  |
| --- | --- |
| **Work Package** | **[Buyer Name]** |
| Work Package A – Contract Management | [Y/N] |
| Work Package B – Contract Mobilisation | [Y/N] |
| Work Package C – Security Services | [Y/N] |
| Work Package D – Technical Security | [Y/N] |
| Work Package E – Alarmed Response Centre | [Y/N] |
| Work Package F – Helpdesk Services | [Y/N] |
| Work Package G – Management of Billable Works | [Y/N] |
| Work Package H – Building information Modelling ("BIM") and Government Soft Landings ("GSL") | [Y/N] |

# Deliverables Matrix

[Insert PDF here – worksheet to be extracted from Bid Pack, Attachment 3 – Annex A – Deliverables Matrix]

# Service Level Requirements

[Insert PDF here – worksheet to be extracted from Bid Pack, Attachment 3 – Annex A – Deliverables Matrix]

# Contract Value Range

The overall contract value range of the opportunity based on the Call-Off Initial Period [x years] and [Call-Off Optional Extension Periods of x+x+x years] (see 7. Contract Period below) is: [£xxm to £xxm]

# Geographical Boundary(s) for the provision of the Deliverables

|  |  |
| --- | --- |
| **Buyer** | **Geographical Boundaries/Locations** |
| [Insert Buyer Name] | [Insert Geographical Boundaries/Locations] |
|  |  |
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# Organisation Type:

|  |  |
| --- | --- |
| Lead Organisation (cluster details if applicable) |  |
| Organisation Type |  |

# Building Type:

| Building Type | Number of  Buildings | Description |
| --- | --- | --- |
| Standard Buildings | |  |
| General office - Customer Facing |  |  |
| General office - Non Customer Facing |  |  |
| Call Centre Operations |  |  |
| Warehouses |  |  |
| Restaurant and Catering Facilities |  |  |
| Pre-School |  |  |
| Primary School |  |  |
| Secondary School |  |  |
| Special Schools |  |  |
| Universities and Colleges |  |  |
| Doctors, Dentists and Health Clinics |  |  |
| Nursery and Care Homes |  |  |
|  | |  |
| Data Centre Operations |  |  |
| External parks, grounds and car parks |  |  |
| Laboratory |  |  |
| Heritage Buildings |  |  |
| Nuclear Facilities |  |  |
| Animal Facilities |  |  |
| Custodial Facilities |  |  |
| Fire and Police Stations |  |  |
| Production Facilities |  |  |
| Workshops |  |  |
| Garages |  |  |
| Shopping Centres |  |  |
| Museums /Galleries |  |  |
| Fitness / Training Establishments |  |  |
| Residential Buildings |  |  |
| Port and Airport buildings |  |  |
| List X Property |  |  |
| Hospitals |  |  |
| Mothballed / Vacant / Disposal |  |  |

# Special Requirements:

|  |  |
| --- | --- |
| **Organisation** | **Outline of Special Requirements /**  **Non-Standard Service Requirements** |
| [Insert Buyer Name] |  |

# Procurement Timetable

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Tender Period |  |
| Site Visits |  |
| Evaluation Period |  |
| Contract Award |  |
| Contract Mobilisation |  |
| Service Commencement |  |

# Terms and Conditions

Remove any optional and Defence specific schedules that will not be used in the tender:

|  |
| --- |
| Core Terms |
| Order Form Template and Call-Off Schedules |
| Joint Schedule 1 (Definitions) |
| Joint Schedule 2 (Variation Form) |
| Joint Schedule 3 (Insurance Requirements) Lot 1A, 1B and 2C |
| Joint Schedule 4 (Commercially Sensitive Information) |
| Joint Schedule 5 (Corporate Social Responsibility) |
| Joint Schedule 6 (Key Subcontractors) |
| Joint Schedule 7 (Financial Distress) |
| Joint Schedule 8 (Guarantee) |
| Joint Schedule 9 (Minimum Standards of Reliability) |
| Joint Schedule 10 (Rectification Plan) |
| Joint Schedule 11 (Processing Data) |
| Joint Schedule 12 (Supply Chain Visibility) |
| Call Off Schedule 1 (Transparency Reports) Lot 1A, 1B and 2 c |
| Call-Off Schedule 2 (Staff Transfer) |
| Call-Off Schedule 3 (Continuous Improvement) |
| Call Off Schedule 4 (Facilities Management) |
| Call-Off Schedule 4A (Billable Works and Projects) |
| Call-Off Schedule 5 (Pricing Details) |
| Call-Off Schedule 6A (TUPE Surcharge) |
| Call-Off Schedule 7 (Key Staff) |
| Call-Off Schedule 8 (Business Continuity and Disaster Recovery) |
| Call-Off Schedule 9 (Security) |
| Call-Off Schedule 10 (Exit Management) |
| Call Off Schedule 11 – Not Used |
| Call-Off Schedule 12 (ICT Terms) |
| Call-Off Schedule 13 (Mobilisation Plan and Testing) |
| Call-Off Call Off Schedule 14 (Key Performance Indicators) Lot 1A, 1B and 2C |
| Call-Off Schedule 15 (Contract Management) |
| Call-Off Schedule 16 (Benchmarking) |
| Call-Off Schedule 17 – Not Used |
| Call-Off Schedule 18 - Not Used |
| Call-Off Schedule 19 (Collateral Warranty Agreements) |
| Call-Off Schedule 20 (Call-Off Specification) |
| Call-Off Schedule 21 (Performance Bond) |
| Call-Off Schedule 22 (Call-Off Tender) |
| Call Off Schedule 23 (Redundancy Surcharge) |
| Call Off Schedule 24 – Not Used |
| Call-Off Schedule 25 (Background Checks) |

**Special Terms and Schedules:**

**[Please insert]**

# Award Criteria

Price/Quality Ratio:

Price = [%]

Quality = [%]

# Inclusive Repair Threshold Level

|  |  |
| --- | --- |
| **Organisation** | **Inclusive Repair Threshold** |
| [Insert Buyer Name] | Inclusive repair threshold = £[ ] |

# TUPE Option

Please remove the options that were not used in the tender:

Option 1 – Further Competition – TUPE Risk Premium

Option 2 – Further Competition – Fixed Fee TUPE Risk Premium

# KPI’s

| **Service Name** | **KPI Required** |
| --- | --- |
|  |  |
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