

Insert buyer logo here.

**Bid pack Attachment 2 - How to Bid Further competition under lot [x] RM6232 Facilities Management and Workplace Services**

**Guidance**: you need to customise the bid pack 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.

Contract Reference: Insert procurement reference and procurement title

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## How to make your bid

* 1. Your bid must be made by the organisation that has been awarded a place on the framework agreement RM6232 Facilities Management and Workplace Services and will be responsible for providing the deliverables if your bid is successful.
  2. [Explain any limitation on the bidding for lots].
  3. Remember to:
     1. Decline this bid pack if you do not wish to submit a response.  If you decline please provide a reason for doing so.
     2. Enter your bid into the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using]. We can only accept bids that we receive through the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using]
     3. Make sure you answer every question.
     4. Submit your bid in good time and before the bid submission deadline.
     5. Upload only those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us.
     6. If we do not require attachments and have specified this please only use the text boxes provided for your answer.
     7. Check for messages in the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using] throughout the competition.
     8. Contact [add for Jaggaer Bravo e-sourcing suite help@bravosolution.co.uk or provide alternative link] immediately if you experience any difficulties in submitting your bid. In addition, you should also send a message via the messaging facility of the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using] outlining any issues you are experiencing.

## Making your bid

## We have tried to make our evaluation as simple as possible whilst enabling the best possible commercial outcomes.

* 1. Your bid must deliver what the buyer needs, at the best possible price you can give.
  2. In developing your bid:
     1. Read through Attachment 1 - About the Procurement, and Attachment 3 –- Specification, including its annexes carefully, and read more than once.
     2. Read each question, the response guidance, and the marking scheme.
     3. Read Attachment 5 – Order Form and [additional schedules]
     4. If you are unsure, ask questions before the clarification questions deadline. See section 5 ‘when and how to ask questions’ in Attachment 1 - About the Procurement.
     5. Allow plenty of time to complete your responses, it always takes longer than you think to submit,
     6. Your prices must be in line with the service level you offer, in response to the award quality questions.

## Evaluating your bid

* 1. Evaluation criteria
     1. The evaluation consists of a quality evaluation (see section 5 of this document) and a commercial/price evaluation (see section 7 of this document).
     2. [The award of this call-off contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT)].
     3. The weighting for the quality evaluation is [add the number of marks available for the quality aspect of your evaluation. Marks should add up to 100 for the overall evaluation]; and, the commercial/price evaluation is worth [add the number of marks available for the price aspect of your evaluation. Marks should add up to 100 for the overall evaluation].
  2. Evaluation overview
     1. What you need to do:
        1. answer the quality questions in section A and section B of the quality questionnaire in the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using].
        2. complete Attachment 4 - Pricing Matrix and upload into the [addJaggaer Bravo e-sourcing suite or insert name of alternative tool you are using]
     2. What we will do
        1. Compliance check.
           1. First, we will do a check to make sure that you have answered all quality questions and have completed Attachment 4 – Pricing Matrix in-line with our instructions. We will notify you of any compliance issues.
           2. If you have not followed our instructions including those given in any clarification response, we may exclude you from the competition.
        2. Quality evaluation
           1. The buyer’s evaluators will independently evaluate your responses to the quality questions using the response guidance and the evaluation criteria.
           2. They will give a score and a reason for each question they are assessing. The evaluators will enter the scores and reasons into the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using].
        3. Consensus
           1. Once the evaluators have independently assessed your answers to the questions, the evaluators will meet.
           2. At this meeting, the evaluators will discuss the quality of your answers and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score, and reason, for each question.
           3. If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using] on an individual basis.
           4. Once all consensus scores have been agreed and moderated, the scores will be used for the quality evaluation.
           5. These final scores will be used to calculate your quality score.

[include and amend the below content for quality threshold if you intend to have a minimum quality threshold for award of the contract. Bear in mind that we still reserve the right not to award a contract as a result of this competition. You will need to adjust the numbering below if you do not include this section]

* + - 1. Quality threshold
         1. If you have not met the minimum acceptable score for each question, you will be excluded from the competition and you will not receive a commercial score. We will tell you that you have been excluded from the procurement and why at award stage.
      2. Evaluate pricing
         1. Your pricing will be evaluated by the commercial evaluation panel, who are different evaluators from those who assessed your quality responses and may consist of representatives of CCS and / or the buyer. They will calculate your price score using the evaluation criteria in section 7 Commercial/price evaluation.
         2. As part of the commercial/price evaluation process, we may write to you with questions. We will advise you if a written response is required via the [add Jaggaer Bravo e-sourcing suite or insert name of alternative tool you are using] or if you will be required to attend a price clarification meeting in person.
         3. In the event of the price clarification meeting being required with your organisation, CCS and/or the buyer may discuss outstanding compliance issues or ask for clarification on certain aspects of your Attachment 4 Pricing Matrix submission. A re-submission of Attachment 4 – Price Matrix may be required in order to rectify any compliance issues or errors that become apparent during the commercial/price evaluation.
         4. Following any required clarification, the commercial/price evaluation panel will then calculate your weighted price score using the evaluation criteria in section 7 Price evaluation.
      3. Final score
         1. Your quality score will be added to your price score, to create your final score. See section 9 Final decision to award.
      4. Award
         1. Award will be made to the successful supplier [add: following the discretionary standstill period - if appropriate], subject to contract.
         2. Unsuccessful suppliers will be notified and provided with feedback.

## Marking scheme

* 1. The evaluation criteria set out below will be used during the quality 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 without additional support from the buyer, other than that outlined within Attachment 3 – Specification. |
| **66 – Acceptable – Minor concerns** | The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Attachment 3 - Specification) from the buyer to meet its deliverables. |
| **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 deliverables required.  The response does not demonstrate a full understanding of the requirement posing major concerns. |
| **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. |

## Quality evaluation

## 

## Questions [AQA1 to AQA5] are mandatory questions and will be evaluated pass or fail. If you answer no to either of these questions you will fail, and you will be excluded from the competition. We will tell you that your bid has been excluded.

## 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 e.g. reports located on your website.

## Each of the quality questions in section B will be evaluated by our evaluation panel.

## When the consensus and moderation 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.

## Each weighted mark for each question will then be added together to calculate your quality score.

## Your quality score will then be multiplied by the weighting we have applied to the quality aspect of the evaluation [add your quality weighting] to calculate your weighted quality score.

## Please see table A below for an example of how your quality score will be calculated.

## Table A: Calculation of quality score

|  |  |  |  |
| --- | --- | --- | --- |
| Question | Question weighting | Your final mark | Your weighted mark |
| AQB1: [add question title] | [30%] | [100] | [30] |
| AQB2: [add question title] | [20%] | [66] | [13.2] |
| AQB3: [add question title] | [25%] | [100] | [25] |
| AQB4: [add question title] | [25%] | [33] | [8.25] |
| Quality score | | | [76.45] |
| Weighted quality score [add quality weighting here, 70% has been used here as example] | | | [53.53] |

[**amend** the above worked example so that it is reflective of your elected quality questions, their titles, weightings and your overall weighting for the quality aspect of the evaluation]

## Quality questionnaire

* 1. The quality questionnaire is split into three sections:
     1. Section A – mandatory questions
     2. Section B – scored questions
     3. Section C – for information only
  2. 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 %** |
| Section A - Mandatory questions | | | |
| AQA1 | Compliance with Attachment 1 – About the Procurement | Pass / Fail | N/A |
| AQA2 | Compliance with Attachment 3 - Specification | Pass / Fail | N/A |
| AQA2 | Compliance with Attachment 4 – Contract (Order Form and additional schedules) | Pass / Fail | N/A |
| AQA3 | Conflicts of interest | Pass / Fail | N/A |
| Section B - Scored questions | | | |
| AQB2 | [Add question title] | [100/66/33/0] | [30%] |
| AQB2 | [Add question title] | [100/66/33/0] | [20%] |
| AQB3 | [Add question title] | [100/66/33/0] | [25%] |
| AQB4 | [Add question title] | [100/66/33/0] | [25%] |
| Section C – Information only | | | |
| AQC1 | Key subcontractors | **For information only** | |
| [AQC2][ | [Consortium Bids] | **[For information only]** | |

[**amend** the above so that it is reflective of your elected quality questions, their titles, weightings and your overall weighting for the quality aspect of the evaluation]

[Please note for central government contracts a minimum weighting of 10% of the total score for social value should be applied in the procurement to ensure that it carries a heavy enough score to be a differentiating factor in bid evaluation; a higher weighting can be applied if justified]

|  |  |
| --- | --- |
| Section A - Mandatory service requirements | |
| AQA1- Compliance with Attachment 1 - About the Procurement. | |
| Do you accept the competition rules as described in Attachment 1 – About the Procurement? Please answer yes or no.  Yes - You accept the competition rules set out in Attachment 1 - About the Procurement.  No - You do not accept the competition rules set out in Attachment 1 - About the Procurement | |
|
|
|
| AQA1 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 associated with this question. Providing a ‘yes’ response means you will unreservedly accept the competition rules set out in Attachment 1: About the Procurement.  If you select ‘no’ (or do not answer the question) to indicate that you unreservedly will not accept the competition rules set out in Attachment 1 - About the Procurement, you will be excluded from further participation in this competition. | |
| Marking scheme | Evaluation guidance |
| Pass | You have selected ‘yes’ confirming that you unreservedly accept the competition rules set out in Attachment 1- About the Procurement. |
| Fail | You have selected ‘no’ confirming that you do not unreservedly accept the competition rules set out in Attachment 1- About the Procurement or, you have not selected either ‘yes’ or ‘no’. |

|  |  |
| --- | --- |
| Section A - Mandatory service requirements | |
| AQA2 Compliance with Attachment 3 – Specification | |
| If you are awarded the call off contract, will you unreservedly deliver in full, all the deliverables as set out in Attachment 3 – Specification and all associated annexes. Please answer ‘yes’ or ‘no’.  Yes - you will unreservedly deliver in full all the deliverables as set out in Attachment 3 – Specification and all associated annexes.  No - you will not, or cannot, deliver in full all the deliverables as set out in Attachment 3 – Specification and all associated annexes. | |
|
|
|
| AQA2 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 associated with this question. Providing a ‘yes’ response means you will unreservedly deliver in full and without caveat, all the deliverables as set out in Attachment 3 – Specification and all associated annexes.  If you select ‘no’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full and without caveat, all the deliverables as set out in Attachment 3 – Specification and all associated 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 the deliverables as set out in Attachment 3 – Specification and all associated annexes. |
| Fail | You have selected ‘no’ confirming that you will not, or cannot, deliver in full all the deliverables as set out in Attachment 3 – Specification and all associated annexes.  or  You have not selected either ‘yes’ or ‘no’. |

|  |  |
| --- | --- |
| AQA3 Compliance with Attachment 5 (Order Form and additional schedules) | |
| If you are awarded the call off contract, will you promptly, unreservedly, and without caveat agree to sign the awarded call off contract as detailed in Attachment 5 (Order Form and additional schedules). Please answer ‘yes’ or ‘no’.  Yes - you will promptly, unreservedly, and without caveat agree to sign the awarded call off contract as detailed in Attachment 5 (Order Form and additional schedules).  No - you will not, or cannot, promptly, unreservedly, and without caveat agree to sign the awarded call off contract as detailed in Attachment 5 (Order Form and additional schedules) | |
| AQA3 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 associated with this question. Providing a ‘yes’ response means you agree to promptly, unreservedly, and without caveat, sign the awarded call off contract as detailed in Attachment 5 (Order Form and additional schedules).  If you select ‘no’ (or do not answer the question) to indicate that you will not, or cannot, promptly, unreservedly, and without caveat agree to sign the awarded call off contract as detailed in Attachment 5 (Order Form and additional schedules), you will be excluded from further participation in this competition. | |
| Marking scheme | Evaluation guidance |
| Pass | You have selected ‘yes’ confirming that you agree to promptly, unreservedly, and without caveat, sign the awarded call off contract as detailed in Attachment 5 (Order Form and additional schedules). |
| Fail | You have selected ‘no’ confirming that you will not, or cannot, agree to promptly, unreservedly, and without caveat, sign the awarded call off contract as detailed in Attachment 5 (Order Form and additional schedules)  or  You have not selected either ‘yes’ or ‘no’. |

|  |  |
| --- | --- |
| AQA4 Conflicts of interest | |
| Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this call off contract.  Question AQA4 is a ‘‘yes/’no’’ question. If you declare ‘yes’, that you do have a conflict of interest you must demonstrate to the buyer’s satisfaction, in accordance with The Public Contract Regulations 2015, that the conflict of interest has been effectively remedied. CCS and/or the buyer may use their discretion in assessing the suitability of the evidence provided and make the final decision as to whether your organisation will or will not be rejected from further participation in this competition.  The buyer will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if suppliers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their bid will be deemed non-compliant and will be rejected. | |
|
|
|
| AQA3 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 associated with this question. Providing a ‘no’ response means you have declared there are no potential, actual or perceived conflicts of interest that may be relevant to this call off contract.  If you select ‘yes’ and do not sufficiently demonstrate to the buyer’s satisfaction, in accordance with The Public Contract Regulations 2015, that the conflict of interest has been effectively remedied you will be excluded from further participation in this competition. | |
| Marking scheme | Evaluation guidance |
| Pass | You have selected option ‘no’ confirming that you do not have any potential, actual or perceived conflicts of interest that may be relevant to this call off contract.  Or you have stated ‘yes’ and sufficiently demonstrated to the buyer’s satisfaction, in accordance with The Public Contract Regulations 2015, that the conflict of interest has been effectively remedied. |
| Fail | You have selected ‘yes’ and not sufficiently demonstrated to the buyer’s satisfaction, in accordance with The Public Contract Regulations 2015, that the conflict of interest has been effectively remedied.  or  You have not selected either ‘yes’ or ‘no’. |

|  |
| --- |
| Section B – Quality questions |
| AQB[1] |
| Requirement:  We require you to provide [ ].  Question:  Please demonstrate how you will provide [ ] |
| **Question [1] response guidance**  **All suppliers must answer this question.**  Unless otherwise specified, you must upload your response as attachments  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. [insert text] [; and] 2. [insert text] [; and] 3. [insert text] [; and] 4. [insert text].   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.  Although no additional marks will be given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum page limit – [insert pages]. You must not exceed the page limit. Page limits include the use of headers, footers and diagrams. It is requested that attachments are submitted in Microsoft Word or Microsoft Excel format and must be in Arial font size 11. Upload only those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us. Any additional documents submitted will be ignored in the evaluation of this question.  **No** costings should be included in responses to this question. |
| For marking scheme please see section 4 |

[add an additional question box for each question you wish to add to the quality questionnaire]

|  |  |  |
| --- | --- | --- |
| Section C for information only  Response guidance  The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any contract award and any omissions may delay completion of this competition.  Attachment format: MS Word or PDF format.  Font: Arial 11  Attachment naming convention: [question number] = [supplier name]  You are required to upload your completed attachment for this question within the [add Jaggaer Bravo e-sourcing suite or insert the name of the e-tendering tool you are using]. | | |
| Question number | Question | Your response |
| AQC1 | Key subcontractors [and lot preferences]  Please provide details of any proposed key subcontractors you propose to use in order to meet your obligations should you be awarded a contract. Your response must include their;   * Trading name(s) * Registered address(ees) and contact details * The scope/description of any services to be provided by the proposed key subcontractor | Text box |
| [AQC1a]]] | [Potential suppliers bidding for more than one (1) lot should list those lots in ‘order of preference’. The information provided will be used at the point of award where restrictions to the number of lots awarded apply. *[Delete if not applicable]* | Text box |
| [AQC2] | Consortium Bids  In accordance with Call Off Schedule 32 (Consortium Bids) are you bidding as part of a consortium? | Yes/No |
| AQC2a | If you answered ‘yes’ to the question above, please provide the following details:   * Consortium structure * Trading name(s) of consortium members * Registered address(ees) and contact details of consortium members | Text Box |

## Commercial/price evaluation

## This section contains information on Attachment 4: Pricing Matrix and the commercial/price evaluation process.

## How to complete Attachment 4: Pricing Matrix

## Read and understand the instructions contained in Attachment 4: Pricing Matrix and Attachment 7: Price Matrix instructions, and in this section, before submitting your prices.

## Your prices should compare with the quality of your offer (your quality submission).

## Your prices must be sustainable and inclusive of all costs for example your operating costs, management, overhead costs and profit.

## The management charge of 1% which shall be paid by you to CCS, as set out in the framework agreement should not be included in any tender documentation to the buyer.

## You should have read and understood the information on TUPE (Transfer of Undertakings (Protection of Employment) in section [7] of Attachment 1 - About the Procurement.

## Your prices are to exclude VAT.

## [Pricing is to be inclusive of expenses].

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

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

## The prices submitted shall not exceed any existing framework rates where they are applicable.

## The prices submitted will be the maximum payable by the buyer under the call-off contract.

## You must download and complete Attachment 4 – Pricing Matrix, and upload this at PQ1 within the [add Jaggaer Bravo e-sourcing Suite or insert name of alternative tool you are using].

## Provide a price, where one has been requested, in the cells highlighted yellow. Zeros may not be entered into any cell in Attachment 4 – Pricing Matrix unless this has been expressly permitted by the buyer. All service lines should be priced separately.

## When you have completed your Attachment 4: Pricing Matrix, you must upload this into the [add Jaggaer Bravo e-sourcing Suite or insert name of alternative tool you are using]. If you do not upload your Attachment 4: Pricing Matrix your bid may be rejected from this competition.

## Do not alter, amend or change the format or layout of the Attachment 4: Pricing Matrix attachment. If this is found, you may be excluded from this competition. If you have any questions about the template, please submit these during the clarification period.

## Full instructions on completing the Attachment 4: Pricing Matrix can be found within the ‘Instructions’ tab within ‘Attachment 4: Pricing Matrix and Attachment 7: Pricing Matrix instructions. Failure to complete and submit Attachment 4: Pricing Matrix in-line with instructions may result in a non-compliant tender submission and subsequent rejection from this competition

## Price evaluation process

## This is how we will evaluate your pricing:

## We will carry out a compliance check to ascertain whether you have completed Attachment 4: Pricing Matrix compliantly in line with all instructions.

## Failure to enter a compliant Attachment 4: Pricing Matrix or to enter an applicable price may result in your bid being deemed non-compliant and subsequently, this may result in your exclusion from this competition.

## The commercial evaluation will be undertaken separately to the quality evaluation process.

[**amend** the following based on the components you wish to be included in your commercial evaluation]

## The commercial evaluation will be formed of the following price components:

[**amend** the following components and percentages so that they add up to 100% for the overall commercial evaluation. Delete or amend components as required]

* Price component 1: Total charges: [100%]
* [amend Price component 2: Reactive scenario: [0%]
* [amend Price component 3: Project scenario: [0%]
  + 1. Price component 1: Total charges: [100%]
    2. [The supplier with the lowest total charges will be awarded the maximum price score of 100.
    3. All other suppliers will get a price score relative to the lowest total charges tendered.
    4. The calculation we will use to calculate your score is as follows:

Price score = lowest total charges / supplier’s total charges x 100.]

* 1. Your score will then be multiplied by the weighting we have applied to this aspect of the commercial evaluation to provide a weighted score for total charges.
     1. [Price component 2: Reactive scenario
     2. The supplier with the lowest reactive scenario price will be awarded the maximum price score of 100.
     3. All other suppliers will get a price score relative to the lowest reactive scenario price tendered.
     4. The calculation we will use to calculate your score is as follows:
     5. Price score = lowest reactive scenario price / supplier’s reactive scenario price x 100.
  2. Your score will then be multiplied by the weighting we have applied to this aspect of the commercial evaluation to provide a weighted score for reactive scenario price.]
     1. [Price component 3: project scenario
     2. The supplier with the lowest project scenario price will be awarded the maximum price score of 100.
     3. All other suppliers will get a price score relative to the lowest project scenario price tendered.
     4. The calculation we will use to calculate your price score is as follows:
     5. Price score = lowest project scenario price / suppliers project scenario price x 100
     6. Your score will then be multiplied by the weighting we have applied to this aspect of the commercial evaluation to provide a weighted score for project scenario price.]

## Supplier price score

## The weighted scores for the price components above will be added together to form the price score.

## Your price score will then be multiplied by the weighting we have applied to the price aspect of the evaluation [add your price weighting] to calculate your weighted price score.

## The calculation we will use to calculate your weighted price score is as follows:

## Weighted price score = supplier price score x [add price weighting as a percentage]

## A worked example of price scoring methodology is shown below:

## [amend the following diagram to reflect your commercial evaluation guidance above]

## Table 1 – Price component scores

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Price tendered for the price component | Lowest price tendered for the price component | Score for the price component | Weighted score for the price component [amend the below weighted scores to be reflective of your actual weightings] |
| Supplier A | £100,000 | £60,000 | 60.00 |  |
| Supplier B | £80,000 | £60,000 | 75.00 |  |
| Supplier C | £60,000 | £60,000 | 100.00 |  |

*Table 2 – supplier price score*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Price component 1 score | Price component 2 score | Price component 3 score | Price score | Weighted price score [amend the below weighted scores to be reflective of your actual price weighting] |
| Supplier A | 60 | 20 | 20 | [100.00] |  |
| Supplier B | 45 | 15 | 15 | [75.00] |  |
| Supplier C | 30 | 10 | 10 | [50.00] |  |

## Abnormally low tenders

## Where we consider any of the charges 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 Public Contracts Regulations 2015).

## If we conclude that your charges are abnormally low, then the bid will be rejected and excluded from the competition. We will inform you if your bid has been excluded and why.

## Final decision to award

## We will add your weighted quality score to your weighted price score to calculate your final score. Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier | Quality evaluation score [70%]  (Maximum Score available 70) | Price evaluation score [30%]  (Maximum score available 30) | Final score  (Maximum score available 100) |
| Supplier A | 70.00 | 18.00 | 88.00 |
| Supplier B | 60.00 | 22.50 | 82.50 |
| Supplier C | 50.00 | 30.00 | 80.00 |

## 

## The supplier with the highest final score will be awarded the call-off contract.

## If more than one supplier receives the same final score, the supplier with the highest score for [insert question number from quality questionnaire] from the quality questionnaire will be awarded the call-off contract.

## If, following the above process, there is still a tie, then the ranking process will continue based on the order of preference below, until there is one clear winner

* 1. Question rank 1: [add question numbers in order of preference for use in a tie situation]
  2. Question rank 2: [add question numbers in order of preference for use in a tie situation]
  3. Question rank 3: [add question numbers in order of preference for use in a tie situation]
  4. Question rank 4: [add question numbers in order of preference for use in a tie situation]

## We will tell you if you have been successful or unsuccessful via the [add Jaggaer Bravo e-sourcing Suite or insert name of alternative tool you are using]. We will send outcome letters to all suppliers.

## [delete the content below if a discretionary standstill period is not required

## At this stage, a discretionary 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 suppliers 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 contract with the successful bidder for the lot(s) that have not been challenged.

## Following the standstill period, and if there are no challenges to our decision, the successful suppliers will be formally awarded the contract.

## The conclusion of this call-off contract is subject to the provision of the following accreditation/certification as per the requirements set out in Attachment 3 Annex C Standards and Processes and/or Attachment 5 Order Form:

## [Insert list]

## As detailed in section ‘8. Making the further competition work’ of Attachment 1 About the procurement’, the call-off contract will be created when you and the buyer agree to it by each party signing a completed Order Form.