**Bid Pack**

**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.

**Guidance:** you will need to ensure you undertake your own legal review, especially if using Industry Terms as part of your tender.

**Attachment 1**

**About the Procurement**

Contract Reference:

Insert CUA Reference and Procurement Title - you can also include your own reference

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## Welcome

* 1. We invite you to bid in this competition for insert the title of the procurement. Our bid pack comes in five parts:
     1. **Attachment 1 - About the procurement** – what the opportunity is, who can bid, the timelines for this competition and how to ask questions. Plus:
        + Making the competition work - sets out the rules of this competition.
        + How the contract works - what’s in a contract.
     2. **Attachment 2 - How to bid** – guidance on the selection and award questions and how we will assess your bid. Register on our procurement portal via [insert procurement portal register link]

You must use our [procurement portal] to make your bid

* + 1. **Attachment 3 - Statement of Requirements** – provides detailed information about the Contracting Authority, the goods/services that are required, milestones, deliverables, service levels/performance and payment method.
    2. **Attachment 4 - Price Schedule** – you are to use this attachment to provide your fully populated price for the goods/service required.
    3. **Attachment 5 - Terms and Conditions/Order Form/Contract** – this is the Order Contract terms and conditions that shall apply to the Contract.

If additional Attachments are required, include the Attachment heading and a narrative summary in line with that provided for Attachments 1 to 5 above.

* 1. Make sure you **read all the attachments**. The guidance, information and instructions that we provide are there to help you to make your best bid.
  2. If anything isn’t clear, see 5. ‘When and how to ask questions.’

## The Opportunity

* 1. This Procurement will establish a single/multiple Supplier Contract(s) for the purchase of insert title of the goods and/or services. The Goods/Services or Goods and Services are described in detail within Attachment 3, Statement of Requirements.
  2. The contract will be for an initial X year / month period with an option to extend in X yearly / monthly increments reviewed on an annual/monthly basis. (X+X+X).
  3. The maximum contract value is £XXXXXX.
  4. This Contract will be between the successful Supplier(s) and the Contracting Authority (not the Crown Commercial Service (CCS).
  5. The Contract is being offered under RM6241 Housing Maintenance & Repair which will govern any resultant Contract.
  6. The Contracting Authority is managing this Procurement in accordance with the Public Contracts Regulations 2015. This is an Order Contract and as such the Contracting Authority cannot guarantee volumes of work.
  7. The Contracting Authority are seeking proposals for [Insert a short description of the requirement.] Remember that the full specification is in Attachment 3 (Statement of Requirements).

[Guidance: remove 2.7 if you have defined the deliverables in your specification/scope of services. This is mainly for retrofit procurements where a proposal may form the basis of a supplier's bid.]

## What You Need To Know

* 1. What ‘We’ and ‘You’ Means
     1. When we use ‘CCS’, ‘we’, ‘us’ or ‘our’ we mean the Crown Commercial Service.
     2. When we use ‘Contracting Authority’, ‘Customer’, ‘Authority’, ‘Client’, ‘we’, ‘us’ or ‘our’ we mean the specific department/organisation who the goods/services will be delivered to and to whom you will enter into any subsequent contracts.
     3. When we use ‘you’ or ‘your’ we mean your organisation, or the organisation you represent, in this competition.
     4. We are procuring on behalf of the Contracting Authority for this requirement.
     5. The Public Contracts Regulations 2015 (“the Regulations”) regulate how we procure. This means that we and you have to follow processes that are fair, transparent and equitable for all bidders.
  2. Who Can Bid
     1. We are running this competition usingRM6241 Housing Maintenance & Repair. This means that only those on the Commercial Agreement can submit a bid in response to the published contract notice.
     2. You are able to bid with named subcontractors to deliver parts of the requirements.
     3. We recognise that subcontracting can change. You must tell us about any changes to the proposed as soon as you know. If you do not, you may be excluded from this competition.

## Timelines for the Competition

* 1. 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 [procurement portal] event |
| Insert date Day/Month/Year & Time | **[Site Visits that all selected Suppliers are invited to attend. Please note this can be prior to the publication of the Bid Pack and/or during the tender period]** |
| Insert date Day/Month/Year & Time | Clarification period starts |
| Insert date Day/Month/Year & Time | Clarification Call/Meeting |
| Insert date Day/Month/Year & Time | Clarification period closes (“**Bid** **Clarification Deadline**”) |
| 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(“**Bid Submission Deadline**”) |
| Insert date Day/Month/Year | Commencement of Evaluation Process |
| Insert date Day/Month/Year | Bidder presentations |
| Insert date Day/Month/Year | Stand still period *(if Applicable)* |
| Insert date Day/Month/Year | Proposed Award Date of Contract |
| Insert date Day/Month/Year | Expected execution (signature) date for Contract(s) |
| Insert date Day/Month/Year | Mobilisation period |
| Insert date Day/Month/Year | Expected commencement date for Contract(s) |

## When and How to Ask Questions

* 1. We hope everything is clear after you’ve read this bid pack.
  2. 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 – the clarifications questions deadline (Refer to timelines for competition above). This gives you the chance to check that you understand everything before you submit your bid.
  3. You need to send your questions through the [procurement portal]. This is the only way we can communicate with bidders. Try to ensure your question is specific and clear. Do not include your identity in the question. This is because we publish all the questions and our responses to all bidders.
  4. If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.
  5. Remember that you can ask us questions about the competition but please do not attempt to ‘negotiate’ the terms. All contract awards will be subject to the terms and conditions identified in this Bid Pack.

## Making the Competition Work

* 1. We run our competitions so that they are fair and transparent for all bidders. This section sets out the rules of this competition.
  2. What you can expect from us
     1. We will not share any information from your bid with third parties, apart from stakeholders in the competition, which you have identified as being confidential or commercially sensitive. However, we may share this information but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.
  3. What we expect from you
     1. You must comply with the rules in this Bid Pack and any other instructions given by us. You must also ensure members of your consortium (if relevant), group companies, subcontractors or advisers comply.
     2. You may:
        + Submit one bid.
        + Your bid must remain valid for [90 days] after the bid submission deadline.
        + You must submit your bid in English and through the [procurement portal] Suite only.
  4. Involvement in multiple bids
     1. If you are connected with another bid for the same requirement or lot, we may make further enquiries. For example, where you either submit a bid:
        + In your own name and or as a subcontractor and or as a member of a consortium connected with a separate bid.
        + In your own name which is similar to a separate bid from another bidder within your group of companies.
     2. This is so we can be sure that your involvement doesn’t cause:
        + Potential or actual conflicts of interest.
        + Supplier capacity problems.
        + Restrictions or distortions in competition.
     3. We may require you to amend or withdraw all or part of your bid if, in our reasonable opinion, any of the above issues have arisen or may arise.
  5. Contracting arrangements
     1. Only you or, as applicable, your subcontractors (as set out in your bid) or consortium members (if relevant) can provide goods and/or services through the contract.
  6. Bidder conduct and conflicts of interest
     1. You must not attempt to influence the contract award process. For example, you must not ever directly or indirectly:
        + Collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, supplier, consortium member (if relevant) or provider of finance.
        + Canvass CCS, our staff or advisors about this competition.
        + Try to get information from any of our and/or Contracting Authority staff or advisors about another bidder or bid.
     2. You must ensure that no conflicts of interest exist between you and us/Contracting Authority. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.
  7. Confidentiality and Freedom of Information
     1. You must keep the contents of this Bid Pack confidential (including the fact that you have received it). This obligation does not apply to anything you have to do to:
        + Submit a bid.
        + Comply with a legal obligation.
  8. Publicity
     1. You must not publicise the deliverables or the award of any contract unless the Contracting Authority have given written consent. For example, you are not allowed to make statements to the media about any bid or its contents.
  9. Our rights
     1. We reserve the right to:
        + Waive or change the requirements of this Bid Pack from time to time without notice.
        + Verify information, seek clarification or require evidence or further information about your bid.
        + Withdraw this Bid Pack at any time, or re-invite bids on the same or alternative basis.
        + Choose not to award any contract or Lot as a result of the competition.
        + Choose to award different Lots at different times.
        + Make any changes to the timetable, structure or content of the competition.
     2. Exclude you if:
        + You submit a non-compliant bid.
        + Your bid contains false or misleading information.
        + You fail to tell us of any change in the contracting arrangements between bid submission and award.
        + The change in the contracting arrangements would result in a breach of procurement law.
        + For any other reason provided in this Bid Pack.
        + For any reason set out in the Public Contracts Regulations 2015.
  10. Consequences of misrepresentation
      1. If a serious misrepresentation by you induces the Contracting Authority to enter into a contract with you, you may be:
         + Excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015.
         + Sued by the Contracting Authority for damages, the Contracting Authority may rescind the contract under the Misrepresentation Act 1967.
      2. If fraud, or fraudulent intent, can be proved, you may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
      3. If there is a conviction, then your organisation must be excluded from procurement for five years under reg. 57(1) of the PCR 2015 (subject to self-cleaning).
  11. Bid costs
      1. We will not pay your bid costs for any reason, for example if we terminate or amend the competition.
  12. Warnings and disclaimers
      1. Neither us, CCS nor the Contracting Authority will be liable for:
         + Where parts of the Bid Pack are not accurate, adequate or complete.
         + For any written or verbal communications.
      2. You must carry out your own due diligence and rely on your own enquiries.
      3. This Bid Pack is not a commitment by us or the Contracting Authority to enter into a contract.
  13. Intellectual Property Rights
      1. The Bid Pack remains our property. You must use the Bid Pack only for this competition.
      2. You allow us to copy, amend and reproduce your bid so we can:
         + Run the competition.
         + Comply with law and guidance.
         + Carry out our business.
      3. Our advisors, subcontractors and other government bodies can use your bid for the same purposes.

## Supplier Briefing/Site Visits (delete if not relevant)

* 1. The Buyer will host a [Supplier briefing/site visit] between [start time] and [end time] on [date]. During this session, the Buyer will provide you with an overview of the requirement. We may also provide you with information relating to the procurement process. The [Supplier briefing/site visit] will follow the below agenda. The agenda may change from time to time as required by the Buyer. We will make you aware in advance of the session if this happens:

| **Start Time** | **Finish Time** | **Agenda Item** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. If you wish to attend the [Supplier briefing/site visit] you should provide the name, organisation, contact number and contact email address [**add** additional requirements as necessary] of the [two] personnel you wish to attend the visit. You should provide this information via the [**add** Jaggaer Bravo eSourcing Suite or insert the name of alternate tool you are using] by no later than [time] on [date].
  2. Suppliers who register to attend will meet at [address] where they will be greeted [and security checked] you are requested to provide [**add** information relating to any specific forms of identification to be provided by attendees for admittance to the site visit]. Refreshments and lunch will not be provided, and so you should bring your own for the day.
  3. Rules
     1. At the start of the session, you will be given an overview of the rules and regulations that will apply to the [Supplier briefing/site visit]
     2. You are permitted to take notes on paper during the session, but not to use tablets, laptops or mobile phones. You are not allowed to take pictures.
     3. Mobile phones may need to be switched off during some part of the session.
     4. If you do not adhere to these rules, and any others made known to you in the course of the session, you may be escorted from the premises, and will not be permitted to further take part in the session.
  4. Questions
     1. If you have any follow-up questions in relation to the site visits, these should be submitted via the [**add** Jaggaer Bravo eSourcing Suite or insert the name of alternate tool you are using] as per the clarification process set out in section [4].

## Be Aware

Section 8.2 is to be included depending upon whether you wish to add additional items about which you may have concern or want to highlight to the Supplier.

* 1. Management Information and Management Charge
     1. If you are awarded a Contract as a result of this competition, you will need to add this information to the submission of Management Information that you make to Crown Commercial Service on a monthly basis.
     2. This information will then be used by Crown Commercial Service to calculate the management charges you must pay for Orders made through the RM6241 Housing Maintenance & Repair DPS. See DPS Schedule 5 (Management Levy and Information).
     3. The Management levy, excluding VAT, will be an amount equal to 1% of all Charges for the Deliverables invoiced to the Buyer under the Order Contract.
     4. Under no circumstances should this be invoiced to the Buyer. It is a charge made by Crown Commercial Service to the winning Supplier each Month of the Contract Period.

## Lot Structure

* 1. The Goods or Services or Goods and Services covered by this Procurement have:
     1. Not been sub-divided into Lots, [insert the main reason(s)]
     2. 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 |
| Lot 5 | Insert description of the Lot |
| Lot 6 | Insert description of the Lot |

* 1. You have the opportunity to bid for all or any combination of the Insert number Lots. However, in order to ensure that the Contracting Authority’s requirements benefits from a diverse range of providers, you may be awarded a maximum of only Insert number Lots.
  2. If you are successful in more than Insert number Lots, you will be awarded only Insert number of the Lots according to your order of preference, and an offer of Contract will be made to the next ranking Potential Bidder in the other Lots.