**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 2**

**How to Bid Including Evaluation Criteria**

Contract Reference:

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

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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 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 [procurement portal]. We can only accept bids that we receive through the [procurement portal].
		3. Make sure you answer every question
		4. 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.
		5. Submit your bid in good time and before the bid submission deadline.
		6. Upload ONLY those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us.
		7. If we **do not** require attachments and have specified this please only use the Text Boxes provided for your answer.
		8. Check for messages in the [procurement portal] throughout the competition.
		9. Press the **Submit Response** button when your bid is ready, otherwise we will not be able to see it.

[**Guidance:** update 1.3.9 in relation to your procurement portal]

* + 1. If you are unsure, ask questions before the Clarification Questions Deadline.

## How The Evaluation Envelopes Are Structured:

* 1. A summary of all the questions in the evaluation, along with the marking scheme, and weightings for each question is set out below:
	2. QUALIFICATION ENVELOPE
		+ Key Participation Requirements – Pass/Fail
		+ Conflicts of Interest – Pass/Fail
		+ Information Only
	3. TECHNICAL ENVELOPE
		+ Question 4 – Insert Heading
		+ Question 5 – Insert Heading
			- Question 6 – Insert Heading
			- Question 7 – STAGE 2 - PRESENTATIONS

[**Guidance:** Update this to reflect your procurement - this section has been generalised. For instance, you do not necessarily need to hold presentations if you do not want to]

* 1. COMMERCIAL ENVELOPE [also known as Price]
* Question 8 – Insert Heading

**QUALIFICATION ENVELOPE**

| **QUALIFICATION - KEY PARTICIPATION REQUIREMENTS****Response Guidance**The following questions are ‘Pass/Fail’ questions. If Potential Bidders are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Bidders should confirm their answer by selecting the appropriate option from the drop down menu. |
| --- |
| **Question Number** | **Question** | **Your Response** |
| 1.1 | Do you accept the competition rules as described in Attachment 1 – About the Procurement?  | Yes/No |
| 1.2 | Have you read, understood and accepted the Bid Pack and all associated attachments, specifically Attachment 3 - Statement of Requirements? | Yes/No |
| 1.3 | Do you agree, without caveats or limitations, that in the event that you are successful, Attachment 5 - Terms and Conditions will govern the provision of this contract? | Yes/No |
| 1.4 | Do you confirm your Organisation’s [procurement portal] profile is complete and accurate at the time the bid closed and that any amendments made following acceptance of this event will be notified to the buyer in writing? | Yes/No |

| **QUALIFICATION - CONFLICTS OF INTEREST****Response Guidance**Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.Question 2.2 is a Pass / Fail question. Potential Bidders are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if Potential Bidders 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. |
| --- |
| **Question Number** | **Question** | **Your Response** |
| 2.1 | Please confirm whether you have any potential, actual or perceived conflicts of interest that may by relevant to this requirement. | Yes/No |
| 2.2 | We require that any potential, actual or perceived conflicts of interest in respect of this Bid Pack are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services. | Text Box |

| **QUALIFICATION - 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 procurement. |
| --- |
| **Question Number** | **Question** | **Your Response** |
| 3.1 | Please provide details of where the Award Outcome should be directed. Your response must include their;* Full Name
* Role/Title
* Registered Address
* Email Address
 | Text Box |
| 3.2 | Please provide details of your Data Protection Officer. Your response must include their;* Full Name
* Email Address
 | Text Box |
| 3.3 | Please provide details of any sub-contractors 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
* Goods/Services to be provided
 | Text Box |
| 3.4 | Potential Bidders 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 |

**TECHNICAL ENVELOPE Weighting XX%**

| **TECHNICAL - INSERT HEADING WEIGHTING XX%****Response Guidance**Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question. Unless otherwise specified, you must upload your response as attachments.It is requested that attachments are submitted in Microsoft Word or Excel format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us.**No costings should be included in responses to this Question.** |
| --- |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting**  |
| 4.1 |  |  |  |  |  |
| 4.2 |  |  |  |  |  |
| 4.3 |  |  |  |  |  |
| 4.4 |  |   |  |  |  |

| **TECHNICAL - INSERT HEADING WEIGHTING XX%****Response Guidance**Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question. Unless otherwise specified, you must upload your response as attachments.It is requested that attachments are submitted in Microsoft Word or Excel format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us**No costings should be included in responses to this Question.** |
| --- |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting**  |
| 5.1 |  |  |  |  |  |
| 5.2 |  |  |  |  |  |
| 5.3 |  |  |  |  |  |
| 5.4 |  |   |  |  |  |

| **TECHNICAL - INSERT HEADING WEIGHTING XX%****Response Guidance**Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question. Unless otherwise specified, you must upload your response as attachments.It is requested that attachments are submitted in Microsoft Word or Excel format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us**No costings should be included in responses to this Question.** |
| --- |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting**  |
| 6.1 |  |  |  |  |  |
| 6.2 |  |  |  |  |  |
| 6.3 |  |  |  |  |  |
| 6.4 |  |   |  |  |  |

**COMMERCIAL ENVELOPE Weighting XX%**

| **COMMERCIAL – Price WEIGHTING 100%****Response Guidance**Potential Bidders must enter costs by uploading the relevant Attachment 4 - Price Schedule for the Lot(s) they have Bid for, at the question level on the [procurement portal] 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**  |
| 7.1 | Please attach a completed Price Schedule in response to this question for the Lot(s) you have Bid for. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in the Attachment 1 – About the Procurement. | Attachment |  |  |  |
| 7.2 |  |  |  |  |  |
| 7.3 |  |  |  |  |  |

**STAGE 2 – TECHNICAL ENVELOPE [delete if not used]**

| **STAGE 2 - TECHNICAL INSERT HEADING - delete this section if not applicable WEIGHTING XX%****Response Guidance**Potential Bidders MUST answer ALL the following questions. **No costings should be included in responses to this Question.** |
| --- |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting**  |
| 8.1 | Please provide attendee details, numbers must not exceed x. * Name
* Title
* Relevance to the Team
 | Text Box |  |  |  |
| 8.2 | Please attach a copy of your presentation. | Attachment  |  |  |  |

## Award Criteria

* 1. The award stage consists of a Qualification, Technical and Commercial evaluation.
	2. The award of the resultant contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT) or price only.
	3. Award process - What you need to do
		1. Answer the questions in section 2 above in the [procurement portal].
		2. Complete the Attachment 4 – Price Schedule for the Lot(s) against which you are bidding.
		3. You must upload your completed Price Schedule into the [procurement portal] in the Commercial Envelope.
	4. What we will do

| **QUALIFICATION evaluation (Compliance Check)**First, we will complete a mandatory evaluation to make sure that you have answered all questions and have completed the Attachment 4 - Price Schedule in line with our instructions. All bids passing the mandatory evaluation will be progressed to the Technical Evaluation. |
| --- |
| **TECHNICAL Evaluation**We will give your responses to the TECHNICAL questionsto the Contracting Authority’s evaluation panel. Each evaluator will independently assess your responses to the technical questions using the response guidance and the evaluation criteria.They will give a score and a reason for their score for each question they are assessing. The evaluators will enter the scores and reasons into the [procurement portal].If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the [procurement portal] on an individual basis. |
| **Consensus** Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet. We will facilitate the discussion.At this meeting, the evaluators will discuss the technical 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 technical score for each Lot you have bid for. If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the [procurement portal] on an individual basis. |
| **TECHNICAL Threshold**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. |
| **COMMERCIAL Evaluation**We will consider your commercial response and conduct compliance checks, review for abnormal bids and conduct any clarifications required to formally evaluate your submission. This will be conducted in tandem with the technical evaluations and completed by a commercial evaluation panel.We will only calculate your commercial score using the scoring mechanism outlined within the Bid Pack. However, if you failed to meet the minimum acceptable score during the technical evaluation you will not receive a score for the Commercial Envelope.If we wish to clarify any areas of your bid, bid clarification questions will be issued via the [procurement portal] on an individual basis. |
| **Final Score**Your technical score will be added to your commercial score, to create your final score.  |
| **2 Stage Evaluation (Delete if not applicable)**This procurement is being run in 2 stages. Your final score up to this point will be the final score for Stage 1 of the procurement which will be considered for your progression to Stage 2 of the procurement. Bidders who are within XX% (this percentage does not exceed the total weighting of Stage 2) of the first ranked Bidder at Stage 1 will be invited to Stage 2 of the procurement. Input your mechanism for taking through the Potential Bidders to Stage 2. Stage 2 will be in the form of a Presentation/Proof of Concept/Written Submission (Delete or amend as appropriate).The Stage 2 Evaluation Criteria are set out above at Section 2.The evaluation process for Stage 2 will be conducted in line with the points outlined above.The scores from Stage 2 evaluation will be added to the final score from Stage 1. This will be the final score and the bids will be ranked accordingly. |
| **Award**Award(s) will be made to the successful bidder(s), subject to contract. We will notify successful and unsuccessful bidder(s) providing feedback via the [procurement portal]. In some cases we may include a standstill period in which case the successful bidder(s) will be issued an Intention to Award letter with all Bidders notified of the intended outcome. |

##

## Marking Scheme

* 1. 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 without additional support from the Contracting Authority, other than that outlined within the Statement of Requirements. |
| **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 Statement of Requirements) from the Contracting Authority 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. |

##

## Qualification Envelope Evaluation

* 1. Questions 1 and 2 are mandatory question(s) and will be evaluated PASS / FAIL. If you fail any of these questions, you will be excluded from the competition. We will tell you that your bid has been excluded.

## Technical Envelope Evaluation

* 1. When the consensus meeting has taken place and the final score for each question has been agreed by the evaluators, your final score for each question will be multiplied by that question’s weighting to calculate your weighted score for that question.
	2. Each weighted score for each question for each Lot you have submitted a bid for will then be added together to calculate your technical score.
	3. Please see table A below for an example of how your technical score will be calculated, please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

Table A – EXAMPLE ONLY

|  |  |  |  | **Bidder A** | **Bidder B** | **Bidder C** |
| --- | --- | --- | --- | --- | --- | --- |
| **Technical Envelope** | **Envelope Weighting** | **Question** | **Question Weighting** | **Consensus Score** | **Sub Questions Weighted Score** | **Question Weighted Score** | **Consensus Score** | **Sub Question Weighted Score** | **Question Weighted Score** | **Consensus Score** | **Sub Question Weighted Score** | **Question Weighted Score** |
| 4. Service Delivery | 40% | 4.1 | 80% | 66.00 | 52.80 | 40% | 33.00 | 26.40 | 40% | 100.00 | 80.00 | 40% |
| 4.2 | 20% | 66.00 | 13.20 | 100.00 | 20.00 | 66.00 | 13.20 |
| **Service Delivery Total** |  |  |  |  | **66.00** | **26.40** |  | **46.40** | **18.56** |  | **93.20** | **37.28** |
| 5. Account Management | 30% | 5.1 | 75% | 100.00 | 75.00 | 30% | 66.00 | 49.50 | 30% | 66.00 | 49.50 | 30% |
| 5.2 | 25% | 66.00 | 16.50 | 66.00 | 16.50 | 66.00 | 16.50 |
| **Account Management Total** |  |  |  |  | **91.50** | **27.45** |  | **66.00** | **19.80** |  | **66.00** | **19.80** |
| 6. Approach | 30% | 6.1 | 75% | 100.00 | 75.00 | 30% | 66.00 | 49.50 | 30% | 100.00 | 75.00 | 30% |
| 6.2 | 25% | 66.00 | 16.50 | 33.00 | 8.25 | 100.00 | 25.00 |
| **Approach Total** |  |  |  |  | **91.50** | **27.45** |  | **57.75** | **17.33** |  | **100.00** | **30.00** |
| **Technical Envelope Total** | **100%** |  |  |  |  | **81.30** |  |  | **55.69** |  |  | **87.08** |
| **Technical Envelope Weighted Total @ 60%** |  |  |  |  |  | **48.78** |  |  | **33.41** |  |  | **52.25** |

## Commercial Envelope Evaluation

* 1. This section contains information on how to complete Attachment 4 - Price Schedule and the commercial evaluation process.
	2. How to complete your Attachment 4 – Price Schedule
		1. Read and understand the instructions in the Attachment 4 - Price Schedule and in this section before submitting your prices.
		2. Your prices should compare with your Technical submission.
		3. Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.
		4. Your prices are to exclude VAT.
		5. Pricing is to be inclusive of expenses.
		6. The currency is British pounds sterling, up to two decimal places.
		7. The percentages submitted shall be up to two decimal places.
		8. Pricing will be based on:
			+ Eight (8) hour Working Day (excluding breaks);
			+ Rounded to the nearest £10; and
			+ Zero bids will not be allowed.
		9. We will investigate where we consider your bid to be abnormal.
		10. NOT USED
		11. You must download and complete the Attachment 4 – Price Schedule for the Lot(s) you are submitting a bid for. Further detail may be provided within the Attachment 4 – Price Schedule.
		12. When you have completed your Attachment 4 - Price Schedule, you must upload this into the [procurement portal] in the Commercial Envelope. If you do not upload your Attachment 4 – Price Schedule your bid may be rejected from this competition.
		13. Do not alter, amend or change the format or layout of the Attachment 4 – Price Schedule.
	3. Commercial Evaluation Process
		1. Commercial scores shall be calculated using pricing submitted as part of a compliant bid only and using the following process:
		2. We will check you have completed the Attachment 4 – Price Schedule as instructed.
		3. Failure to complete the Attachment 4 - Price Schedule as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.
		4. The commercial evaluation will be undertaken separately to the technical evaluation process.
		5. The commercial evaluation will be undertaken against each pricing tab/question detailed within Attachment 4 – Price Schedule.
		6. The Bidder with the lowest price for each question will be awarded the maximum score available for that question.
		7. All other Bidders will get a score relative to the lowest total price for that question, calculated using the formula below
		8. The calculation we will use to evaluate your total price per element, for each Lot you are bidding for, is as follows:

Commercial Score = Lowest total price \* maximum score available Potential Bidder’s total price

* + 1. Once all question scores have been calculated, they will be added together and multiplied by the Commercial Envelope weighting to identify your Total Commercial Weighted Score.
		2. Please see table B below for an example of how your commercial score will be calculated, please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

**Table B – EXAMPLE ONLY**

|  |  |  |  | **Bidder A** | **Bidder B** | **Bidder C** |
| --- | --- | --- | --- | --- | --- | --- |
| **Commercial Envelope** | **Envelope Weighting** | **Question** | **Question Weighting** | **Bid Submitted** | **Lowest Bid Submitted** | **Score** | **Weighted Question Score** | **Bid Submitted** | **Lowest Bid Submitted** | **Score** | **Weighted Question Score** | **Bid Submitted** | **Lowest Bid Submitted** | **Score** | **Weighted Question Score** |
| 7. Costs | 100% | 7.1 | 100% | £217,000.00 | £217,000.00 | 100.00 | 100.00 | £432,000.00 | £217,000.00 | 50.23 | 50.23 | £542,000.00 | £217,000.00 | 40.04 | 40.04 |
| **Commercial Envelope Total** |  |  |  |  |  |  | **100.00** |  |  |  | **50.23** |  |  |  | **40.04** |
| **Commercial Envelope Weighted Total @ 40%** |  |  |  |  |  |  | **40.00** |  |  |  | **20.09** |  |  |  | **16.01** |

* + 1. Where we consider any of the total price(s) you have submitted 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).

## Final Decision to Award

* 1. We will add your technical score to your commercial score to calculate your final score.
	2. 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 the Presentation element / question xxx, followed by question xx (listed in order of importance), will be deemed the winner and awarded the Contract.
	3. Please see table C below for an example of how your technical score and commercial score will be added together to identify your final score. Please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

**Table C – EXAMPLE ONLY**:

|  |  | **Bidder A** | **Bidder B** | **Bidder C** |
| --- | --- | --- | --- | --- |
| **Envelope** | **Envelope Weighting** | **Total Weighted Score** | **Total Weighted Score** | **Total Weighted Score** |
| Technical | 60% | 48.78 | 33.41 | 52.25 |
| Commercial | 40% | 40.00 | 20.09 | 16.01 |
| **Total Bid Score** | **100%** | **88.78** | **53.50** | **68.26** |
| **Rank** |  | **1** | **3** | **2** |

* 1. The bidder with the highest final score, where the bid is deemed compliant, will be awarded the contract, where approved by the Contracting Authority. However, if this is a 2 Stage Evaluation the final scores up to this point will act as a gateway to Stage 2 as outlined in “What we will do”.
	2. Two Stage Evaluation [delete if not used]
		1. The following will only apply if a 2 stage approach is adopted as outlined in the table “What we will do” above in section 3.
		2. Where a 2 Stage Evaluation has been conducted the final score from Stage 1 will now be added to the score from Stage 2 to show a final score as demonstrated in the table below:
		3. Please see table D below for an example of how your Stage 1 score and Stage 2 score will be added together to identify your final score. Please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

**Table D – EXAMPLE ONLY:**

|  |  | **Bidder A** | **Bidder B** | **Bidder C** |
| --- | --- | --- | --- | --- |
| **Envelope** | **Envelope Weighting** | **Total Weighted Score** | **Total Weighted Score** | **Total Weighted Score** |
| Stage 1 Score | 80% | 71.02 | 42.80 | 54.61 |
| **Total Stage 1 Score** |  | **71.02** | **42.80** | **54.61** |
| Presentations - Stage 2 | 20% | 66.00 | 66.00 | 100.00 |
| **Total Presentation Score** |  | **13.20** | **13.20** | **20.00** |
| **Total Stage 2 Score** |  | **84.22** | **56.00** | **74.61** |
| **Rank** |  | **1** | **3** | **2** |

## Further Information

* 1. You can submit a bid for one or more Lots. If you have submitted a bid for more than 1 Lot and are successful on more than 1 Lot, you will only be awarded a place on the Lot you have told us in question XX is your preference.
	2. You can submit a bid for one or more Lots. If you have submitted a bid for more than 1 Lot and are successful on more than 1 Lot, you may be awarded up to a maximum of XX Lots in line with the Award Criteria.
	3. All communications will be conducted via the [procurement portal], including notification of outcome.
	4. We will send Intention to Award letters to all Potential Bidders. 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.
	5. 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.
	6. Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a contract.
	7. As detailed in the ‘Making the Further Competition Work’ section of ‘Attachment 1 – About the Procurement’, the Order Contract will be created when you and the Buyer agree to it by each Party signing a completed Order Form.
	8. The conclusion of a contract is subject to the provision of due ‘certificates, statements and other means of proof’ where Potential Bidders have, to this point, relied on self-certification. This means [list here all certificates/evidence that bidders need to submit that have been included in the selection questionnaire]
	9. The winning Supplier(s) must provide evidence to the Contracting Authority of compliance with all required insurances, qualifications and Cyber Essentials as per the RM6241 Housing Maintenance & Repair DPS agreement, and remain compliant with these requirements throughout the lifetime of the Order Contract.
	10. The Contracting Authority may share details of the winning and losing bids with CCS for reporting purposes.