# SECTION G: PRE-QUALIFICATION QUESTIONNAIRE

This section sets out both the requirements and criteria for assessing the economic standing, financial and technical capacity and capability of prospective suppliers of the services. Tenderers should note that the first stage of assessing the tenders will focus upon this aspect of their bid, and only the five highest scoring bids following the assessment of these criteria will then be considered in respect of their ability to meet the service requirements.

**Notes for completion**

1. The “Authority” means the public sector contracting Authority, or anyone acting on behalf of the contracting Authority, that is seeking to invite suitable Suppliers to participate in this procurement process.

2. “You”/ “Your” or “Supplier” means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

3. This Pre-Qualification Questionnaire (PQQ) has been designed to assess the suitability of a Supplier to deliver the Authority’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

**Verification of Information Provided**

1. Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section 7 of this PQQ relating to Technical and Professional Ability) the Authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

**Sub-contracting arrangements**

8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

9. The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

**Consortia arrangements**

10. If the Supplier completing this PQQ is doing so as part of a proposed consortium, the following information must be provided;

* names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

11. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.

12. All members of the consortium will be required to provide the information required in all sections of the PQQ as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.

13. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

14. The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

**Confidentiality**

15. When providing details of contracts in answering section 6 of this PQQ (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

16. The Authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

17. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

## 1 - Supplier information – this is not a scored section

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.1 Supplier details** | **Answer** | | | |
| Full name of the Supplier completing the PQQ |  | | | |
| Registered company address |  | | | |
| Registered company number |  | | | |
| Registered charity number |  | | | |
| Registered VAT number |  | | | |
| Name of immediate parent company |  | | | |
| Name of ultimate parent company |  | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | ▢ Yes | | |
| ii) a limited company | ▢ Yes | | |
| iii) a limited liability partnership | ▢ Yes | | |
| iv) other partnership | ▢ Yes | | |
| v) sole trader | ▢ Yes | | |
| vi) other (please specify) | ▢ Yes | | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes | | |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | ▢ Yes | | |
| iii) Sheltered workshop | ▢ Yes | | |
| iv) Public service mutual | ▢ Yes | | |
| **1.2 Bidding model** | | | |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | | | |  |
| a)      Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | | | ▢ Yes |  |
| b)      Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | ▢ Yes |  |
| c)       Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | ▢ Yes |  |
| d)      Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | | | ▢ Yes  **Consortium members**  **Lead member** |  |
| e)      Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | | | ▢ Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** |  |

|  |  |
| --- | --- |
| **1.3 Contact details** | |
| Supplier contact details for enquiries about this PQQ | |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |  |
| --- | --- | --- |
| **1.4 Licensing and registration (please mark ‘X’ in the relevant box)** | | |
| 1.4.1 | Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | ▢ Yes  ▢ No  If Yes, please provide the registration number in this box. |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | ▢ Yes  ▢ No  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

**2 - Grounds for mandatory exclusion**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the Authority for advice before completing this form.

|  |  |  |
| --- | --- | --- |
| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  |
| (i) the offence of cheating the Revenue; |  |  |
| (ii) the offence of conspiracy to defraud; |  |  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed— |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes**  **2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

## 3. Grounds for discretionary exclusion – Part 1

The Authority may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i);

|  |  |  |
| --- | --- | --- |
| **3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. your organisation—   (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or  (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or |  |  |
| (i) your organisation has undertaken to |  |  |
| (aa) unduly influence the decision-making process of the contracting Authority, or |  |  |
| (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| (j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

**Conflicts of interest**

In accordance with question 3.1 (e), the Authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

**Taking Account of Bidders’ Past Performance**

In accordance with question (g), the Authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The Authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers ‘Yes’ to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

## 4. Grounds for discretionary exclusion – Part 2

The Authority reserves the right to use its discretion to exclude a Supplier where it can demonstrate the Supplier’s non-payment of taxes/social security contributions where no binding legal decision has been taken.

Please note that Section 4 relating to tax compliance only applies where the Authority has indicated that the contract is over £5million in value, and the Authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies).

“Occasion of Tax Non-Compliance” means:

1. any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:
   * + 1. a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
       2. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
2. the Supplier’s tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

|  |  |  |
| --- | --- | --- |
| From 1 April 2013 onwards, have any of your company’s tax returns submitted on or after 1 October 2012; (Please indicate your answer by marking ‘X’ in the relevant box). | | |
| 4.1 | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | ▢ Yes  ▢ No |
| 4.2 | Been found to be incorrect as a result of:   * + - HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or     - A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it  under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or     - the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established. | ▢ Yes  ▢ No |
| If answering “Yes” to either 4.1 or 4.2 above, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes the Authority to take into consideration.  This could include, for example:   * + Corrective action undertaken by the Supplier to date;   + Planned corrective action to be taken;   + Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or   + Changes in financial, accounting, audit or management procedures since the OONC.   In order that the Authority can consider any factors raised by the Supplier, the following information should be provided:   * A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc. * Where the OONC relates to a DOTAS, the number of the relevant scheme. * The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended. * The level of any penalty or criminal conviction applied. | | |

## 

## 5 - Economic and Financial Standing – this is a scored section London Councils expects suppliers to have had a minimum annual turnover of £120,000 in each of the last two years. London Councils also reserves the right to use credit rating agencies to assess financial standing.

|  |  |  |
| --- | --- | --- |
|  | **FINANCIAL INFORMATION** | |
|  |  | |
| 5.1 | **Please provide one of the following to demonstrate your economic/financial standing;**  Please indicate your answer with an ‘X’ in the relevant box. | |
| 1. A copy of the audited accounts for the most recent two years |  |
| 1. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
|  |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 5.2 | The Authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | ▢ Yes  ▢ No |
| 5.3 | **(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?**  If yes, please provide the name below:   |  |  | | --- | --- | | Name of the organisation |  | | Relationship to the Supplier completing the PQQ |  |   If yes, please provide Ultimate / parent company accounts if available.  If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?  If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?) | ▢ Yes  ▢ No  ▢ Yes  ▢ No  ▢ Yes  ▢ No |

## 6 – Technical and Professional Ability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6 | **Relevant experience and contract examples** | | |  |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the Authority’s requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work.  The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. | | |  |
|  |  | Contract 1 | Contract 2 | Contract 3 |
| 6.1 | Name of customer organisation |  |  |  |
| 6.2 | Point of contact in customer organisation  Position in the organisation  E-mail address |  |  |  |
| 6.3 | Contract start date  Contract completion date  Estimated Contract Value |  |  |  |
| 6.4 | In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market. |  |  |  |
| 6.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up. | | | | |
|  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Additional PQQ modules N/A A – Project specific questions to assess Technical and Professional Ability – this section is a scored section Further project specific questions relating to the technical and professional ability of the Supplier.   |  | | --- | | With reference to the answers provided in section 6 above, please state in no more than 1,500 words, why you consider you have the relevant technical and professional ability to deliver this contract. | |  |   Responses will be scored using the following framework:   |  |  |  | | --- | --- | --- | | **Grade** | **Interpretation** | **Criteria** | | 0 | Unacceptable | Nil or inadequate response. Fails to demonstrate technical and professional ability. | | 1 | Poor | Response is partially relevant but generally poor.  The response demonstrates some technical and professional ability, but contains insufficient/limited detail or explanation to demonstrate required capability and capacity to undertake the Contract. | | 2 | Adequate | Response meets the requirements of the question is relevant and acceptable. The response provides sufficient evidence of required some technical and professional ability to undertake the contract but may lack details on how the requirement will be fulfilled in certain areas. | | 3 | Good | Response performs well against the question showing considerable relevant evidence of some technical and professional ability to meet the Contract requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |  B - Insurance  |  |  |  | | --- | --- | --- | | 1. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £x  Public Liability Insurance = £x Professional Indemnity Insurance = £x Product Liability Insurance = £x  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | ▢ Yes  ▢ No |  C – Compliance with equality legislation  |  |  |  | | --- | --- | --- | | For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | | | 1. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | ▢ Yes  ▢ No | | 2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | ▢ Yes  ▢ No | | 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes  ▢ No |  D - Environmental Management  |  |  |  |  | | --- | --- | --- | --- | | 1. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Authority (including local Authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | ▢ Yes  ▢ No | | | 2. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | ▢ Yes  ▢ No |  |  E - Health and Safety  |  |  |  | | --- | --- | --- | | 1. | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | ▢ Yes  ▢ No | | 2. | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.    The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | ▢ Yes  ▢ No | | 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes  ▢ No |  8 - Declaration | | |  |
|  | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of......................... (**Insert name of Supplier**).  I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the Authority’s requirement.  The following appendices form part of our submission;   |  |  | | --- | --- | | **Section of PQQ** | **Appendix number** | |  |  | |  |  | | |  |
| **PQQ COMPLETED BY** | |  |
| 8.1 | Name |  |  |
| 8.2 | Role in organisation |  |  |
| 8.3 | Date |  |  |
| 8.4 | Signature |  |  |

**PQQ – Template for Appendices (as provided by the Supplier in their response)**

|  |
| --- |
| **Appendix Number -** |
| **PQQ section -** |
| **Question Number -** |
|  |

**PQQ Responses Evaluation Template**

The Evaluation Template for PQQ responses and scoring/weighting criteria is shown below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PQQ** | | **Reference** | **Part 1** | **Part 2** | **Part 3** | **Part 4** | **Part 5** | **Part 6** | **Part 7 A** | **Part 7 B** | **Part 7 C** | **Part 7 D** | **Part 7 E** | **Part 8** | **Total Score** |
| **Information requested** | | | Supplier Information | Mandatory Exclusions | Discretionary Exclusions Part 1 | Discretionary Exclusions Part 2 | Econ-omic & Financial Standing | Technical & Professional Ability (TPA) | Project specific questions to assess TPA | Insurance | Compliance with Equality Legislation | Environ-mental Management | Health & Safety | Declaration | **Sum of Parts 5 and 7A** |
| **% Weightings** | | | Not scored but must be completed | Bidders that have inidicated Y to the mandatory exlusions will not be considered | Bidders that have inidicated Y to the mandatory exlusions will not be considered | Bidders that have inidicated Y to the discretionary exlusions may not be considered | 30% | 0.00 | 70% | Not scored but must be completed | Not scored but must be completed | Not scored but must be completed | Not scored but must be completed | Not scored but must be completed | **100%** |
|  | **Expression 1** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 2.50 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 2** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 3** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 4** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 5** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 6** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 7** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 8** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 9** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 10** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |
|  | **Expression 11** | | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | 0.00 | 0.00 | 0.00 | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | Confirm Y or N | **0** |

# SECTION H TENDER RESPONSE

## SECTION H APPENDIX 1: Form of Tender

Tender for Case Management System for the London Lorry Control Scheme:

To: London Councils,

1. I/We having read the Instructions to Tenderers, Generic Conditions of Contract, Specification and other documents supplied (collectively referred to as "the Contract Documents") and having inspected and made all necessary enquiries do hereby offer to execute and complete the Services described by or referred to in the Contract Documents for the rates stated in the Pricing Schedule excluding Value Added tax.
2. I/We declare that the tender price or any other figures or other information in connection with the tender have not been disclosed by me/us to any other party (including any other company or part of a company forming part of a group of companies of which I/we are a part) nor to any sub-Service Provider or supplier whomsoever or any other person to whom such disclosure could have the effect of preventing or restricting full competition in this tendering exercise and that I/we have not otherwise colluded with any person with such intent nor have I/we any knowledge either of the sum quoted or of any other particulars of any other tender for this contract by any other party. I/We also accept that offering an inducement of any kind in relation to obtaining this or any other contract will disqualify my/our tender from being considered.
3. I/We further acknowledge that any breach of the foregoing provisions shall lead to the immediate disqualification of this tender and may further lead to criminal or civil proceedings.
4. I/We certify that I/We as Tenderer will carry out the order for the Services, that I/We hold all appropriate and required certification, that I/We will provide copy of same when called upon to do so prior to the letting of the formal contract to us and I/We accept that London Councils is entitled to disqualify this tender if I/We fail to provide such certification when required.
5. I/We acknowledge that, while London Councils, shall so far as possible, treat any tender received in confidence, London Councils reserves the right to make the same available to Trading Standards Departments, the Office of Fair Trading, and/or any other statutory regulatory authority either having jurisdiction over the Services or who may now or at any future time have statutory power to require disclosure of this tender or otherwise as it may be obliged by Statute so to do, including in relation to any requests made pursuant of the Freedom of Information Act 2000 (FoIA) ( and other public to access information).
6. I/We agree that should obvious errors in pricing or errors in arithmetic be discovered in the Tender Documents submitted by me/us before the acceptance of this offer, the errors shall be dealt with in accordance with Section C Instructions to Tenderers in the Invitation to Tender.
7. I/We further warrant that in the event of a Contract being placed for the Services:
   1. I/We shall comply with any statutory provisions concerning equal opportunities for the time being in force and all relevant areas of London Councils Equal Opportunities Policy
   2. I/We shall ensure that our agents and / or sub Service Providers shall likewise comply with the foregoing provisions.
8. I/We further acknowledge that this tender is submitted at my/our own expense and that neither the lowest nor any tender will necessarily be accepted and that London Councils shall not be obliged to disclose the reason for the non-acceptance of any such tender.
9. I/We undertake that in the event of acceptance by London Councils of this tender I/we will execute a contract embodying or incorporating all the Generic Conditions of Contract and terms referred to in the Contract Documents above referred to and forming part of the Invitation to tender.
10. I/We understand that nothing in this tender or its appendices or any other communication made between London Councils and any other party including ourselves shall be taken as constituting a contract, agreement or representation between London Councils and any other party - including ourselves (save for the award of contract made in writing by the London Councils), nor shall such be taken as constituting a contract, agreement or representation that any contract shall be offered in accordance herewith or at all. I/We also understand that except as otherwise expressly provided, no communication to you shall have any validity under any resultant contract unless made in writing and agreed by London Councils.
11. I/We further acknowledge and confirm that this tender will remain open for acceptance without variation in either terms or price for a period of 180 days from the date upon which this tender was due.

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |
| For and on behalf of |  |
| Position of status within company |  |
| Address |  |

1. Tenderers are further reminded that any qualifications made by them to the terms forming part of this Invitation to Tender may lead to their tenders being disqualified.
2. London Councils abides by the rules laid down by the EU in respect to tendering and in this regard in open and restricted procedures London Councils will only exceptionally, and at its sole discretion, entertain discussions with Tenderers for the purpose of clarifying or supplementing the content of their tenders or the requirements of London Councils as contracting authority and provided this does not involve discrimination.

## SECTION H APPENDIX 2: Instructions to Tenderers & Evaluation Criteria

1. The Supplier will be required to provide a detailed offer describing the product, costs, modules, product innovation, third party products (if used), third party dependencies, assumptions and constraints.
2. The offer should clearly set out the entire cost including supply, implementation, support and maintenance, and project management. Please see Table 1. Evaluation Criteria
3. Suppliers must state clearly where the offered products/services are sub-contracted to another Supplier or third party.
4. London Councils reserves the right to amend any of the requirements contained within this document. And should it identify significant issues that call into question a bidder’s suitability to deliver the services as a result of responses received at any part of the qualitative assessment, London Councils reserves the right to score the entire section at 0.
5. London Councils is not obliged to accept the lowest cost bid submitted through this process. The intention is to award the contract on balance of quality and cost of the content of the Tender. Consideration will be given to the following criteria:

Table 1. Evaluation Criteria

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Sub-weighting** |
| Cost | 40% |  |
| Quality | 60% |  |
| *Tender response* |  | 40% |
| *Interview* |  | 10% |
| *References* |  | 10% |

1. As part of the evaluation process, selected Suppliers will be expected to be available for detailed discussions concerning the solution proposed. The number of meetings and their locations, within Greater London, will be at London Councils’ discretion. London Councils will not be liable for any expenses Suppliers may incur in meeting this requirement. In addition, selected Suppliers may be required to arrange demonstrations of similar products and/or solutions, in operational conditions comparable to those proposed for London Councils.
2. During these demonstrations, London Councils may ask to see copies of additional documents, too large to be enclosed with the quotes. These may include, but are not limited to, samples of user guides and manuals, technical documentation, etc.
3. Direct or indirect canvassing of any London Councils Elected Officers, Employees or agent by any Supplier concerning this requirement, or any attempt to procure information from any Minister, public sector employee or agent concerning this Invitation To Tender (ITT) may result in the disqualification of the Supplier from further consideration in this procurement.

## SECTION H APPENDIX 3: Tender Submission Checklist

One Tender submission checklist per Lot to be returned with the Form of Tender with the requisite documents attached (see paragraph 3.15 in the Instructions to Tenderers).

|  |  |
| --- | --- |
| Name of tenderer |  |

|  |  |
| --- | --- |
| Document name | Please tick if completed and enclosed |
| Executive Summary |  |
| Signed Form of Tender |  |
| Completed response to Section G PQQ pro forma, including Freedom of Information Questionnaire |  |
| Completed Qualitative (non-Price) Schedule (Appendix 5) |  |
| Completed Pricing Schedule including Excel Workbook (Appendix 6) |  |
| Confirmation of understanding of TUPE position |  |
| Equal Opportunities Questionnaire |  |

## SECTION H APPENDIX 4: TUPE Information

TUPE information (if applicable) will be provided to tenderers on request and following the receipt of the SECTION H APPENDIX 7: MUTUAL NON-DISCLOSURE AGREEMENT. Requests should be submitted to: [Tmtenders@londoncouncils.gov.uk](mailto:Tmtenders@londoncouncils.gov.uk)

**General information**

1. It is anticipated that no staff currently working on the service will be subject to TUPE

## SECTION H APPENDIX 5: Qualitative (non-price) Schedule

**Notes on Completion**

1. Tenderers should complete the relevant boxes in the Tender Response Schedules on the following pages.
2. Tenders will be evaluated against the Award Criteria. A statement that a particular requirement (Qualitative Criteria) will be met is not in itself sufficient. Such responses, or responses that are ambiguous, may be taken as failing to meet the requirement. Detailed information regarding how, when and to what extent a requirement can be met must be provided where appropriate. In evaluating a given requirement, scores will be awarded accordingly. Furthermore, if any requirement or part of a requirement cannot be met, this must be stated explicitly along with reason why.
3. The weighting for each section reflects the importance we attach towards that item.
4. The weighting for this Tender is:

|  |  |
| --- | --- |
| Quality | 60 per cent |
| Price | 40 per cent |

**Qualitative (non-price) Award Criteria**

1. The 60 per cent of the award criteria which is attributable to quality will be based on the Tenderer’s response in the Qualitative (non-price) Tender Response Schedules below, the Tenderer’s presentation on how they will deliver the services which are specified in Section D of this Invitation to Tender and references[[2]](#footnote-2) taken up by London Councils. The relative weightings are shown below:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Sub-weighting** |
| *Tender response* |  | 40% |
| *Interview* |  | 10% |
| *References* |  | 10% |

1. Tenderers should assume that the evaluation panel has no knowledge of their organisation, its activities, experience or previous work undertaken for London Councils or for other contracting authorities.
2. Tenderers should provide full details for any claims, statements or examples used to address the qualitative criteria. Assessors will be looking for evidence that the Tenderer understands the Authority’s goals, that it can identify any issues pertinent to the achievement of these goals, that it details the features to be included in the service (and that these meet the specifications), that it describes the benefits to the authority of its approach and that it has proofs that the approach works.
3. The maximum scores and weighting for each element of the Tender Response are described in the tables below[[3]](#footnote-3). Bidders should note that London Councils reserves the right not to consider tenders that score below 50% on questions 0, 10 and 11.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section** | **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **Total** |
| **Max Points** | 20 | 117 | 14 | 46 | 31 | 13 | 22 | 6 | 36 | 40 | 14 | 13 | **372** |
| **Weight-ing** | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% | 17.50% | **100.00%** |

|  |  |  |
| --- | --- | --- |
| **Tender Response** | | |
| **Question** | **Score** | **Weighting %** |
| Q0. Explain how your system will meet the requirements regarding compliance with legislation and systems design | 20 | 7.5 |
| Q1. Explain how your system will meet the requirements regarding permissions, on street enforcement and contraventions, penalty charge notices, correspondence, and online representations and challenges. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 117 | 7.5 |
| Q2. Explain how your system will meet the requirements regarding appeals and charge certificates. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 14 | 7.5 |
| Q3. Explain how your system will meet the requirements regarding debt recovery including; debt registration, warrants and bailiffs, statutory declarations and N244s. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 46 | 7.5 |
| Q4. Explain how your system will meet the requirements regarding payments. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 31 | 7.5 |
| Q5. Explain how your system will meet the requirements regarding reports and document production. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 13 | 7.5 |
| Q6. Explain how your system will meet the requirements regarding integration with other systems. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 22 | 7.5 |
| Q7. Explain how your system will meet the requirements regarding users (please also reference Section F Appendix 2). Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 6 | 7.5 |
| Q8. Explain how your system will meet the requirements regarding system operation, including; hosted and managed solutions, system availability and maintenance, fault reporting, disaster recovery and escrow, systems software and change control, licensing, sytem development, test system and testing. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 36 | 7.5 |
| Q9. Explain how your system will meet the requirements regarding data, security and confidentiality. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 40 | 7.5 |
| Q10. Explain how you will meet the requirements regarding system implementation, including; Project management, transition, support and training. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 14 | 7.5 |
| Q11. Explain how your service will meet the requirements regarding service levels and KPIs, including; Project management, transition, support and training. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. | 13 | 17.5 |
| **TOTAL** | 372 | 100.00% |

### 

Qualitative (non-price) Tender Response Pro Forma

Tenderers should answer the questions as set out above in the preceding section of this Appendix, and enter their responses in the relevant boxes in the tables below, adding additional lines and pages as may be deemed necessary to provide a comprehensive and detailed response to demonstrate how the requirement will be met. Please note, in the interests of fairness, tenderers should use Arial font, size 11 and limit their Qualitative (non-price) Tender Response to 60 pages[[4]](#footnote-4) (attachments such as Gantt charts and organisation structure charts do not count towards this total).

|  |
| --- |
| Executive Summary |
|  |
| Q0. Explain how your system will meet the requirements regarding compliance with legislation and systems design |
|  |
| Q1. Explain how your system will meet the requirements regarding permissions, on street enforcement and contraventions, penalty charge notices, correspondence, and online representations and challenges. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q2. Explain how your system will meet the requirements regarding appeals and charge certificates. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q3. Explain how your system will meet the requirements regarding debt recovery including; debt registration, warrants and bailiffs, statutory declarations and N244s. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q4. Explain how your system will meet the requirements regarding payments. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q5. Explain how your system will meet the requirements regarding reports and document production. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q6. Explain how your system will meet the requirements regarding integration with other systems. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q7. Explain how your system will meet the requirements regarding users (please also reference Section F Appendix 2). Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q8. Explain how your system will meet the requirements regarding system operation, including; hosted and managed solutions, system availability and maintenance, fault reporting, disaster recovery and escrow, systems software and change control, licensing, system development, test system and testing. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q9. Explain how your system will meet the requirements regarding data, security and confidentiality. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q10. Explain how you will meet the requirements regarding system implementation, including; Project management, transition, support and training. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |
| Q11. Explain how your service will meet the requirements regarding service levels and KPIs, including; Project management, transition, support and training. Assessors will be looking for examples and illustrations to reinforce your answers. These will be used to assess how convincing your responses are. Please note that simple statements that the requirements will be met may not be taken into consideration by assessor. |
|  |

## SECTION H APPENDIX 6: Pricing Schedule

**Notes on Completion**

1. Pricing will be evaluated on the basis of the prices offered by the Tenderer. Tenderers must complete the attached Excel Pricing Tender Response Schedule workbook as well as the Pricing Schedule below.
2. Prices quoted should be inclusive of all fees for delivering the services described in the specification excluding VAT. A price must be provided for all items listed in the schedule for which the Tenderer is bidding. Tenders will be scored on the whole life cost (i.e. 5 years) of the contract.
3. Tenderer’s submitting Tenders that include an ANPR option should clearly and separately identify costs relating to this.
4. For ease of evaluation there is no inflation assumption in terms of years two onwards of the contract term.
5. Tenderers must provide a fully detailed, itemised breakdown and the individual cost of each item included in their fixed and variable charge with the Excel. These are set out in Table 1. Pricing Schedule - Fixed and Variable Cost Elements (below)

**“LONDON LIVING WAGE (LLW)**

1. London Councils, the Client for the purposes of this tender promotes the LLW for London Councils contractors, taking account, like other organisations who have promote the LLW of the legal, financial and operational circumstances that apply when considering contracts on a case by case basis.
2. London Councils has determined that the Services to be provided under this competition will be suitable for LLW considerations. Tenderers must therefore when submitting Tenders take into consideration and include within their Tender Responses the following information:-
   1. Details of actual wage rates provided for within the Labour prices set out in the Pricing Schedule (i.e. at minimum equivalent to LLW rates).
   2. The benefits of paying LLW to their employees, this must include matters such as improved service delivery requirements.
   3. A copy of any policy which they may have in respect of LLW. “

Table 1. Pricing Schedule - Fixed and Optional Cost Elements

|  |  |  |
| --- | --- | --- |
| **Ref** | **Item** | **Charge**  **£ per annum (excluding VAT)** |
| **P1.1** | The annual fixed charge for delivery of the Service as specified in Section D, BUT EXCLUDING ANY OPTIONS. Tenderers must provide a fully detailed, itemised breakdown and individual cost of each item included in their fixed charge. |  |
| **Option A** | The annual fixed charge for the optional delivery of the ADDITIONAL requirements for ANPR and related software/hardware |  |
| **OptionB** | The annual fixed charge for the optional delivery of the ADDITIONAL requirements for uploading CCTV images/videos to the CMS and related software/hardware |  |

1. Tenderers should include all development and set-up costs in any fixed prices which they quote. NB London Councils intends to pay these costs over the life of the contract and not exclusively in year one.
2. As indicated in the OJEU Notice, London Councils is seeking quotations on the basis of a five- year contract.

**Price Award Criteria**

1. When assessing Tenderers’ Pricing Tender Response, London Councils will take into consideration:

* The relative costs of each Service Provider’s Pricing Tender Response compared to the current costs of the service using the following methodology:
  + The cheapest Tender will score 100%
  + Other Tenders will be scored in relation to the cheapest Tender according to the following bands (see table overleaf):

|  |  |
| --- | --- |
| **Score** | **%** |
| Lowest | 100% |
| +1-10% compared with the lowest | 95% |
| +10.1-20% compared with the lowest | 90% |
| +20.1-30% compared with the lowest | 85% |
| +30.1-40% compared with the lowest | 80% |
| +40.1-50% compared with the lowest | 75% |
| +50.1-60% compared with the lowest | 70% |
| +60.1-70% compared with the lowest | 65% |
| +70.1-80% compared with the lowest | 60% |
| +80.1-90% compared with the lowest | 55% |
| +90.1-100% compared with the lowest | 50% |
| +100.1-110% compared with the lowest | 45% |
| +110.1-120% compared with the lowest | 40% |
| +120.1-130% compared with the lowest | 35% |
| +130.1-140% compared with the lowest | 30% |
| +140.1-150% compared with the lowest | 25% |
| +150.1-160% compared with the lowest | 20% |
| +160.1-170% compared with the lowest | 15% |
| +180.1-190% compared with the lowest | 10% |
| +190.1-200% compared with the lowest | 5% |
| +200% compared with the lowest | 0 |

1. This information (alongside the qualitative, non-pricing score) will be used by assessors and the project board to evaluate which Tenderer has made the most economically advantageous offer.

1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-1)
2. London Councils will make arrangements with Tenderer’s for the presentation (to be held at London Councils) and the site visits (to a site at which the Tenderer is conducting similar activities (as chosen by London Councils)) following the submission of Tenders. These will be conducted once London Councils has had the opportunity to read through the Tenderers’ submissions. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. This is a limit and not a target. [↑](#footnote-ref-4)