



# Invitation to Tender

Evaluation Criteria Selection and Award

|                  |  |
|------------------|--|
| Tender reference | AP/CORP/LCC/18/844   |
| Tender for       | Dynamic Purchasing System -<br>Provision of Passenger Transport Services |



## Evaluation Overview

All submissions will be marked over a two stage process before the contract(s) are awarded.

**Stage 1: Selection Evaluation Criteria** – Acceptance/rejection of Tenderers based on business standing, financial standing, technical and professional ability.

All Submissions will be evaluated before a service provider can be admitted onto the DPS as a DPS Provider and be eligible to bid for Contracts. **You must have a relevant licence/registration for the Category(s) you are applying for.**

**Stage 2: Award Evaluation Criteria** – Evaluation of Tenders following mini-competition bidding process for Contracts.

DPS Providers will be invited to submit Tenders in response to an Invitation to Tender issued by the Authority. These will be evaluated against the specific Award Criteria stated in the Invitation to Tender. An overview of what the Award Criteria may be is detailed later in this document.

If a service provider fails any of the selection criteria or fails to provide the information required by the Authority, they will not be admitted onto the DPS. However they may re-apply to join the DPS at any time by submitting a new Selection Questionnaire Submission.

In these procurement documents the term "Self-cleaning" is used. This term arises out of Regulation 57(13) of The Public Contracts Regulations 2015. Self-cleaning allows Tenderers to provide evidence that any breaches that may have occurred in the grounds for exclusion outlined in this document have now been rectified and measures have put in place to ensure compliance. The Authority reserves the right to consider the measures taken and deem whether the remedial action taken is sufficient and whether the Authority requires the submission of satisfactory evidence by the Tenderer prior to appointment.

| CRITERIA  | SECTION NUMBERS | DOCUMENT                         | EXPLANATION FOR ALLOCATION OF WEIGHTING                | CRITERIA WEIGHTING |
|-----------|-----------------|----------------------------------|--|--------------------|
| Selection | 1 - 7           | Selection Criteria Questionnaire | Must pass all questions to be eligible to be appointed | Pass or Fail       |

Where appropriate, the Authority will request evidence of the self-cleaning measures implemented following the evaluation process before admitting service providers onto the DPS.

## Stage 1: Selection Evaluation Criteria

### Part 1: Potential supplier Information

|   |  |
|---|--|
| <b>Section 1 - Potential supplier information (1.1), Bidding model (1.2, 1.3)</b> |  |
| <b>1.1 (a) – (f)</b>  |  |
| PASS  | All information has been provided for all questions.   |
| FAIL  | Information requested not provided for all questions.  |
| <b>1.1 (g)-(i)</b>  |  |
| PASS  | A response of 'Yes'; or a response of N/A if not applicable.   |
| FAIL  | A response of 'No'.  |
| <b>1.1 (g)-(ii)</b>   |  |
| PASS  | If response to 1.1 (g)-(i) is 'Yes' all requested information has been provided.   |
| FAIL  | If response to 1.1 (g)-(i) is 'Yes' but no response provided to 1.1 (g)-(ii).  |
| <b>1.1 (h)-(i)</b>  |  |
| PASS  | A response of 'Yes' or 'No' is provided (if applicable); OR no response as the question is not applicable as the procurement is not for services.  |
| FAIL  | A failure to provide a response to 1.1 (h)-(i) where appropriate.  |
| <b>1.1 (h)-(ii)</b>   |  |
| PASS  | If response to 1.1 (h)-(i) is 'Yes', the requested information and confirmation of compliance has been provided.   |
| FAIL  | If response to 1.1 (h)-(i) is 'Yes' but no confirmation of compliance is given in response to 1.1 (h)-(ii).  |
| <b>1.1 (i) – (m)</b>  |  |
| PASS  | All information has been provided for all questions, where applicable.   |
| FAIL  | Information requested not provided for all questions, where applicable.  |
| <b>1.2</b>  |  |
| PASS  | Tenderer has responded that they are bidding as a single supplier; OR Tenderer has responded that they are bidding as part of a group or consortium and all information is provided for 1.2 (a-e). |
| FAIL  | No response provided; OR if bidding as part of a group or consortium, all applicable information requested in 1.2 (a-e) is not provided.   |
| <b>1.3</b>  |  |
| PASS  | All requested information for sub-contractors/supply chain has been provided, if applicable.   |
| FAIL  | Where applicable, the information requested for sub-contractors/supply chain is not provided.  |

**Part 2: Exclusion Grounds**

|  |  |
|--|--|
| <b>Section 2 - Grounds for mandatory exclusion (2.1)</b>   |  |
| See Annex D of the questionnaire for guidance  |  |
| <b>2.1(a)</b>  |  |
| For the questions within 2.1(a) you must self-certify whether any of the grounds for mandatory exclusion apply, as specified by the questions.   |  |
| The detailed grounds for mandatory exclusion of an organisation are set out in Annex D of the Selection Criteria Questionnaire, which should be referred to before completing these questions. |  |
| PASS   | Responses of 'No' to each question; OR a response of 'Yes' to one or more questions (accompanied by 'No' for the remainder of the questions) and the required information is provided in question 2.1(b), and appropriate evidence of self-cleaning for each response of 'Yes' is provided within 2.1(c).<br>(See section on 'Self-cleaning' below for guidance and instructions on this).   |
| FAIL   | The Authority is entitled to exclude Tenderers from this procurement if any of the mandatory grounds for exclusion apply, as indicated by a Tenderer responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.                      |
| <b>2.1(b)</b>  |  |
| PASS   | A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested provided; OR no response provided as not applicable.  |
| FAIL   | A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested not provided.   |
| <b>2.1(c)</b>  |  |
| PASS   | Responses of 'No' to all offences listed in 2.1(a); OR a response of 'Yes' and sufficient evidence of self-cleaning is provided to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).   |
| FAIL   | If any of the mandatory grounds for rejection apply and the Tenderer does not provide sufficient evidence of 'Self-cleaning', then the Authority will score this section of the Tenderer's application as a FAIL.<br><br>If a Tenderer is scored a FAIL for this section, then this will result in the Tenderer's elimination from the evaluation process and the Authority will not proceed with the scoring of the Tender's submission.<br>(See section on 'Self-cleaning' below). |
| <b>Section 3 - Mandatory and discretionary grounds relating to the payment of taxes and social security contributions (3.1 – 3.2)</b>  |  |
| <b>3.1(a)</b>  |  |
| PASS   | Response of 'Yes' and information requested provided, if applicable; OR a response of 'No' and sufficient evidence of self-cleaning is provided to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).   |
| FAIL   | The Authority is entitled to exclude Tenderers from this procurement if any of the grounds for exclusion apply, as indicated by a Tenderer responding 'No' to the question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.                               |
| <b>3.1(b)</b>  |  |

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| PASS   | If the response to question 3.1(a) is 'No' and information requested is provided; OR no response required due to a response of 'Yes' to question 3.1(a).  |
| FAIL   | If the response to question 3.1(a) is 'No' and information requested is not provided.   |
| <b>3.2</b>   |   |
| PASS   | If the response to question 3.1(a) is 'No' and a response of 'Yes' is provided.   |
| FAIL   | The Authority is entitled to exclude Tenderers from this procurement if any of the grounds for exclusion apply, as indicated by a Tenderer responding 'No' to the question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.  |
| <b>Section 4 - Grounds for discretionary exclusion (4.1 – 4.3)</b>   |   |
| <b>4.1 (a) - (i) and 4.1(j)-(i) - 4.1(j)-(iv)</b>  |   |
| You must self-certify whether any of the grounds for discretionary exclusion apply, as specified by the questions. |   |
| PASS   | Responses of 'No' to each question; OR a response of a 'Yes' to one or more questions but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this).  |
| FAIL   | The Authority is entitled to exclude Tenderers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Tenderer responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.   |
| <b>4.2</b>   |   |
| PASS   | If the Potential supplier is a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, a response of 'Yes' to both confirmation statements; OR a response of a 'No' to one or more confirmation statements but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this); OR no response as the Tenderer is not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015. |
| FAIL   | The Authority is entitled to exclude Tenderers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Tenderer responding 'No' to one or more of the confirmation statements, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.                      |
| <b>4.3</b>   |   |
| PASS   | No response required due to responses of 'No' to all situations and statements listed in 4.1 and responses of 'Yes' to the confirmations in 4.2 (where applicable); OR a response of 'Yes' to one or more of the situations and/or statements listed in 4.1 and/or a response of 'No' to either confirmation in 4.2 (if applicable) and sufficient evidence of self-cleaning is provided in 4.3 to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).                        |
| FAIL   | If any of the grounds for rejection apply in 4.1 and 4.2 and the Tenderer does not provide sufficient evidence of 'Self-cleaning' in 4.3, then the Authority will score this section of the Tenderer's application as a FAIL.   |

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|--|---|
|  | <p>If a Tenderer is scored a FAIL for this section, then this will result in the Tenderer's elimination from the evaluation process and the Authority will not proceed with the scoring of the Tender's submission.<br/>(See section on 'Self-cleaning' below).</p> |
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### Self-cleaning: important instructions

**Self-cleaning:** If a Tenderer responds 'Yes' to any of the questions within 2.1(a) or 4.1, or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable), the Authority may request further evidence of self-cleaning at any time prior to award.

In order for the evidence referred to above to be sufficient, the Tenderer 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 Tenderer 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 Tenderer shall be given a statement of the reasons for that decision, and the question(s) shall be scored as a FAIL.

The Authority can use its discretion as to whether the Tenderer may be awarded a PASS, provided the Tenderer can demonstrate remedial action to the Authority's satisfaction.

If a Tenderer answers 'Yes' to any of the questions within 2.1(a) or 4.1 or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable) and subsequently **does not provide any evidence that is requested** of Self-cleaning the Tenderer will fail that question and be excluded from the process.

Self-cleaning is not applicable to discretionary exclusion grounds which are procurement-specific and which do not arise from Tenderer misdeeds ("conflict of interest" and "distortion of competition from prior involvement").

### Part 3: Selection Questions

| Section 5 – Economic and Financial Standing (5.1 – 5.5) |  |
|---|--|
| <b>5.1-5.3(a-b)</b>                                     |  |
| PASS  | The Tenderer can provide the requested details to one of the questions 5.1, 5.2, 5.3(a) or 5.3(b).   |
| FAIL  | The Authority may fail a Tenderer if they cannot provide the requested details for at least one of the questions 5.1, 5.2, 5.3(a), or 5.3(b).  |
| <b>5.4</b>  |  |
| PASS  | <p>The specified minimum level of economic and financial standing for this procurement is set out below:</p> <p><i>If both of the following criteria are achieved, the Tenderer will achieve a PASS and should select 'Yes' within the Selection Criteria Questionnaire.</i></p> <ul style="list-style-type: none"> <li>• You have met the terms of your banking facilities and loan agreements (<b>if any</b>) during the past 12 months; and</li> <li>• You have met all your obligations to pay your creditors and staff during the past 12 months.</li> </ul> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p> |
| FAIL  | <p>If a Tenderer selects 'No' for Question 5.4 as they did not satisfy both of the above criteria they may FAIL that question in which case the Authority will not proceed with the scoring of their tender.</p> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p> <p>The Authority reserves the right to use a third party provider of business information. This may be to validate the financial information provided by the Tenderer, to identify areas of concern, and/or obtain further information where required.</p>   |
| <b>5.5</b>  |  |
| PASS  | Where the Tenderer is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Tenderer confirms that the relevant person or entity is willing to provide a guarantee or other security if required.   |

|                             |  |
|-----------------------------|--|
| FAIL                        | <p>Where the Tenderer is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Tenderer does not confirm that the relevant person or entity is willing to provide a guarantee or other security if required.</p> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p> |
| <b>Section 6 – Not Used</b> |  |

**Section 7 – Additional Questions including Project Specific Questions**

**Please note that you must have a relevant licence/registration for the Category(s) you are applying for to be appointed to the Category.**

**7.1 Licences – Hackney Carriage**

|      |   |
|------|---|
| Pass | If you respond "Yes" to question 7.1(a) and complete questions 7.1(b), 7.1(c); and either you respond "Yes" to question 7.1(d) and provide details in 7.1(e), or you respond "No" to question 7.1(d). |
| Fail | If you respond "Yes" to question 7.1(a) and do not provide details for either questions 7.1(b), 7.1(c); and 7.1(e) if you responded "Yes" to question 7.1(d).   |

**7.2 Licences – Private Hire**

|      |   |
|------|---|
| Pass | If you respond "Yes" to question 7.2(a) and complete questions 7.2(b), 7.2(c), 7.2(d); and either you respond "Yes" to question 7.2(e) and provide details in 7.2(f), or you respond 'No' to question 7.2(e). |
| Fail | If you respond "Yes" to question 7.2(a) and do not provide details for either questions 7.2(b), 7.2(c), 7.2(d); and 7.2(f) if you responded "Yes" to question 7.2(e).   |

**7.3 Licences – PSV**

|      |  |
|------|--|
| Pass | If you respond "Yes" to question 7.3(a) and complete question 7.3(b); and you respond "Yes" to question 7.3(c), 7.3(d).  |
| Fail | If you respond "Yes" to question 7.3(a) and you have not completed question 7.3(b); or respond "No" to 7.3(c) or 7.3(d). |

**7.4 Licences – Section 19 / 22 Permit**

|      |  |
|------|--|
| Pass | If you respond "Yes" to question 7.4(a) and complete question 7.4(b), and respond "Yes" to question 7.4(e), 7.4(f); or if you respond "Yes" to question 7.4(c) and complete question 7.4(d), and respond "Yes" to question 7.4(e), 7.4(f); or if you respond "Yes" to question 7.4(a) and 7.4(b), and complete question 7.4(b), 7.4(d), and respond "Yes" to question 7.4(e), 7.4(f).                            |
| Fail | If you respond "Yes" to question 7.4(a) but do not complete question 7.4(b), or you respond "No" to question 7.4(e) or 7.4(f); or if you respond "Yes" to question 7.4(c) but do not complete question 7.4(d), or respond "No" to question 7.4(e) or 7.4(f); or if you respond "Yes" to question 7.4(a) and 7.4(b), but do not complete question 7.4(b) or 7.4(d), or respond "No" to question 7.4(e) or 7.4(f). |



**7.5 Registration – Ambulance**

|      |  |
|------|--|
| Pass | If you respond "Yes" to question 7.5(a) and complete question 7.5(b).  |
| Fail | If you respond "Yes" to question 7.5(a) and do not complete question 7.5(b); or the response to question 7.5(b) is not actively registered and approved by CQC or any such successor body. |

**7.6 Past contracts, Traffic Commissioner Inquiries, Licensing Authority committees**

|      |  |
|------|--|
| Pass | If you respond "No" to question 7.6(a), 7.6(c), 7.6(e), 7.6(g) and "Yes" to 7.6(i); (or if you respond "Yes" to either question 7.6(a), 7.6(c), 7.6(e), 7.6(g) the corresponding response to either 7.6(b), 7.6(d), 7.6(f), 7.6(h) is satisfactory to the Authority, and respond "Yes" to question 7.6(i). |
| Fail | If you respond "Yes" to question 7.6(a) or 7.6(c) or 7.6(e) or 7.6(g); and you do not provide a response to the corresponding question 7.6(b), 7.6(d), 7.6(f), 7.6(h); or the response to the 7.6(b), 7.6(d), 7.6(f), 7.6(h) is not satisfactory to the Authority; or you respond "No" to question 7.6(i). |

**7.7 Vehicle Checks and Procedures**

|      |   |
|------|---|
| Pass | If you respond "Yes" to question 7.7(a), 7.7(b), 7.7(c), 7.7(d).            |
| Fail | If you respond "No" to any one of questions 7.7(a), 7.7(b), 7.7(c), 7.7(d). |

**7.8 Drivers Checks and Procedures**

|      |   |
|------|---|
| Pass | If you respond "Yes" to question 7.8(a), 7.8(b), 7.8(c), 7.8(d), 7.8(e), 7.8(f), 7.8(g).        |
| Fail | If you respond "No" to any of questions 7.8(a), 7.8(b), 7.8(c), 7.8(d), 7.8(e), 7.8(f), 7.8(g). |

**7.9 Organisational Procedures**

|      |   |
|------|---|
| Pass | If you respond "Yes" to question 7.9(a), 7.9(b), 7.9(c).        |
| Fail | If you respond "No" to any of questions 7.9(a), 7.9(b), 7.9(c). |

**7.10 Insurance**

|      |  |
|------|--|
| Pass | If you respond "Yes" to question 7.10(a); and "Yes" 7.10(b) (if applicable). |
| Fail | If you respond "No" to question 7.10(a), or 7.10(b) (if applicable).         |

**7.11 Health and Safety**

|      |  |
|------|--|
| Pass | If you respond "Yes" to question 7.11(a), 7.11(b), 7.11(c).        |
| Fail | If you respond "No" to any of questions 7.11(a), 7.11(b), 7.11(c). |

**7.12 Disclosure and Barring Service**

|      |   |
|------|---|
| Pass | If you respond "Yes" to 7.12(a), 7.12(b).         |
| Fail | If you respond "No" to either 7.12(a) or 7.12(b). |

**7.13 Data Protection**

|      |  |
|------|--|
| Pass | If you respond "No" to 7.13(a); or you respond "Yes" to 7.13(a) and the mitigating actions detailed in your response to 7.13(b) is satisfactory to the Authority.            |
| Fail | If you respond "Yes" to 7.13(a) and no details are provided in 7.13(b); or the mitigating actions detailed in your response to 7.13(b) is not satisfactory to the Authority. |

**7.14 Timescales**

|     |            |
|-----|------------|
| N/A | Not scored |
|-----|------------|

|                         |  |
|-------------------------|--|
| <b>7.15 Declaration</b> |  |
|-------------------------|--|

|      |                                  |
|------|----------------------------------|
| Pass | If you respond "Yes" to 7.15(a). |
| Fail | If you respond "No" to 7.15(a).  |

a)

## Stage 2 – Award Evaluation Criteria Overview

No Tenderer will be advantaged or disadvantaged through the scoring mechanism.

The Authority shall award each Contract under this DPS following a competitive tendering exercise.

All DPS Providers appointed to the relevant Category will be invited to take part in a mini-competition by receiving an Invitation to Tender (ITT) for a specific route applicable to the Category(s) they have been appointed to.

In response to the ITT, Tenderers may bid for the route by submitting a Tender for contracted services as and when required.

Any Contract awarded will be awarded on the basis of the offer that is the most economically advantageous to the Authority from the DPS Providers' Tenders, evaluated according to the evaluation methodology described in the Authority's relevant Invitation to Tender.

The evaluation award criteria and weighting **may** be based on the evaluation of two (2) themes:

- Price only; or
- Price and responses to project specific questions

The total weighting for Price only or Price and any project specific questions (if used) added together will be one hundred per cent (100%).

Mini-competition weightings may or may not include project specific questions.

Where project specific questions are used, these may be pass/fail questions or (where pass/fail questions are not used) weightings within declared ranges of forty per cent (40%) up to sixty per cent (60%) for project specific questions and sixty per cent (60%) down to forty per cent (40%) for Price.

Examples of weighting criteria, which may be used by the Authority and published in the relevant ITT, are shown in the table below:

| Criterion                  | Weighting (1) | Weighting (2) | Weighting (3) | Weighting (4) |
|----------------------------|---------------|---------------|---------------|---------------|
| Project specific questions | Not used      | Pass/Fail     | 60%           | 40%           |
| Price                      | 100%          | 100%          | 40%           | 60%           |
| <b>TOTAL</b>               | <b>100%</b>   | <b>100%</b>   | <b>100%</b>   | <b>100%</b>   |

The weighting criteria to be used in ITT documents for mini-competitions to award a Contract for a Route Instruction shall automatically follow "Weighting example (1)" i.e. evaluation based entirely on Price with no project specific questions unless otherwise specified in the ITT.

The award of any Contracts to a DPS Provider under this DPS will not imply any representation by the Authority as to their financial stability, technical competence or ability in any way to carry out the Services. The right to return to these matters as part of the formal tender evaluation process is hereby reserved to the Authority. DPS Providers may therefore be required to certify that the information contained within their SQ submission is still accurate when bidding for Contracts.

## **Stage 2 – Format of Mini-competition**

The Authority may conduct mini-competitions in one of two formats:

- Reverse e-auction format (Auction)
- Request for Quote format (RFQ)

### **Auction format**

This format takes the format of a reverse e-auction.

- The Authority will issue an ITT to Tenderers to take part in the Auction via the electronic tendering system.
- Following receipt of the ITT, Tenderers will be able to log into the electronic tendering system to view the tender documents relating to the Auction.
- The Auction will start no sooner than 2 Working Days after the ITT has been sent to Tenderers.
- The Auction will close at the date and time specified in the ITT unless otherwise extended at the Authority's discretion.
- Tenderers may submit bids up to the Auction closing date and time.
- Tenderers will only be permitted to submit revised bids that are lower than their current bid for that particular Auction.
- Tenderers will only be permitted to submit revised bids downwards in decrements of £1.00.
- Tenderers will be able to view the relative ranking of their bid at any time during the Auction.
- The Authority reserves the right disclose the current best price at any stage of the Auction to all Tenderers invited to take part in the Auction.
- Upon the Auction closing date and time, the Authority will evaluate bids and will award the Contract to the most economically advantageous tender based 100% on Price.
- In the event that two Tenderers submit the same price, the earliest submitted Tender takes precedent.
- At any stage of the Auction, the Authority reserves the right not to award the Contract.

A detailed pictorial guide on how to bid via the Auction format can be found on the Provision of Passenger Transport Services – DPS link on the Authority website:  
[www.lancashire.gov.uk/business/tenders-and-procurement/tenders/](http://www.lancashire.gov.uk/business/tenders-and-procurement/tenders/)

## Request for Quote (RFQ) format

This format takes the format of a request for quote (RFQ) format.

- Suppliers will be issued an ITT via electronic means (this may be the electronic tendering system or email).
- Following receipt of the ITT, Tenderers will be able to view the tender documents relating to the RFQ (this may be the electronic tendering system or email).
- The RFQ will start at the date specified in the invitation.
- The RFQ will close at the date and time specified in the IT unless otherwise extended at the Authority's discretion.
- The evaluation criteria will be based 100% on Price unless otherwise stated in the ITT.
- Tenderers may submit bids at any time up to the RFQ closing date and time.
- Tenderer may revise their bid any number of times prior to the RFQ closing date and time.
- Tenderers will not be able to view the relative ranking of their bid at any time during the RFQ.
- Upon the RFQ closing date and time, the Authority will evaluate bids and will award the Contract to the most economically advantageous tender based 100% on Price, or on any other weighting criteria as specified in the ITT.
- At any stage of the RFQ, the Authority reserves the right not to award the Contract.

A detailed guide on how to bid via the RFQ format can be found on the Provision of Passenger Transport Services – DPS link on the Authority website:

[www.lancashire.gov.uk/business/tenders-and-procurement/tenders/](http://www.lancashire.gov.uk/business/tenders-and-procurement/tenders/)

## Stage 2 - Award Evaluation Criteria – Price

### Contract Pricing

Having considered all aspects of Authority's requirements detailed in the relevant ITT, the Tenderer is required to provide a pricing proposal in their Tender in the format as directed in the relevant ITT.

All prices must be quoted in pounds sterling to two decimal places, and be exclusive of VAT.

Prices must remain open for acceptance until 30 days from the published closing date for the receipt of tenders.

### Price Scoring

Tenderers will be required to submit a Price for the delivery of services as directed in the ITT.

The Tenderers' Prices will be arranged by the most competitive (lowest Price) through to the least competitive (highest Price).

The most competitive Price gains the full weighting available within the pricing criteria. All remaining Submissions, which are more expensive, are awarded a score pro rata to the most competitive response.

The formula to calculate the Price Score is carried out as described below:

$$= (\text{Lowest Tendered Price} / \text{Tendered Price}) * \text{Price Weighting} = \text{Price Score}$$

**(If Applicable) - Stage 2 – Award Evaluation Criteria (for each Lot) – Non Price**

Where the Authority includes any project specific questions, these will be scored as Pass/Fail, or out of a score of 4, as indicated in the ITT.

The interpretations of the non-price scorings for each type are:

| Score       | Description  |
|-------------|--|
| <b>Pass</b> | <b>Acceptable</b><br>Response is relevant and acceptable and is sufficiently detailed to demonstrate an acceptable understanding and provides details on how the requirements will be fulfilled.   |
| <b>Fail</b> | <b>Unacceptable</b><br>Nil or inadequate response; or response fails to demonstrate an ability to meet the requirement; or response is partially relevant but generally poor; or the response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |

| Score    | Description   |
|----------|---|
| <b>0</b> | <b>Unacceptable</b><br>Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.   |
| <b>1</b> | <b>Poor</b><br>Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.             |
| <b>2</b> | <b>Acceptable</b><br>Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.   |
| <b>3</b> | <b>Good</b><br>Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.   |
| <b>4</b> | <b>Excellent</b><br>Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |

Each question will have a threshold score whereby should a Tenderer be awarded a score of Fail or less than 2 (i.e. it does not meet criteria), the tender evaluation panel may not complete the rest of the assessment for that Tenderer's submission and the

Tenderer may be rejected from the evaluation process. Each member of the tender evaluation panel must agree with the score and the resulting elimination.

Weighted marks for each question within a criteria are added together to give the total mark for that criterion.

Weighted scores are calculated as follows:

Score for Question x Weighting Factor (As shown in the table below) = **Weighted Score**.

The following table demonstrates how this will apply to a Tenderers score if they received, for each question, the following scores against a variety of weightings:

| Question no. | Question Weighting | Supplier Score | Score Interpretation | Weighted Score |
|--------------|--------------------|----------------|----------------------|----------------|
| 1            | 10.00              | 4              | full score           | 10.00          |
| 2            | 10.00              | 3              | three quarters score | 7.50           |
| 3            | 10.00              | 2              | half score           | 5.00           |
| 4            | 20.00              | 1*             | one quarter score    | 5.00           |
|              | 50.00%             |                |                      | 27.50%         |

\*bidder may be disqualified after receiving this score