

## Instructions for Tenderers

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### 1 What you must do:

- comply with these instructions or we may have to reject your tender;
- submit your tender through the Council's e-tendering system [www.wolverhamptontenders.com](http://www.wolverhamptontenders.com) (we cannot accept paper tenders);  
Please follow this link..... <https://procontracthelp.due-north.com/ViewandRespondtoanITTasaSupplier.html> for information on how to submit your tender.
- treat this Invitation to Tender (ITT) as private and confidential. Do not disclose the fact that you have been invited to tender or release details of the tender documents to anyone other than on an 'in confidence' basis to those who have a legitimate need to know;
- reply in English;
- ensure all prices submitted are in Pounds Sterling and exclude Value Added Tax.
- complete all sections of the tender whether marked as mandatory or not;
- make sure your submission covers all of the requirements of the ITT;
- you must satisfy yourselves of the accuracy of any information issued by the Council as no responsibility is accepted by the Council for any loss or damage arising from the use of such information. You must inform the Council of any found irregularities as soon as possible.
- where the ITT is split into Lots you may bid for any one or more of the Lots, but should state clearly if one Lot is dependent on the acceptance of another.
- ensure that you submit your tender on time. It is the Council's discretion as to whether it accepts late tenders or not.

### 2 What you must not do:

- make alterations to any part of the tender including pricing schedule and specification;
- leave any gaps or omissions in the tender;
- qualify any tender;  
(unless it has been pre agreed with the Council through the e-tendering system)
- do anything that might distort the competition. If we consider that a cover price (i.e. a bid that is not intended to be considered seriously) has been submitted, we may reject the tender and may decide not to invite you to tender for future work.

### 3 Queries:

It is your responsibility to satisfy yourselves about the requirements of the ITT. Should you have any queries they should be raised using the Council's e-tendering system.

We will endeavour to answer any query promptly however you should submit your queries at the earliest possible opportunity. Where there is insufficient time to answer we may choose not to respond.

### 4 Please Note:

- the Council's decision as to whether or not a tender is in an acceptable form will be final.
- the Council is not bound to accept the lowest or any tender and will not be liable for any expense or loss incurred by yourselves in the preparation of its tender.

- if there appears to be a genuine error in a tender resulting in a disparity between the total of individual prices and the Tendered Sum, where the total of the individual prices is less than the amount entered in the Tendered Sum, the total of the individual prices will prevail. Where the total of the prices exceeds the Tendered Sum, the Tendered Sum will prevail. In both cases you will be given the opportunity to stand by this or withdraw your bid. If this situation occurs the Council can choose to clarify with you to understand what has happened.
- If it is a framework – it will also be available for use by the Council's delivery organisations such as trading companies, joint ventures and arms length organisations.

## 5 In submitting your tender you:

- warrant it to be true, complete and accurate in all respects;
- confirm you have the full power and authority to enter into the Contract and carry out the services in your tender;
- confirm you are of a sound financial standing and have sufficient working capital available to carry out services in accordance with the Contract;
- will be deemed to have read all of the documentation, satisfied yourself as to the nature, extent and character of the services to be supplied, the extent of staff required for execution and supervision and all other matters which may affect your tender.

## 6 Interviews

Following submitting your tender you may be asked to attend an interview to clarify your tender. No new information will be accepted or considered during this interview.

The outcome of this interview may result in the scores being adjusted down but not up.

## 7 How we will evaluate your Tender – Standard Selection Questionnaire (SSQ)

You must complete all questions in the SSQ contained within Part 2 of this ITT.

Your completed SSQ will be evaluated as follows:

POTENTIAL SUPPLIER INFORMATION AND EXCLUSION GROUNDS		
		Scoring
SSQ Part 1 – Section 1	Potential Supplier Information	Pass/Fail
SSQ Part 2 – Section 2	Grounds for Mandatory Exclusion	Pass/Fail
SSQ Part 2 – Section 3	Grounds for Discretionary Exclusion	Pass/Fail
SSQ Part 3 – Sections 4 and 5	Economic and Financial Standing	Pass/Fail
SSQ Part 3 – Section 6	Technical and Professional Ability	Pass/Fail
SSQ Part 3 – Section 7	Modern Slavery	Pass/Fail
SSQ Part 3 – Section 8	Additional Questions <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Skills and Apprentices (if applicable)</li> <li>• Steel (if applicable)</li> <li>• Suppliers' Past Performance</li> </ul>	Pass/Fail Information only Pass/Fail Pass/Fail

If your SSQ fails any of the 'pass/fail' questions, your submission will be rejected and excluded from the procurement process.

## 8 How we will evaluate your Tender - Price

Pricing evaluation will be calculated on the following basis:

- the lowest bid will be scored 100% of the Weighting (stated on the e-tendering System).
- Other prices will be scored pro-rata as below.

$$\frac{\text{Lowest Price}}{\text{Your Price}} \times \text{Price Weighting}$$

## 9 How we will evaluate your Tender – Written Submission

If the ITT indicates that a written submission is required and will be assessed then the following will apply:

- weighting will be identified on the e-tendering portal or in the specification for each section of your tender.
- each weighted section will be made up of number of questions.
- each question will have its own weighting.
- your answer to each question will be scored out of 5 based on the evaluation criteria.
- the question weighting will be applied to the score for each answer and then added together for each section.
- then the section weighting will be applied to the total for each section then added together to give the total score.
- any questions marked pass/fail are minimum requirements. These requirements will not be scored, but failure to meet any minimum requirements will result in your tender being rejected.

The written submission will be scored using the following criteria and scoring:

<b><i>Standard of Response</i></b>	<b><i>Score</i></b>
Exceptional standard of response supported by robust evidence, with detailed plans and methodologies. Demonstrates clearly and convincingly how all the Council's requirements in the area being evaluated will be delivered in accordance with the contract documents so as to deliver the works/services in an excellent way	5
Very good standard of response supported by a very good level of credible and detailed evidence, with detailed plans and methodologies. Demonstrates how all the Council's requirements in the area being evaluated will be delivered in accordance with the contract documents so as to deliver the works/services very well	4
Good standard of response supported by a good level of comprehensive evidence showing full understanding of the requirements with plans and methodologies. Gives the Council confidence the requirements of the Specification will be met.	3
Basic response that achieves reasonable standards in most respects but unsatisfactory in others and/or has a number of omissions. Gives the Council concerns around the Bidder's ability to meet some of the Specification requirements.	2
Inadequate response that is unsatisfactory and/or has significant omissions. Gives the Council many concerns about the Bidder's ability to provide the services in accordance with the requirements of the Specification.	1
Very poor response. Insufficient information provided. Gives the Council very low confidence/serious concerns in the Bidder's ability to provide the services in accordance with the Specification.	0

**If a response to a quality question is scored 0 then it may be deemed that the tender submission as a whole is not acceptable.**

## 10 Example of the evaluation

			Proportion of total weighted score
Price/Quality/Social Weighting	Value	Max Score	Percentage
Quality Question 1	5	40%	100%
Quality Question 2	5	20%	
Social Value Question 1	5	10%	
Price Score	5	30%	
<b>Total</b>		<b>100%</b>	

## Section - Quality Weighting

- Quality Question 1 has a weighting of 40%. Answer scored out of 5 and then the 40% weighting applied.  
For example: Answer scores 3 out of 5, therefore  $40 \div 5 \times 3 = 24$
- Quality Question 2 has a weighting of 20%. Answer scored out of 5 and then the 20% weighting applied. Answer scores 4 out of 5, therefore  $20 \div 5 \times 4 = 16$
- Social Value Question 3 has a weighting of 10%. Answer scored out of 5 and then the 10% weighting is applied e.g. Answer scores 2 out of 5 =  $10 \div 5 \times 2 = 4$

## Section – Price Weighting

- Bid 1 £100,000 scores 100% of the weighting therefore 30, e.g. scores 5
  - Bid 2 £120,000 so  $\text{£}100,000 \div \text{£}120,000 = 83\% \times \text{weighting } 30 = 24.9$ , e.g. scores 4.15
  - Bid 3 £150,000 so  $\text{£}100,000 \div \text{£}150,000 = 67\% \times \text{weighting } 30 = 20.1$ , e.g. scores 3.35
  - Bid 4 £200,000 so  $\text{£}100,000 \div \text{£}200,000 = 50\% \times \text{weighting } 30 = 15.0$ , e.g. scores 2.50
- In the event of two or more tenders being awarded the same total the Council shall choose the tender with the lowest price.