# TENDER RESPONSE – PART D – QUALITY EVALUATION FOR GAS TRADE PROUCTS INCLUDING BOILERS

## Strategic Procurement

## DN 713179

**Author:** Strategic Procurement

**Version:** v1.00

**Date:** 28 February 2024

## Evaluation Criteria Questions to be Scored

This document sets out the questions asked as part of the Quality Evaluation of the procurement exercise. Bidders should therefore ensure that have read and fully understood the contents of the ITT and the evaluation approach taken to assess responses to these questions as set out in Section 5 of the Invitation to Tender.

The following Quality questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Bidders must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible. Where a Bidder fails to provide a response for a question(s) the Council will automatically award a score of “0” in respect of that question(s) and the Council reserves the right to reject that Bidder and not to consider that Bid further.

Bidders are encouraged to provide sufficient detail when responding to each question.

In providing responses to the questions set out in this document, **Bidders should not assume that the Council has any prior knowledge of the Bidder, its practice, reputation or its involvement in existing services, projects or procurements. In evaluating responses to these questions the Council will only consider information provided in response to these questions**.

## Page Limits Per Question

Responses should not exceed the page limits indicated within each question.

The page limit is based on a single side of the size of the paper indicated for each criteria in the table below. The page limit is inclusive of text, drawings, diagrams, screen prints, flow charts or any other form of presenting a response. All text should be Arial font size 11.

Responses to each question should be completed on separate documents, clearly identified as being a response to each question. Once the response has been completed, it should be saved (preferably as a PDF document) in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

## Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Section 5 of the Invitation to Tender.

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| Criteria Number | Evaluation Criteria |
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| D1 | **Supplier's Ability to Meet the Council's Stock Requirements [20%]**<br><br>Please describe in detail your ability to meet the Stock Requirements as outlined in the Specification.<br>In particular please ensure that you describe:<br>• How you will ensure that core products are always available.<br>• Details of the range of products that you hold in stock.<br>• Your ability to source non-standard products.<br>• How you will review the Council's core items list on a regular basis for the benefit of the Council.<br>• How will you ensure the standard of product supplied meets the requirements in the specification.<br>• Any further details regarding your ability to meet the Stock Requirements. |
| | Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D1 - *Bidder Name*' and upload as part of your tender submission.<br><br>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages. All text should be Arial font size 11. |
| D2 | **Supplier's Ability to Meet the Service Delivery Requirements [30%]**<br><br>Please describe how you will meet the Service Delivery Requirements as outlined in the Specification.<br>In particular please ensure you describe:<br>• How you will support the Council's out of hours requirements for service delivery.<br>• How you can support the Council in developing van stock profiling to maximise efficiency.<br>• How you intend to support the requirement that spares are delivered to site within 2 hours of initial request.<br>• How you will provide a calibration service of the Gas Team's Flue Gas Analyser(s) Replacement(s) Unit(s).<br>• Any further details regarding your intended service delivery. |
| | Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D2 - *Bidder Name*' and upload as part of your tender submission.<br><br>Please ensure that you do not exceed the maximum page limit for this question of 4 A4 pages. All text should be Arial font size 11. |
| D3 | **Supplier's Management Information to be Provided to Meet the Requirements of the Specification [10%]**<br><br>Please describe how the management information that you intend to provide the Council will meet the requirements outlined in the specification.<br>In particular in your response please describe:<br>• How you will ensure the Management Information is collected on all transactions with the Council. |

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| | • How you will ensure that the minimum requirements for the Management Information are met.<br>• How the Management Information will be used to support the consolidated invoice.<br>• How you can support the Council with using Management Information to help improve efficiency and drive down cost.<br><br>Please also provide an example of the format in which you intend to provide management information to the Council. Where possible, the Council would like the management information to be provided in a format that can be interrogated, such as in Excel format. |
| | Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D3 - *Bidder Name*' and upload as part of your tender submission.<br><br>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages. All text should be Arial font size 11. |
| **D4** | **Supplier's Ability to Meet the Security and Electronic Point of Sale Requirements [15%]**<br><br>Please describe how you intend to meet the Security and Electronic Point of Sale requirements outlined in the specification including your intended process for operative identification.<br>In particular in your response please describe:<br>• How you will ensure only authorised staff can collect products from the counter.<br>• How you will ensure products are bought against valid job numbers.<br>• How you will ensure job numbers are loaded onto your system each day. |
| | Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D4 - *Bidder Name*' and upload as part of your tender submission.<br><br>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages. All text should be Arial font size 11. |
| **D5** | **Supplier's Proposed Method of Submitting Invoices to the Council [15%]**<br><br>Please describe how you will provide a consolidated invoice to the Council. Please include an example invoice including the detail behind the invoice to help reconcile the invoice.<br>In particular in your response please describe:<br>• How you intend to ensure that the Council is invoiced weekly as one consolidated invoice.<br>• Details of the supporting information that will be provided with the Council to ensure the Council can split the payment of the invoice against the correct internal job code.<br>• The checks you will put in place to ensure that invoices are accurate.<br>• Details of your process for rectifying invoices when they are identified as incorrect.<br>• Any further details regarding how you intend to invoice the Council. |

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| | Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D5 - *Bidder Name*' and upload as part of your tender submission.<br><br>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages. All text should be Arial font size 11. |
| **D6** | **Bidder's approach to Scope 3 Emissions (10%)**<br><br>Greenhouse gas emissions are categorised into three 'Scopes' by the Greenhouse Gas (GHG) Protocol. BCP Council is actively working to mitigate all Scope 1, 2 and 3 emissions by 2030. Scope 3 emissions are caused by our activities but occur outside of our area – this includes waste disposal and the supply chain of items we procure.<br><br>Describe your organisation's published commitments to reducing your carbon emissions including your baseline (i.e. where you are today), your end target (i.e. where are you going and by when) and interim / milestone targets (expressed as numbers and dates) and your associated monitoring activity.<br><br>Describe how you will:<br>a) measure and report your emissions in relation to this contract<br>b) reduce BCP Council's Scope 3 emissions in relation to this contract, with particular focus on:<br>• minimal transportation and low emissions vehicles.<br>• take away you packaging for reuse, recycling or disposal.<br>• weather resilient materials (flooding, extreme heat/cold). |
| | Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D6 - *Bidder Name*' and upload as part of your tender submission.<br><br>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages. All text should be Arial font size 11. |

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