

**REQUEST FOR SUPPLY (RfS)**

**Materials Dynamic Purchasing System**

**OJEU Contract Notice: 2017-000013**

**Lot: <ID/Lot name>**

**Tender submission deadline –<DATE> 2017 1200pm (noon)**

**The Information in this form will be used to complete the Contract Details, the Conditions and the Schedules which will form the Contract.**

**SECTION 1:**

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| **Tender Details** | |
| Contract Reference: |  |
| Contract Title: |  |
| Service Lot(s): |  |
| Sub-Category: |  |
| Area(s): |  |
| Great Places Contact: |  |
| Contact Address: |  |
| Deadline for receipt of Tenders (date and time): |  |
| Reason for short deadline for receipt of Tenders (if less than 10 days): | [Explain by reference to urgency and Great Places, as applicable] |

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| **The Contract will be delivered in line with Appendix 4: Terms and Conditions** | | |
| **Contract details** | **Contract Reference** | **Requirement** |
| Contract Start Date | Contract Particular Item 2 | [Insert the date the supplies are required to be commenced on] |
| Initial Contract Term | Clause 3.4 | [Insert the period for which the supplies are to be provided.] |
| Supplies Delivery Location | Contract Particular Item 4 | [Insert – e.g. at home, offices or elsewhere] |
| Required Approvals (if applicable) | Contract Particular Item 5 | [Insert any approvals needed e.g. DBS check, any relevant accreditations, Ofsted etc] |
| Deliverables (if applicable) | Clause B5 | As part of ongoing review of the suppliers on the DPS, all suppliers will be subject to scoring based on the below KPIs and SLAs during the lifetime of the Contract.  KPIs and SLAs will be based on:   * Order On Time * Order In Full * Invoice Accuracy * Order Accuracy (no errors) * Supplier Responsiveness |

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| **Description of Supplies Required** |
| It is vital that the materials provided by the Supplier are of a high quality, ‘right first time’ service to drive efficiency and ensure customer satisfaction.  One of GPHG’s corporate objectives is ‘We will have homes that are good quality, in good condition, safe and legally compliant. We will consistently deliver quality services; promote energy efficiency measures and work to reduce fuel poverty.’ It is important that GPHG’s Suppliers support this in their provision of both materials and service.  Please see attached Appendix 1: Specification for further detail. |

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| **Award Criteria** | **Sub-Criteria Questions** | **Weightings** |
| **Quality will be scored at 30% of the overall score** | | |
| Delivery | Question 1:  Describe how you will ensure that materials are delivered to the Distribution Centre on a “just in time” basis and that speed of delivery does not compromise accuracy of materials delivered verses materials ordered. | 25% |
| Supply Chain | Question 2:  How do you ensure that your manufacturing facilities or supply chain produce products which are free of faults and fit for purpose? | 25% |
| Quality Assurance | Question 3:  Please detail how you will work with GPHG to ensure consistently high quality materials that meet GPHG’s Specification. GPHG’s requirement is that Potential Suppliers can demonstrate that continuity of supply can be maintained even if demand caries or external events (such as manufacturer solvency) occur. | 25% |
| Orders | Question 4:  In the circumstance that an order cannot be delivered in full with the specified delivery lead times please detail the process you follow to notify GPHG and how will you work with GPHG to ensure the order is received in full within the agreed lead time. | 25% |
| **Local Impact will be scored at 5% of the overall score** | | |
| Local Impact | Please complete questions 1 to 4 of Appendix 3: Social Value and Local Impact as part of your response. | 100% |
| **Social Value will be scored at 5% of the overall score** | | |
| Social Value | Please complete questions 4 to 10 of Appendix 3: Social Value and Local Impact as part of your response. | 100% |
|  | **Price will be scored at 60% of the overall score** |  |
| Price | Bidders must complete and return Appendix 2: Pricing Schedule where pricing will be based on an indicative volume of materials. This is based on an estimation of potential materials volumes and in no way is a guarantee of this or any level of order. | 100% |
| **Total Score will be 100%** | | |

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| **Quality Questions Scoring Methodology** | |
| **0 Unacceptable** | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |
| **1 Poor** | 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. |
| **2 Acceptable** | 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. |
| **3 Good** | 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. |
| **4 Excellent** | 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. |

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| **Scoring Price** |
| Scoring will be based on MEAT (Most Economically Advantageous Tender).  The Tender with the lowest Price will be awarded a score of 60%. All other Tenders will receive scores expressed as an inverse proportion of the lowest Tender Price.    The formula used will be: (Lowest Tender Price / Tender Price) x 100 = Tender score  All mathematical results will be rounded to 2 decimal places. |