**NATIONAL FRAMEWORK AGREEMENT FOR SUPPLY AND DELIVERY OF EMERGENCY RESPONSE EQUIPMENT AND ASSOCIATED SERVICES**

Reference: Thermal Imaging Cameras - I-1393

**INVITATION TO TENDER – FURTHER COMPETITION PROCESS**

**Under**

**FRAMEWORK REFERENCE C002687 LOT 5**

Oxfordshire County Council

Issue Date: 3rd September 2021

Closing Date and Time: 27th September 2021, 10:00am

# ITT Appendices

Attached documents on the South East Business Portal.

Appendix 1 – Specification

Appendix 2 – Evaluation Questions (to be completed and returned)

Appendix 3 – Practical Evaluation

Appendix 4 – Pricing Schedule (to be completed and returned)

Appendix 5 – Declarations (to be completed and returned)

Appendix 6 – Order Form

Appendix 7 – Call off Terms

# Section One: Introduction

## Introduction

Oxfordshire County Council (the Contracting Authority) is conducting this collaborative procurement exercise in conjunction with Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service. The three authorities have identified a need for Emergency Response Equipment available through this Framework Agreement on Lot 5, reference C002687.

In compliance with the Public Contracts Regulations 2015, a further competition is being undertaken for the supply of Thermal Imaging Cameras as detailed in Appendix 1 Specification by the following Contracting Authorities:

|  |  |
| --- | --- |
| **Name of Contracting Authority:** | Oxfordshire County |
| **Address:** | County Hall  New Road  Oxford  OX1 1ND |
| **Web Address:** | [www.Oxfordshire.gov.uk](http://www.Oxfordshire.gov.uk) |

|  |  |
| --- | --- |
| **Name of Contracting Authority:** | Royal Berkshire Fire Authority |
| **Address:** | Newsham Court  Pincents Kiln  Reading  RG31 7SD |
| **Web Address:** | [www.rbfrs.co.uk](http://www.rbfrs.co.uk) |

|  |  |
| --- | --- |
| **Name of Contracting Authority:** | Buckinghamshire and Milton Keynes Fire and Rescue Authority |
| **Address:** | Fire Brigade Headquarters  Stocklake  Aylesbury  HP20 1BD |
| **Web Address:** | [www.bucksfire.gov.uk](http://www.bucksfire.gov.uk) |

Please note that the delivery addresses for the procured equipment can be found on page 8 of the Order Form at Appendix 6.

Your organisation is invited to submit a response to this Invitation to Tender (ITT).

This ITT contains the information and instructions required to submit a Tender.

# Section Two: Instructions

## Responding to the ITT:

All responses must be returned via The South East Business Portal by the Return Date/Time detailed below.

If you do not intend to bid, please advise the Contracting Authority at the earliest opportunity, including your reasons for declining to bid. This should also be reported to the Framework Owner.

Late submissions will not be accepted after the stated Return Date/Time has passed. The Contracting Authority may in its own absolute discretion extend the time or date for submissions, in such circumstances the Contracting Authority will notify all Framework Contractors of any change.

Framework Contractors should only submit the information requested; unless specifically requested extraneous presentation, materials and marketing material are neither necessary nor desired and will not be evaluated. Reponses will be evaluated on the basis of the information submitted on the Return date/time.

|  |  |
| --- | --- |
| **Return Date/Time:** | 27th September 2021, 10:00am |

Framework Contractors shall fully complete the Tender documents, answering all questions/requirements in MS Word and Excel compatible format and where requested using the documentation provided.

Bidders are permitted to base their tenders on a maximum of two models. Where a second model is presented, bidders should return two copies of Appendix 2 Evaluation Questions and Appendix 4 Pricing Schedule one for each model. In the event a supplier bids with two models, the evaluation team will also separately evaluate and score the practical evaluation for each of the models independently one of another. At the stage of final evaluation and moderation, any suppliers bidding two models will receive two final weighted scores out of 100% and their models will be considered as sperate entities when calculating the winning bidder. If a supplier is bidding with two models, the two models will be assessed and scored separately throughout the procurement exercise and will not be combined or averaged at any point.

## Requests for Further Information:

The ITT and information contained within it has been prepared in good faith. Framework Contractors proposing to submit a Tender are advised to read this document carefully and, in its entirety, to ensure they are fully familiar with the nature and extent of the obligations set out herein before completing the document.

All questions regarding this ITT should be sent via the question facility provided on South East Business Portal. This will provide an auditable trail of questions asked and responses given and is the only permitted means of communication throughout the further competition. To safeguard this equality of access to information and maintain an auditable communication trail, Framework Contractors should not attempt to make direct contact with any employee of the Contracting Authority.

## Timescales:

The table below details the indicative timetable for this ITT. This is intended as a guide and whilst the intention is not to depart from the timetable, the Contracting Authority reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **Activity** | **Target Date** |
| Advert placed on e-tendering Portal | 03/09/2021 |
| Final date for submission of ITT questions | 14/09/2021 |
| Time period in which questions will be answered | 15/09/2021 – 20/09/2021 |
| ITT closing time and date | 27/09/2021 |
| Potential Service Provider(s) submit evidence of documentation. | 27/09/2021 |
| Notification of award outcome to Tenderers | 01/11/2021 |
| Standstill | 01/11/2021 – 11/11/2021 |
| Contract start date | March 2022 |

The contract will be for a period of four years, with two further optional extension periods of two years each. The uptake of the optional extension periods will be at the discretion of Oxfordshire County Council, Royal Berkshire Fire Authority and Buckinghamshire and Milton Keynes Fire Authority.

## Evaluation Criteria

The objective of the procurement process is to assess the responses to the ITT and select a suitable Framework Contractor based on the most economically advantageous tender.

Tenders will be evaluated against the criteria listed below and in accordance with the Public Contract Regulations 2015.

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Criteria** | **Weightings for Award Criteria** | **Sub-Criteria** | **Weightings for Sub Criteria** |
| Quality – Evaluation Questions | 30% | Meeting User Requirements | Pass/Fail |
| Delivery | 30% |
| Quality Practical Evaluation | 30% | Practical Evaluation | 30% |
| Price | 40% | Price | 40% |

The evaluation questions and pricing schedule have been provided as attached documents on the South East Business Portal and as Appendices 2 and 4 for completion by the bidder. The relevant scoring matrices and formula can be found in Sections 4 and 6 of this ITT document.

The practical evaluation will be conducted by the evaluation team. As part of the tender response, any suppliers bidding for this tender must deliver an example of their proposed model(s) to Richard Woodward, Station Manager, at Kidlington Fire Station, Sterling Road, Kidlington, OX5 2DU, by no later than 10:00am on 27th September 2021. The example(s) provided must be complete with x2 batteries, a retractable lanyard and a case, as the evaluation team will want to assess a full set of equipment. Any suppliers who are bidding for two models, must supply the two examples as detailed in their tender response. Failure to deliver the example (s) before the deadline will result in the bid being non-compliant and thus will fail the procurement exercise. Further information regarding the arrangements and the relevant scoring matrix for the practical evaluation can be found in Sections 5 this ITT document.

# Section Three: Requirements

Please refer to Appendix 1 for the Service Specification and Requirements.

# Section Four: Evaluation of Appendix 2, Evaluation Questions

The bidder should review all of the information and appendices within this ITT Document.

The bidder should complete and return Appendix 2, Evaluation Question via the South East Business Portal by the deadline of 27th September 2021 at 10:00am. Bidders are permitted to base their tenders on a maximum of two models. Where a second model is presented, bidders should return two copies of Appendix 2 Evaluation Questions, one for each model. If a supplier is bidding with two models, the two models will be assessed and scored separately throughout the procurement exercise and will not be combined or averaged at any point.

Any questions should be directed to Amy Keylock, [ProcurementandContractManagement.Enquiries@Oxfordshire.gov.uk](mailto:ProcurementandContractManagement.Enquiries@Oxfordshire.gov.uk).

Framework Suppliers must submit the document(s) in Excel format and may submit a PDF version(s) of the pricing schedule in addition to the Excel document for their own security.

The below information will outline how the Evaluation Questions will be scored.

## 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Criteria** | **Weightings for Award Criteria** | **Sub-Criteria** | **Weightings for Sub Criteria** | **Evaluation Criteria** |
| Quality – Evaluation Questions | 30% | Meeting User Requirements | Pass/Fail | A series of pass/fail questions. If any bidder scores a fail on any question, their bid will be deemed non-compliant and they will be excluded from the procurement process. |
| Delivery | 30% | A series of questions where the bidder’s response will be scored 0-5 as per the scoring matrix below at Table 1. A weighted score will be applied to the bidder’s overall score. If any bidder scores a 1 or below on any question, their bid will be deemed non-compliant and they will be excluded from the procurement process. |

***Table 1:***

|  |  |  |
| --- | --- | --- |
| **Comment** | **Judgement** | **Marks available** |
| Clear, relevant and well detailed response that addresses all the requirements and provides the evaluator with confidence that the service will be provided to an excellent standard. Demonstrates in detail how all the relevant requirements of the specification will be met. | Excellent | 5 |
| Clear and relevant response that addresses all the requirements and provides the evaluator with confidence that the service will be provided to a good standard. Demonstrates how all or most of the relevant requirements of the specification will be met. The information may lack relevant detail in areas, but this does not cause the evaluator concern over the future delivery of services. | Good | 4 |
| Response addresses all or most of the requirements and provides the evaluator with confidence that the service will be provided to an acceptable standard. Demonstrates how all or most of the relevant requirements of the specification will be met. However, the information lacks some relevant detail and/or raises issues which causes the evaluator minor concern over the future delivery of services. | Satisfactory | 3 |
| Response addresses all or some of the requirements but does not provide the evaluator with confidence that the service will be provided to an acceptable standard. Demonstrates how all or most of the relevant requirements of the specification will be met. However, the information is lacking relevant detail and/ or raises issues which gives the evaluator more than minor concern over the future delivery of the services. | Unsatisfactory | 2 |
| Response addresses all or some of the requirements but does not provide the evaluator with confidence that the service will be provided to an acceptable standard. Fails to demonstrate how most of the relevant requirements of the specification will be met. | Poor | 1 |
| Response does not address any of the requirements. Response fails to provide the evaluator with confidence that the service will be provided to an acceptable standard. Does not demonstrate how any of the relevant requirements of the specification will be met. | Failed | 0 |

# Section Five: Practical Evaluation

The evaluation team will conduct a practical evaluation of the model(s) proposed by the bidder. As part of the tenderers bid response, tenders are permitted to propose a maximum of two models. If a bidder does choose to bid with two models as opposed to one, they will be evaluated and scored separately both in the practical evaluation and throughout the procurement exercise; they will not be combined or averaged at any point.

In order for the practical evaluation to be possible, any suppliers bidding for this tender must deliver an example of their proposed model to Richard Woodward, Station Manager, at Kidlington Fire Station, Sterling Road, Kidlington, OX5 2DU, by no later than 10:00am on 27th September 2021. The example(s) provided must be complete with x2 batteries, a retractable lanyard and a case, as the evaluation team will want to assess a full set of equipment. Any suppliers who are bidding for two models, must supply the two examples as detailed in their tender response. Failure to deliver the example(s) before the deadline will result in the bid being non-compliant and thus will fail the procurement exercise. Once the practical evaluation is complete, Richard Woodward will contact you to arrange the return of your example(s). Confirmation of return arrangements should be made by no later than the 11th October 2021.

A copy of the requirements/criteria that the evaluation team will be assessing can be found at Appendix 3.

For awareness and transparency, the evaluation team will score using the scoring matrix below at Table 2.

***Table 2:***

|  |  |  |
| --- | --- | --- |
| **Comment** | **Judgement** | **Marks available** |
| * 1. Excellent level of performance comprehensively exceeds the specification requirements. Contains innovative design solution(s), excellent functionality/operability, ergonomics and manoeuvrability. | Excellent | 5 |
| Good level of performance provides the evaluator with confidence that the service will be provided to a good standard. Product demonstrates a good level of functionality/operability, good ergonomics & manoeuvrability. | Good | 4 |
| * 1. Satisfactory level of performance demonstrates all or most of the requirements and provides the evaluator with confidence that the specification will be met to an acceptable standard. Satisfactory ergonomics   2. & manoeuvrability. | Satisfactory | 3 |
| Unsatisfactory level of performance. Does not provide the evaluator with confidence that the product will meet the requirement to an acceptable standard. | Unsatisfactory | 2 |
| * 1. Poor level of performance, functionality/operability, ergonomics & manoeuvrability. Fails to demonstrate how most of the relevant requirements of the specification will be met | Poor | 1 |
| Does not demonstrate how any of the relevant requirements of the specification will be met. Test incomplete, unable to operate tests, failure of equipment. | Failed | 0 |

# Section Six: Evaluation of Appendix 4, Pricing

Framework Suppliers must complete the pricing schedule (attached as Appendix 4) and include it with the submission of the bid.

The bidder should complete and return Appendix 4, Pricing Schedule via the South East Business Portal by the deadline of 27th September 2021 at 10:00am. Bidders are permitted to base their tenders on a maximum of two models. Where a second model is presented, bidders should return two copies of Appendix 4 Pricing Schedule, one for each model. If a supplier is bidding with two models, the two models will be assessed and scored separately throughout the procurement exercise and will not be combined or averaged at any point.

Any questions should be directed to Amy Keylock, [ProcurementandContractManagement.Enquiries@Oxfordshire.gov.uk](mailto:ProcurementandContractManagement.Enquiries@Oxfordshire.gov.uk).

Framework Suppliers must submit the document(s) in Excel format and may submit a PDF version of the pricing schedule(s) in addition to the Excel document for their own security.

Please complete the document called Appendix 4 Pricing Schedule. Bidders should enter the name of each model that each quote relates to in columns C11, D11 and E11. Bidders should fill in all of the fields highlighted in yellow with the relevant prices (B4, C14, D14, E14, C17, D17, E17, C24, D24, E24, C25, D25, E25, C28, E28, D28, C29, D29, E29, C33, D33, E33, C36, D36, E36, C44, D44, E44, C45, D45, E45, C48, D48, E48, C49, D49, E49, C52, D52, E52, C53, D53, E53, C56, D56, E56, C57, D57 and E57). The prices should reflect the total costs for the quantities requested, and as outlined within the schedule

The costs of each category combined (i.e., the total cost), will automatically calculate at row 59. This cost will be used for evaluation purposes. If you provide one model, the single actual cost will be used to determine your overall price score. If you provide more than one model, both models will be assessed and scored separately both in terms of price and throughout the procurement exercise and will not be combined or averaged at any point.

The below information will outline how the Pricing Schedule will be scored.

Tenderer’s price scores will be calculated using the table below. The Tenderer with the lowest price will be awarded the full score of 40%, with the remaining Tenderers gaining a pro-rated score in relation to how much higher their prices are when compared to the lowest price.

In the example below price is weighted as 40%.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tenderer | Price | (price - lowest price) / lowest price = % above lowest price | 100% - % above lowest price | Score  Maximum points x (100% - % above lowest price) |
| 1 | £100 | (£100 - £100) / £100 = 0.00% | 100% - 0.00% = 100.00% | 40 x 100% = 40.00 |
| 2 | £125 | (£125 - £100) / £100 = 25.00% | 100% - 25.00% = 75.00% | 40 x 75% = 30.00 |
| 3 | £150 | (£150 - £100) / £100 = 50.00% | 100% - 50.00% = 50.00% | 40 x 50% = 20.00 |
| 4 | £175 | (£175 - £100) / £100 = 75.00% | 100% - 75.00% = 25.00% | 40 x 25% = 10.00 |
| 5 | £200 | (£200 - £100) / £100 = 100.00% | 100% - 100.00% = 0.00% | 40 x 0% = 0.00 |

Please note that no bidder will receive a minus score, so if the calculation does result in a minus score for price, a 0 will automatically be awarded.

# Section Seven: Financial and Economic Standing

## Introduction

Tenderers must be identified as the Most Economically Advantageous Tender at the Evaluation Stage to be assessed in regard to Financial and Economic Standing at the pre-award stage of the process.

The Council will carry out assessment using three ratings models available via Procurement Catalyst and 2 years of accounts. Tenderers will be assessed using the criteria set out in Table 5:

***Table 3 Scoring mechanism for Financial Standing***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Sub-Criteria** | **Weighting** | **Pass Mark** | **Ratios** |
| Ratio Analysis | Profitability | 30% | 15/30 | Gross & Net profit to Turnover |
| Liquidity | 30% | 15/30 | Interest Cover & Gearing |
| Gearing | 30% | 15/30 | Current Ratio & Quick Ratio |
| Turnover | | 10% | 5/10 | Contract Percentage of Turnover |
| **Total** | | **100%** | **50** |  |

Where a Tenderer fails the financial stability test on their own financial information, a Parent Company Guarantee (PCG) may be offered. The Parent Company’s financial information will be assessed and must meet the pass criteria of Phase 3. Failure to provide a PCG in would be deemed a fail.

## Further Guidance

The Council will assess the potential service provider’s finances as follows; -

* For tenders above the Public Contract Regulations 2015 (“PCR 2015”) threshold (£189,330 at the time of publication of this ITT), the test will include an assessment of the finances as per section 3 below, and an assessment via Catalyst as per section 4 below.
* For tenders below the PCR 2015 threshold, the assessment will be via Catalyst as per section 4 below. If the potential service provider fails the section 4 assessment, the assessment in section 3 will be conducted.

There is no requirement to submit financial documents with your Tender return. The potential service provider will be asked to submit their latest 2 years audited or signed accounts[[1]](#footnote-1). These must include both a statement of income & expenditure and balance sheet and be provided as a separate set of accounts for each year. See also paragraph 2.3.

Where it is not possible to submit the documents stated in paragraph 2.1 an income and expenditure account shall be submitted for the two most recent financial years and be provided as a separate set of accounts for each year1. These must either be signed by the potential service provider 's accountant or accompanied by the tax return to validate the figures. See also paragraph 2.3.

Where the most recent financial year end for the documents specified in paragraphs 2.1 or 2.2 is greater than 6 months prior to submission, either an interim set of accounts (which reduces the period to less than 6 months) or a statement (which either confirms no significant change or states significant changes to the finances) signed by your Financial Director, Accountant or Company Director must also be submitted. For example, if the most recent accounts submitted have a year-end date of 31 March 2016 and the submission date is after 30 September 2016 this would be required.

If the potential service provider has not been operating for long enough to have 2 sets of financial statements, the requirements are set out in section 5 below relating to new companies.

When assessing charitable or not for profit organisations an allowance will be made in the tests, particularly the profitability test. It is therefore important that this status is made clear in any submissions.

The Council may also seek further evidence of the financial viability of the organisation to inform a risk assessment to determine whether the Council can be sufficiently satisfied of financial standing. The Council’s determination of financial viability within these thresholds will be final and failure to satisfy the Council of sound financial standing will disqualify the potential service provider.

The Council will, when undertaking the assessment in section 3 and 4 below, check for any indicators that suggest there are any potential breaches of obligation to pay taxes as part of the due diligence of the potential provider’s bid.

***Financial Accounts Evaluation***

Accounts will be assessed using the below criteria for the potential service provider.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Sub-Criteria** | **Weighting** | **Pass Mark** | **Ratios** |
| Ratio Analysis | Profitability | 30% | 15/30 | Gross & Net profit to Turnover |
| Liquidity | 30% | 15/30 | Interest Cover & Gearing |
| Gearing | 30% | 15/30 | Current Ratio & Quick Ratio |
| Turnover | | 10% | 5/10 | Contract Percentage of Turnover |
| **Total** | | **100%** | **50/100** |  |

The potential service provider must score the minimum pass mark for each test in the table above and meet the criteria to pass Procurement Catalyst assessment in section 4 below. Where a company fails any of the sub criteria or the Procurement Catalyst assessment the Council will carry out further analysis and may request further information to assure itself that the additional risk this poses is acceptable.

***Procurement Catalyst Evaluation***

The Council will carry out assessment using three ratings models available via Procurement Catalyst:

* ModeFinance – MORE Credit Risk
* Zanders – FALCON Global Credit Risk
* VADIS – VadRisk

The potential service provider will be classified as financially stable if a pass rating is achieved on two or more of the models. The minimum pass ratings for each model is outlined below:

* ModeFinance – B
* Zanders – 4
* VADIS – 6

A potential service provider not achieving a pass rating on two or more of the models due to fail ratings or unavailable ratings will be subject to the assessment in section 3.

Please note that this company check is not a credit check search and will have no impact on your credit rating. The Council reserves the right to carry out company checks on your company throughout the life of this contract.

Please refer to the attached guides for more information on each model.



***New Organisations***

For organisations with less than 2 years’ accounts available, the financial submission documentation is:

* As much of the financial documentation set out under section 2 above as possible.
* Business plans and projections for the length of the contract.

Where a new company is created as a result of a merger the financial submission documentation is:

* As much of the financial documentation set out under section 2 above as possible.
* Accounts for the remainder of the prior two years for all businesses which were involved in the merger, along with an explanation of significant accounting or operational changes.

Based on the documents submitted testing will be carried out and an analysis of the risk level to the Council considered.

***Parent Company Guarantee***

If a company wishes to rely on the accounts of their parent company, the above requirements and tests will apply to the parent company’s accounts.

A letter from the parent company stating that they are willing to provide a parent company guarantee must also be submitted.

The parent company accounts will only be assessed where the Council deems this to be appropriate. The Council will normally rely on the accounts of the company itself.

Where a company fails to pass these tests on their own accounts they may be offered the opportunity to submit parent company accounts.

# Section Eight: Declarations

Framework Suppliers are to complete and return the ITT Declarations in Appendix 5, which can be located in the South East Business Portal by the 27th September 2021, 10:00am.

# Section Nine: Terms and Conditions

The Call-Off Terms and Conditions are the same as the Framework Agreement Terms and Conditions and will form the basis of the agreement between the Contracting Authority and the successful Framework Supplier. Please refer to appendices 6 and 7.

# Section Ten: Appendices

## Appendix 1 – Specification



## Appendix 2 – Evaluation Questions (to be completed and returned)



## Appendix 3 – Practical Evaluation



## Appendix 4 – Pricing Schedule (to be completed and returned)



## Appendix 5 – Declarations (to be completed and returned)



## Appendix 6 – Order Form



## Appendix 7 – Call Off Terms



1. Financial accounts and supporting information should wherever possible be provided in English and GBP Sterling. Where this is not possible, the Council will use an exchange rate where necessary as part of the assessment of financial standing. The source of the exchange rate will usually be www.xe.com and the rate used can be notified to the potential service provider by the Council at the time the assessment is made. [↑](#footnote-ref-1)