



**London Borough
of Hounslow**

Call-off document for Hired Passenger Transport

Attachment E

Reference DN243575

CALL OFF MECHANISM

When The Council requires hired passenger transport for a route it will create and distribute a **Requirement** via its e-procurement solution to those DPS Suppliers on the particular LOT for which the placement is required. The participating boroughs will use one or more of the call-off domains when issuing a Requirement (referral) to Suppliers:

- **100% price**

or

- **60% Quality /40% Price**

If the call-off is based on 100% price then the Lowest Price will be awarded the maximum score of 100% in the instance of more than 1 bid equating the same value, the Offer which has received the highest quality score will be considered the top-ranked Offer.

If the call-off is based on 60% Quality and 40% Price then the score awarded to you in Section 9 or 10 of Attachment A – Selection Questionnaire will be your quality score.

Lowest Price will be awarded the maximum score of 40% in the instance of more than 1 bid equating the same value, in this case both or all will receive the same score.

All other bids will be proportionately scored below **40%** using the following formula:

$$\text{Finance Score} = \frac{\text{Lowest Amount}}{\text{Tenderer's Amount}} \times 40 \text{ (Maximum available marks)}$$

The Quality Score will be added to the Price Score to determine the final score for each Tenderer and the Bidder who offers the most economically advantageous Tender will be awarded the contract.

In the event of a tie in the combined price and quality scores of 2 or more Offers, the Offer which has received the highest quality score will be considered the top-ranked Offer.

Call-off document

The London Borough of Hounslow (the Council) invites you to submit a price for the following route:

LOT:	xxxx
Call off criteria:	100% price or 60% Quality/40% Price <i>(please delete as appropriate)</i>
Route Schedule:	Please see attached
Anticipated Start Date:	xxxx

Your price submission must:

1. Be valid for a period of no less than **30** days.
2. Fully address the specification as described in Attachment D of the tender documents.
3. Separately identify any additional charges
4. Show any discounts applicable, including quantity price breaks.

Please submit your price submissions via <https://www.londontenders.org/> by **xxxx hours on xxxx 20xx**. Price Submissions received after the deadline shall not be considered.

Price Submission

Enter your Price in the box below.

Total Price (exclusive of VAT)	£
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