APPENDIX 1 TO

**SECTION D TO**

**DEFFORM 47 TO**

**714896451**



**ARMY COMMERCIAL DYNAMIC PLUS MISSION CRITICAL TEAM**

**TENDER NO: 714896451 – THE SUPPLY AND DELIVERY OF EXTREME COLD WEATHER (ECW) CLOTHING AND EQUIPMENT FOR FIELD ARMY AND JOINT AIR COMMAND (JAC)**

**TENDER EVALUATION PROCESS**

Version 2.0

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1.0 **Evaluation Methodology**

## 1.1 It is proposed that any Contract placed will be awarded on the basis of the Lowest Priced Compliant Tender: Bids will be evaluated to confirm that they are technically and commercially compliant. This will be a simple pass/fail exercise based on the minimum technical specifications and social value outcomes detailed at Appendix 1 to Annex A to SC2 Schedule 2.

## 1.2 **Evaluation of quality/technical and social value** – This will be a simple pass/fail exercise based on the following minimum technical specifications:

* See Appendix 1 to Annex A to SC2 Schedule 2

**For the avoidance of doubt, it is the Authority’s intention to award a single contract to one supplier. To be deemed technically compliant, a bidder must be able to supply all the items detailed in the Statement of Requirement and associated Annex(es), and those items must comply with the minimum technical specifications detailed at Appendix 1 to Annex A to SC2 Schedule 2.**

1.3 **Tender Price** – For evaluation purposes, the prices at SC2 Schedule 2, Annex B (Pricing Matrix) shall be used. The Tender Price will be taken to be the total price tendered for the items detailed at Annex A to SC2 Schedule 2 (Detailed Description of Requirement)

**NB**. Bidders should note that there is an Enabling element within this requirement. The Authority may, during the period of contract, wish to order further quantities of the same or similar items as those detailed at Annex A to SC2 Schedule 2. The contract value for this element has been set as a Limit of Liability, which is currently unfunded and subject to budget controls. The Enabling element is **not** subject to a minimum order quantity, nor should it be construed as a guarantee of future throughput under any contract that may be agreed.

**Bidders are required to read and fully understand this methodology. Should a bidder require any further clarification, they are requested to contact Army Commercial Dynamic Plus Mission Critical Team in the first instance prior to submission of their bid.**

1.4 As stated above, the Contract award is then made on the basis of the tenderer with the lowest priced compliant bid. In the event that there are two or more bids of the same value, a random selection of items, listed in the password-protected document marked Defform 47, App 2, Sect D, Tied Bids, will be used to determine the winning bid. Relevant bidders will be furnished with the password, should this scenario arise.

1.5 **Terms and Conditions** – The Standard Contracting Two (SC2) conditions will be applicable to this requirement. This will be a “tender compliancy” issue (i.e. **PASS/FAIL**). A bidder’s tender will be deemed to be “non-compliant” and therefore excluded from the remainder of the evaluation process if marked as a “FAIL” on this aspect.

1.6 **Variant/Part Bids** – It has been agreed that variant/part bids will not be accepted as part of the tendering process.

2.0 **Evaluation Process**

2.1 Bidders will be required to provide mandatory information as part of their tender response. Failure to provide this information **will** result in automatic exclusion from the process, see paragraph 3.1 below.

2.2 The quality/technical evaluation will be undertaken by the **Authority’s Subject Matter Expert(s) (SME’s)** without sight of any Tender Cost information. Technical/Quality includes, but is not restricted to, technical, delivery and quality aspects.

2.3 The commercial evaluation will be undertaken by the Army Commercial Dynamic Plus Mission Critical Team with assistance from Army Commercial HQ, Andover, as required. Commercial includes, but is not restricted to, tender cost, risk and legal aspects.

2.4 On completion of the process, a recommendation will be presented to the Senior Responsible Officer. The over-riding principles governing the recommendation shall include, but not be limited to:

* Assurance that a quality service will be provided.
* Risk is minimised.
* The proposal is affordable and represents best Value for Money.

3.0 **Evaluation Phases**

3.1 The evaluation ‘phases’ for this requirement will be as follows:

* Phase 1 – **Compliance Check**. Upon receipt, and after completion of the Project Specific Questionnaire (PSQ) evaluation, tenders will be checked for completeness and compliance in accordance with the instructions issued in the Invitation to Tender. Should a bidder not provide a response to any of the requirements, or alternatively provide a detailed justification as to why a response cannot be given, the Authority reserves the right to either exclude the bidder from the evaluation process or, at its discretion, seek clarification. In the case of the latter, a failure by the bidder to provide a satisfactory response within the deadline specified in the request for clarification **will** result in disqualification from the evaluation process.
* Phase 2 – **Mandatory Requirements**. A nil response to any of the mandatory requirements **will** result in automatic disqualification from the evaluation process.
* Phase 3 – **Compliance with Terms and Conditions**. Refer to 1.5 above.
* Phase 4 – **Technical/Quality Evaluation**. Refer to 1.2 and 2.2 above.
* Phase 5 – **Commercial Evaluation**. Refer to 1.3 and 2.3 above.
* Phase 6 – **Evaluation Report and Recommendation**. Refer to 3.2 below.
* Phase 7 – **Approvals**. Refer to 2.4 above and 3.2 below.

3.2 A full Evaluation Report will be produced for this procurement exercise. This report shall document the reasons why, where applicable, a tender is deemed successful/unsuccessful. It shall also be of sufficient detail so as to support additional de-briefing where requested by an unsuccessful bidder. The Evaluation Report will contain a template for signatory approval of the recommendations.