**FURTHER COMPETITION (FC) TEMPLATE**

**PURPOSE OF THIS TEMPLATE**

* This document sets out the type of information that should be included in the further competition when utilising the Ethical & Sustainable Supply DPS.
* It is important that the further competition is clear, correct, complete, and consistent, which will also aid supplier navigation, completion, and submission.
* Ensure the further competition is approved in line with your organisation’s internal governance before being issued to the marketplace.

**GUIDANCE FOR COMPLETING THIS TEMPLATE**

* **STEP 1** – Tailor the fields shown in [yellow inverted brackets] so that they reflect the requirements of your procurement, amending / deleting any fields as required.
* **STEP 2** – Include additional headings, sub-headings, and content to ensure the further competition includes all relevant information to provide suppliers with a comprehensive understanding of your requirements so that they can prepare their tender accordingly.
* STEP 3 – It is important to include a Social Value envelope as part of your evaluation. The suppliers within the DPS have been approved based on their ethical and sustainable practices however including a social value evaluation will demonstrate the Supplier’s commitment to ethics, sustainability and social value specifically in relation to the Deliverables within your Specification
* **STEP 3** – Arrange for the further competition to be reviewed by people with the appropriate knowledge and understanding to ensure that it is clear, correct, complete, and consistent. ECS can provide you with a review before issuing the tender via the Cimple portal when issuing the further competition on your behalf
* **STEP 4** – Amend the further competition in line with the outcome of the review and repeat the review process until the further competition is fully fit for purpose.

[Insert Company Logo]

[Insert Company Name and Address]

**INVITATION TO TENDER**

[Insert Name of Contract]

[Insert Reference Number (if applicable)]

FC Issue Date: [Insert Date]

Tender Submission Date: [Insert Date and Time]

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# **SECTION 1 – OVERVIEW**

## **Summary Details**

|  |  |
| --- | --- |
| **Contract Name** | [Insert name of contract]. |
| **Contract Period** | [Insert contract duration]. |
| **Contact Point** | [Insert primary point of contact]. |
| **Submission Date** | [Insert date and time for tender submissions]. |

## **Definitions**

|  |  |
| --- | --- |
| **“Contract”** | The contract to be entered into between the Customer and the Supplier for [insert name of contract]. |
| **“Customer”** | [Insert company name]. |
| **“eSourcing Portal”** | The electronic tool being used to manage the further competition process which is available at Cimple (<https://app.cimple.uk/login>) |
| **“Further Competition”** | The competitive procedure ran under the DPS Contract |
| **“Goods”** | The goods to be provided by the Supplier under the Contract. |
| **“Pricing Schedule”** | The pricing document that need to be responded to by Tenderers. |
| **“Quality Questions”** | The qualitative questions that need to be responded to by Tenderers. |
| **“Services”** | The services to be provided by the Supplier under the Contract. |
| **“Special Terms”** | Any additional terms set out within the further competition which forms part of the Contract |
| **“Specification”** | The document which describes the [Goods] or [Services] required by the Customer. |
| **“Supplier(s)”** | The Tenderer(s) selected to enter into the Contract with the Customer. |
| **“Tender(s)”** | The proposal(s) submitted by the Tenderer(s) in response to this further competition. |
| **“Tenderer(s)”** | The company / companies who submit a proposal in response to this further competition |
| **“Terms and Conditions of Contract”** | The rights and legal obligations placed on the Customer and Supplier within the Contract. |

# **SECTION 2 – INTRODUCTION**

## **Background**

This Further Competition (FC) is being issued by [insert company name] to procure [insert name of contract] for [insert contract duration] via the Ethical & Sustainable Supply DPS.

[Insert brief information about your company and your requirement so that tenderers can understand the background to the procurement].

## **Objective**

This FC sets out the requirements of this procurement, and provides information on how the tender process will be managed. It also explains the clarification process, and confirms the process that will be used to evaluate Tenders.

# **SECTION 3 – INSTRUCTIONS**

## **Tender Preparation**

Tenders must be written in the English language in Ariel font, size 11pt, single spacing, and Tenderers must comply with any word count or page restrictions as identified in the Quality Questions or eSourcing Portal Cimple (https://app.cimple.uk/login)

Failure to provide all of the information required may result in your Tender not being considered by the Customer due to it being a non-compliant Tender. Additional information should only be provided where requested within this FC or the Quality Questions.

## **Tender Submission**

You must submit your tender using the eSourcing Portal Cimple (<https://app.cimple.uk/login>) No information will be accepted if received by the Customer by any other means.

Only one Tender is permitted per Tenderer. If a Tenderer submits more than one Tender, only the one with the latest time and date received before the Tender Submission Date will be evaluated, with all earlier Tenders being disregarded. Any Tender submitted by a Tenderer after the Tender Submission Date will also be disregarded.

# **SECTION 4 – TIMESCALES**

## **4.1 Procurement Timetable**

The table below sets out the proposed timetable for this procurement. This timetable is intended as a guide and, whilst the Customer does not intend to deviate from this timetable, it reserves the right to do so.

|  |  |
| --- | --- |
| **Issue ITT** | [Insert date] |
| **Clarification Deadline** | [Insert date and time] |
| **Clarification Response Publication** | [Insert date and time] |
| **Tender Submission Date** | [Insert date and time] |
| **Award Notification Date** | [Insert date] |
| **Contract Award Date** | [Insert date] |
| **Contract Commencement** | [Insert date] |

## **4.2 Tender Validity Period**

Your Tender must remain valid for a period of [insert number of days] from the Tender Submission Date.

# **SECTION 5 – CLARIFICATIONS**

## **5.1 Clarification Process**

All requests for clarification or further information in respect of this ITT shall be submitted via Cimple (<https://app.cimple.uk/login>) by the Clarification Deadline as set out in the Timescales section of this ITT. The Customer is under no obligation to respond to clarification requests received after the Clarification Deadline.

Any clarification request should clearly reference the appropriate paragraph in the FC and / or supporting document, and where possible should be aggregated rather than sent individually.

The Customer will publish details of all clarification requests and their responses to all Tenderers on an anonymous basis, unless you expressly require a clarification request to be kept confidential at the time the request is made. If the Customer considers the contents of the request not to be confidential, it will inform you and you will have opportunity to withdraw the clarification request.

## **5.2 Post Tender Clarification**

The Customer may at any time request further information from Tenderers to verify or clarify any aspects of their Tender or other information they may have provided. Should you not provide supplementary information or clarifications to the Customer by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from the tender process.

# **SECTION 6 – EVALUATION**

## **6.1 Award Criteria**

Tenders will be evaluated in line with the following high-level award criteria:

|  |  |
| --- | --- |
| **Quality** | [Insert percentage weighting]. |
| **Social Value** | [Insert percentage weighting]. |
| **Pricing** | [Insert percentage weighting]. |

The following weightings will be applied to the qualitative elements of Tenders:

|  |  |
| --- | --- |
| **Q1 - [Insert title]** | [Insert percentage weighting]. |
| **Q2 - [Insert title]** | [Insert percentage weighting]. |
| **Q3 - [Insert title]** | [Insert percentage weighting]. |
| **Q4 - [Insert title]** | [Insert percentage weighting]. |
| **Q5 - [Insert title]** | [Insert percentage weighting]. |
| **Q6 - [Insert title]** | [Insert percentage weighting]. |

## **6.2 Quality Evaluation**

Responses to Quality Questions will be independently assessed by an evaluation panel using the following marking scheme:

| **Score** | **Description** |
| --- | --- |
| 4 | **Excellent** –Overall the response demonstrates that the Tenderer meets all areas of the requirement and provides all of the evidence requested in the level of detail requested. An excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the Tenderer can meet the requirement. |
| 3 | **Good** – Overall the response demonstrates that the Tenderer meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. A good response that meets all aspects of the requirement with only a trivial level of ambiguity due to the Tenderer’s failure to provide all information in the level of detail requested. |
| 2 | **Adequate** – Overall the response demonstrates that the Tenderer meets all areas of the requirement, but not all of the areas of evidence requested have been provided. An adequate response, but with some limited ambiguity as to whether the Tenderer can meet the requirement due to the Tenderer’s failure to provide all of the evidence requested. |
| 1 | **Poor** – The response does not demonstrate that the Tenderer meets the requirement in one or more areas. A poor response with significant ambiguity as to whether the Tenderer can meet the requirement due to the failure of the Tenderer to show that it meets one or more areas of the requirement. |
| 0 | **Unacceptable** – The response is non-compliant with the requirements of the FC and / or no response has been provided. |

Treat each question and response in isolation and answer each question in full. Evaluators will not cross-reference between answers, only information submitted in response to a question will be evaluated. Additional appendix/documents must only be submitted as attachments were requested in the question; any appendix/documents attached as responses to questions that do not permit this will not be included as part of the evaluation. Do not use links unless expressly directed to do so.

Only information provided as a direct response to a question will be evaluated.  Tenderers should respond to the questions on the basis that the Authority has no prior knowledge of your organisation. Information and detail which forms part of the general company literature or promotional brochures, etc., will not form part of the evaluation process. General or irrelevant marketing material should NOT be included.

## **6.3 Moderation Process**

Following completion of the quality evaluation, a moderation meeting will take place for evaluators to justify the scores allocated to each Quality Question response. An independent consensus marker will facilitate these discussions to enable the evaluation panel to agree a consensus score for each Quality Question response.

Following the moderating meeting, the relevant weighting will be applied to each score attributed to a Quality Question response. These weighted scores will then be combined to determine the quality score for each supplier.

## **6.4 Price Evaluation**

The total price submitted within Pricing Schedules will be ranked in decreasing order with each Tenderer receiving a price score using the following formula:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lowest Tendered Price | x | [Insert price weighting] | = | Price Score |
| Your Tendered Price |

## **6.5 Contract Award**

The high-level award criteria quality weighting will be applied to the quality score to determine the total quality score. The high-level award criteria price weighting will be applied to the price score to determine the total price score.

The total quality score and total price score will then be combined to determine the overall score, with the Contract being awarded to the Tenderer with the highest overall score [if the contract is being awarded to more than one tenderer, insert the number of top-ranking tenderers who will be awarded the contract].

# **SECTION 7 – APPENDICES**

The following appendices accompany this ITT, some of which require completion and return:

|  |  |  |
| --- | --- | --- |
| **Appendix A** | Specification | For information |
| **Appendix B** | Quality Questions | For completion and return |
| **Appendix C** | Social Value | For completion and return |
| **Appendix D** | Pricing Schedule | For completion and return |
| **Appendix E** | Special Terms & Conditions | For information |
| **Appendix F** | Data Protection Schedule | For information |
| **Appendix G** | [Insert any additional relevant documents] | [Insert inclusion details] |

# **APPENDIX A**

# **SPECIFICATION**

This Specification describes the [Goods], or [Services],that must be provided to the Customer through this Contract.

[Insert full details about your requirement so that tenderers know what needs to be provided, along with any required performance measures such as key performance indicators or service levels. You should consider these elements within the specification, if applicable:

* Scope of Requirements
* Quality
* Delivery
* Warranties
* Maintenance
* Packaging
* Key Performance Indicators
* Sustainability and Social Value
* Contract Management

If you would like to know more about how to prepare a specification, please access our ‘Developing the Specification’ online training course which is available at:

<https://shop.melearning.co.uk/product-category/procurement>.

Please contact ECS at [ecsenquiries@ecservices.org.uk](mailto:ecsenquiries@ecservices.org.uk) and a member of the ECS Team would be happy to explore options of how we can support you with preparing your specification.

# **APPENDIX B**

# **QUALITY QUESTIONS**

Tenderers must provide a response to the following questions in line with the requirements of the Specification, submitting additional information where requested to evidence the response:

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Title** | **Word Count** | **Weighting** |
| 1 | [Insert question title] | [Insert word count] | [ ]% |
| **Question** | | | |
| [Insert question wording] | | | |
| **Guidance** | | | |
| [Insert response guidance] | | | |
| **Response** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Title** | **Word Count** | **Weighting** |
| 2 | [Insert question title] | [Insert word count] | [ ]% |
| **Question** | | | |
| [Insert question wording] | | | |
| **Guidance** | | | |
| [Insert response guidance] | | | |
| **Response** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Title** | **Word Count** | **Weighting** |
| 3 | [Insert question title] | [Insert word count] | [ ]% |
| **Question** | | | |
| [Insert question wording] | | | |
| **Guidance** | | | |
| [Insert response guidance] | | | |
| **Response** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Title** | **Word Count** | **Weighting** |
| 4 | [Insert question title] | [Insert word count] | [ ]% |
| **Question** | | | |
| [Insert question wording] | | | |
| **Guidance** | | | |
| [Insert response guidance] | | | |
| **Response** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Title** | **Word Count** | **Weighting** |
| 5 | [Insert question title] | [Insert word count] | [ ]% |
| **Question** | | | |
| [Insert question wording] | | | |
| **Guidance** | | | |
| [Insert response guidance] | | | |
| **Response** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Title** | **Word Count** | **Weighting** |
| 6 | [Insert question title] | [Insert word count] | [ ]% |
| **Question** | | | |
| [Insert question wording] | | | |
| **Guidance** | | | |
| [Insert response guidance] | | | |
| **Response** | | | |
|  | | | |

# **APPENDIX C**

# **Social Value Evaluation**

[The suppliers within the DPS have been approved based on their ethical and sustainable practices however this social value evaluation will demonstrate the Supplier’s commitment to ethics, sustainability and social value specifically in relation to the Deliverables within your Specification.]

If you need any support on how to embed social value as part of the specification, please contact ECS on [ecsenquiries@ecservices.org.uk](mailto:ecsenquiries@ecservices.org.uk)

The UK government’s Procurement Policy Note (PPN) 06/20 launched a new model to deliver social value through the government’s commercial activities. [insert customer name] are using this model to take account of the additional social benefits that can be achieved through delivery of its contracts.

Please make yourself familiar with the Social Value Model <https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts>

Tenderers must provide a response to the following questions in line with the requirements of the Specification, submitting additional information where requested to evidence the response:

# **APPENDIX D**

# **PRICING SCHEDULE**

This Pricing Schedule must be completed in full to confirm the price payable for you to deliver the [Goods], or [Services]to the Customer as described in the Specification.

[Insert a table or separate spreadsheet for completion and return].

# **APPENDIX E**

# **SPECIAL TERMS AND CONDITIONS OF CONTRACT**

These Special Terms & Conditions set out the rights and legal obligations placed on the Customer and Supplier in the delivery of the Contract for the [Goods] or [Services] described in the Specification, in addition to the DPS Core Terms & Conditions and would form part of the Contract

[Please include any Special Terms that may differ from the DPS Core Terms such as;

* Insurance Levels
* Payment Terms
* Liabilities

# **APPENDIX F**

# **DATA PROTECTION SCHEDULE**

[Insert details of any data required to be processed as part of the specification. This will form part of the Contract]

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Details** |
| 1 | Subject matter of the processing | *The processing of personal data in relation to the obligations of the Provider as the supplier* |
| 2 | Duration of the processing | *The data will be provided for the duration of the Contract*  *The contract expires on the contract end date at which time the information will be returned inline with the instructions identified in point 6.* |
| 3 | Nature and purposes of the processing | *The nature of the processing includes the collection, recording, organisation storage, retrieval, use, disclosure by transmission, dissemination or otherwise making available, erasure or destruction of data (whether by automated means)*  [The use of any third party systems such as payroll software used by the service provider to be confirmed by the successful Supplier and inserted into final contract]  *The purpose of the processing is to enable the Customer to comply with its obligations in relation to employment law* |
| 4 | Type of Personal Data | *For the purposes of the contract, the Customer will disclose the following information directly to the supplier: ​*  *Contact details for individuals concerned with the management of the Contract: Name, business email address, business postal address, business telephone number.*  *Full details of all individuals employed to enable the service provided to complete their duties*  *[List of data to be provided to be confirmed by the successful supplier and inserted into final contract] ​* |
| 5 | Categories of Data Subject | *Personal data relating to the Customer staff (including temporary or agency staff).* |
| 6 | Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | *The Supplier agrees that all data supplied will be retained no longer that is necessary or beyond statutory requirements after the expiry or termination of the Contract.*  *Upon termination, the supplier shall provide a fully accessible copy of all data in a portable format within 3 months*  *Following confirmation from the customer that all data has been received in a portable format and is accessible, the supplier shall destroy all personal data as soon as practicable and provide written confirmation of completion.* |

# **APPENDIX G**

# **ADDITIONAL RELEVANT DOCUMENTS**

[Insert details of any additional relevant documents pertinent to the goods or services required that have been included in the ITT to provide tenderers with a comprehensive understanding of your requirements].