

Technology Services RM1058

Help to buy guide





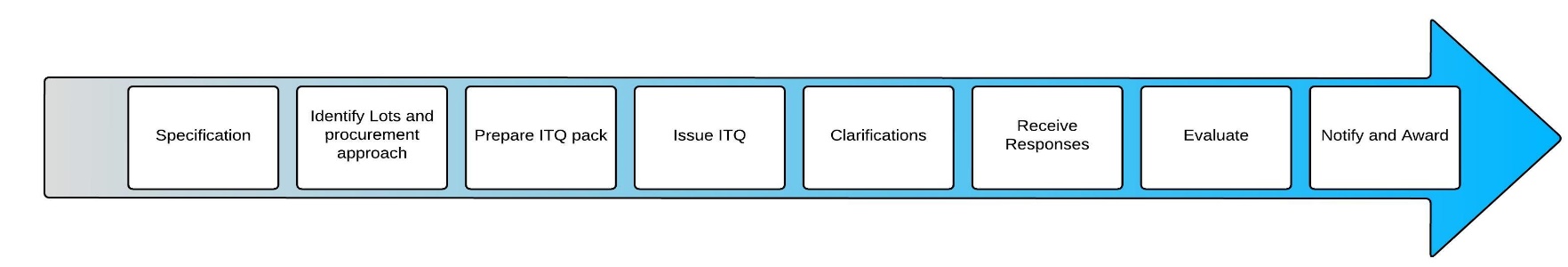
Purpose

The purpose of this document is to:

* Describe the process of calling-off from this Agreement by using a further competition;
* Provide bare-bones templates that may be used for such a further competition.

Background

|  |  |  |
| --- | --- | --- |
| RM1058 - Technology Services is a multiple supplier Agreement, broken up into Lots. This means in order to establish a contract (call-off) or contracts with a supplier or number of suppliers, you need to undertake a further competition more commonly referred to as a mini-competition.  The aim of this guidance is to explain and simplify the mini-competition process for those that may not be entirely familiar with it.  **What is a mini-competition?**  A mini-competition is a process you need to carry out to place a call-off contract under an umbrella agreement (framework agreement). It allows you to further refine the requirements and identify suitable suppliers capable of providing your specific requirement, whilst maintaining the benefits offered by procuring under the agreement.  A mini-competition is quicker to conduct and less onerous than a full OJEU tender process; there is no need to assess suppliers’ capacity and capability using selection criteria such as financial, standing, technical capability, staffing, health and safety, environmental aspects, accreditations etc. – these have already been evaluated as part of the process to establish this Agreement. There is no net to place a contract notice as this Agreement is an EU compliant platform.  However, the EU Treaty based principles, including equal treatment, transparency and nondiscrimination do apply.  You will however need to abide by your departmental policy for placing information on Contracts finder or other applicable portal for notification of the mini-competition any award as a result of the mini-competition.  **Benefits**   * **Savings** |  | Additional cost savings are possible at the mini-competition stage as there is no fixed pricing as part of this Agreement.  The resourcing levels required to conduct the mini-competition are less than that of a traditional OJEU procurement, this in itself provides some additional cost savings.   * **Terms and Conditions**   The terms and conditions of the agreement will have already been established, call-offs can therefore be made in reference to the agreement and its conditions. This removes the ‘battle of the terms’ between you and any potential providers.   * **Compliance with EU Regulations**   By using the agreement and following the guidance, you are assured that the call-off will be compliant with EU procurement regulations. |

The Mini-competition process

|  |  |  |
| --- | --- | --- |
| The mini-competition process would usually consist of the following stages:   1. Researching the need and producing a specification; 2. Identify the procurement strategy and Lots required; 3. Preparing the ITQ pack; 4. Issue the ITQ; 5. Receive and answer clarifications; 6. Receive response documents; 7. Evaluate responses; 8. Award the call-off contract(s);   **Specification**  It is important that you spend the time assessing your requirement and producing a good quality specification of your requirements. The more detailed and accurate your specification, the less likelihood there will be for scope creep and addition costs throughout the performance of the contract.  The specification should provide a description of the characteristics or outputs for the service. This is known as an ‘output or outcome based specification’. Focus on the on actual requirement (i.e. the service you require, delivery timescales etc.) and not criteria such as supplier experience, technical capability, financial standing etc. as these have already been evaluated as part of the process to establish this Agreement.  Avoid being prescriptive with your specification as it will limit innovation. By making your specification output based, you will allow potential providers to quote on an equal basis without preferencing any particular supplier.  As technology services can be complex, especially if you are seeking to disaggregate  If you are **not seeking to disaggregate** your requirement you will need to run a mini-competition across the Lots that you have selected. You will need to invite only those potential providers that are common to the selected lots to the competition. This will result in a single call-off contract.  You should note that the direction for government technology services contracts is the disaggregation route.  **Preparing the Invitation to Quote (ITQ)**  The ITQ is the document that specifies to potential providers what you are seeking (your specification), how you will evaluate their response documents and finally, how you will award the call-off contract(s). These documents are generally combined into a document pack. It is this pack that you will issues to potential providers.  The invitation to quote should include details on the timeframe and milestones for your procurement, ensure that you allow sufficient time for potential providers to formulate a response to your specification.  The method and process for evaluating quotations should be set out, including all of the relevant criteria and their weightings. Criteria other than those set out in the ITQ must not be used as this may lead to challenge.  Please remember that the mini-competition should be a confidential process and that confidentiality should be preserve d until after the closing date.  **Invite the supplier to quote**  The ITQ process can be issued in a number of ways; you may Issue an ITQ in writing (by email, fax, or post) or use an online collaborative software solution. Crown Commercial Service offers a free to use online e-sourcing tool. Details can be found on our website <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp>  Whichever method is used, your requirement is issued to the potential providers. They will evaluate your requirement and formulate a response to it, if they choose to do so. The potential providers must  Once the standstill period has concluded and/or the contract completed, it is also good practice to debrief each of the potential providers on their bids. The aim of the debrief is to provide objective observations on the positive and negative aspects of their bids, in order to help them improve their internal processes or add to their service offerings or supply chain to meet market needs. |  | your current contract, it is worth spending the time to map out your current service model and how each element may align to the relevant Lots under this Agreement, a spreadsheet tool Is ideal for producing such a matrix.  **Which suppliers to invite?**  Where a mini-competition is held for a particular call-off, you should invite all potential providers within the Agreement that are capable of meeting the particular need. This does not necessarily mean every provider under the Agreement in the case of RM1058.  **Procurement Strategy**  There are three core procurement strategies that may be employed for calling-off from RM1058.   * **Single Lot**   If you are competing against a single Lot you will need to invite all potential providers under the selected Lot. The mini-competition will result in a single call-off contract.   * **Multiple Lots**   If you are conducting a multi-lot procurement there are two options:  If you are seeking a **disaggregated supply chain**, you will need to conduct a mini-competition against each of the required Lots, inviting all suppliers from each of those Lots. This will result in multiple call-off contracts and a number of suppliers to manage.  If you adopt this approach you may wish to consider using Lot 8 – Service Integration/Integrator to appoint a supplier who will manage and co-ordinate the supply chain on your behalf.  return their responses by the closing deadline specified in your ITQ.  **Clarifications**  It is usual to offer potential providers the opportunity to raise questions or clarifications around your requirement.  In you document pack you should provide details on how you will operate such a process. A specified window of opportunity is normally provided. Once that window has closed, you should publish the full list of clarifications and your responses, to all potential providers.  **Evaluate the responses**  Once the closing deadline has passed responses may be evaluated. This evaluation will be against the criteria specified in the ITQ.  The successful supplier will usually be awarded on the basis of MEAT (most economically advantageous tender) or the lowest priced quotation.  If using MEAT as the award criteria, the responses are assessed for both price and qualitative aspects.  Using lowest price as the award criteria, the potential providers are assessed on their ability to meet the specification and then on price (i.e. if several potential providers could meet your needs, then the call-off should be awarded to the lowest price quoted.  **Award the contract**  Once the evaluation stage is completed, the call-off contract can be awarded. All bidders should be notified of the outcome of the mini-competition and the contract documentation completed with the successful supplier.  It is good practice (but not a regulatory requirement) to apply a ‘standstill period’ following the award of the call-off contract. The standstill period is 10 calendar days in duration and is commenced following the release of the award notice to all suppliers that participated in the ITQ. More information on this can be found at  [http://www.legislation.gov.uk/uksi/2006/5/regulation/32/made](http://www.legislation.gov.uk/uksi/2006/5/regulation/32/made%20) |

Template Documents

**KEY**

1. All text highlighted in yellow and included within square brackets [ ] is to be completed by the Customer
2. All text highlighted in green provides guidance for completion of this document prior to its issue.

*Notes :*

1. *This document is for guidance purposes only and should be tailored to suit your specific requirements.*
2. *Please note when you issue the document to suppliers all highlighting, square brackets must be removed along with any guidance notes.*

All highlighted text must be removed before this document is issued.

**Further Competition**

**For**

**[Customer to insert contract title]**

**Under Crown Commercial Service Agreement RM1058 – Technology Services – Lot(s) [Customer to insert Lot number(s)]**

[RM1058 – Technology Services is a multi-Lot Agreement. In terms of the procurement strategy there are a number methods of approaching the market.

1. Single Lot Further Competition: All of the Potential Providers in the selected Lot should be invited to participate. A single Supplier and Call-off Contract will result
2. Multi-Lot Further Competition, there are two options for this method:

Conduct an individual Further Competition against each of the Lots selected. All Potential Providers in each of the Lots selected should be invited. This method may be used if you a seeking a disaggregated supply chain with each Supplier providing discrete services. This will result in multiple Call-off Contracts and potentially the use of a collaboration agreement to bind Suppliers commercially.

OR

Run a competition across the Lots selected. With this method only the Potential Providers that are common to the Lots selected need be invited. This method will not provide a disaggregated supply chain and may result in a Single Call-off Contract with a single Supplier. **It should be noted that the Government direction is to disaggregate large technology services contracts.**]

CONTENTS

[1. introduction 14](#_Toc426110653)

[2. OVERVIEW OF Invitation to Quote 14](#_Toc426110654)

[3. FURTHER COMPETITION TIMETABLE 14](#_Toc426110655)

[4. questions AND CLARIFICATIONS 15](#_Toc426110656)

[5. Price 15](#_Toc426110657)

[6. Submitting a tender 15](#_Toc426110658)

[7. tender EVALUATION 16](#_Toc426110659)

[8. CONTRACT AWARD 17](#_Toc426110660)

Appendix A - Terms of Further competition

[1. INTRODUCTION 18](#_Toc426110661)

[2. CONDUCT 18](#_Toc426110662)

[3. COmpliance 19](#_Toc426110663)

[4. RIGHT TO CANCEL OR VARY THE Further Competition 19](#_Toc426110664)

Appendix B - specification

[1. INTRODUCTION AND BACKGROUND TO THE AUTHORITY 20](#_Toc426110665)

[2. Background to requirement/OVERVIEW of requirement 20](#_Toc426110666)

[3. SPECIFICATION 20](#_Toc426110667)

[4. CALL OFF CONTRACTS 20](#_Toc426110668)

Appendix C - Further COmpetition questionnaire

[1. introduction 21](#_Toc426110669)

[2. DOCUMENT COMPLETION 21](#_Toc426110670)

[3. RESPONSE TEMPLATE 21](#_Toc426110671)

GLOSSARY

## In this Further Competition Invitation the following words and phrases have the following meanings:

## “**Authority**” means [Insert Customer Name and Address];

## **“CCS”** means Crown Commercial Service;

## “**Further Competition**” means the process used to establish a contract that facilitates the provision of [Insert Contract Title];

## “**Further Competition** **Invitation**” means this document and all related documents published by the Authority in relation to this Further Competition;

## “**Marking Scheme**” means the range of marks that may be given to a Potential Provider depending on the quality of its response to a question which is located in the boxes below the applicable question;

## “**Minimum Total Score**” means the minimum score that the Potential Provider must obtain in order to be awarded the Contract;

## “**Total Score Available**” means the maximum potential score that can be awarded for a response to a question;

## “**Potential Provider**” means a company that submits a Tender in response to the Further Competition Invitation;

## “**Supplier**” means the Potential Provider with whom the Authority has concluded the Contract;

## “**Tender**” means the Potential Provider’s formal offer in response to the Invitation to Tender;

## “**Tender Clarifications Deadline**” means the time and date set out in paragraph 4 for the latest submission of clarification questions; and

## “**Tender Submission Deadline**” means the time and date set out in paragraph 4 for the latest uploading of Tenders.

# introduction

## This Further Competition Invitation contains the information and instructions that you needs to submit a Tender.

## This Further Competition is being conducted under the Crown Commercial Service - Technology Services Agreement (reference RM1058).

# OVERVIEW OF Invitation to Quote

## The following appendices accompany this ITQ:

### **Appendix A – Terms of the Further Competition**

### Sets out rights and obligations which apply to you and the Authority during this Further Competition.

### **Appendix B –Specification**

### A detailed description of the services that you will be required to supply to the Authority.

### **Appendix C – Tender Questionnaire**

### A template containing questions which you are required to respond to.

# FURTHER COMPETITION TIMETABLE

## The timetable for this Further Competition is set out in the table below.

## This timetable may be changed by the Authority at any time. You will be informed if changes to this timetable are necessary.

## All Tenders must be received by the Authority before the Tender Submission Deadline.

## Tenders received on or after the Tender Submission Deadline may be rejected by the Authority to ensure that all Potential Providers are treated fairly. The decision whether to reject a Tender received after the Tender Submission Deadline is made entirely at the Authority’s discretion.

| **DATE** | **ACTIVITY** |
| --- | --- |
| [Day/Date/Month/Year] | Publication of the Further Competition Invitation |
| [Day/Date/Month/Year] | Clarification period starts |
| [Day/Date/Month/Year] | Clarification period closes (“**Tender Clarifications Deadline**”) |
| [Day/Date/Month/Year] | Deadline for the publication of responses to Tender Clarification questions |
| [Day/Date/Month/Year] | Deadline for submission of a Tender to the Authority Contact (“**Tender Submission Deadline**”)  *[Please allow time for Potential Providers to consider your response. The window for responses should be proportional to the complexity of the requirement. We recommend a minimum period of 10 days between the Tender Clarifications Deadline and the Tender Submission Deadline.]* |
| [Day/Date/Month/Year] | *[Supplier Presentations]*  *[You may use supplier presentations to clarify responses from Potential Providers. Please remember that all Potential Providers should be invited to preserve equality.*  *If you do hold a Supplier Presentation round you should consider how this will be evaluated in line with the overall evaluation criteria.*  *Please delete if not utilised]* |
| [Day/Date/Month/Year] | Issue of Award notification |
| [Day/Date/Month/Year] | Expected commencement date for the Contract |

# questions AND CLARIFICATIONS

## You may raise questions or seek clarification regarding any aspect of this Further Competition at any time prior to the Tender Clarification Deadline.

## [Insert information on the process for raising clarification questions.]

## The Authority will not enter into exclusive discussions regarding the requirements of this Further Competition with Potential Providers.

## To ensure that all Potential Providers have equal access to information regarding this Further Competition, the Authority will publish all its responses to questions raised by Potential Providers on an anonymous basis.

## Responses will be published in a Questions and Answers document to all Potential Providers who expressed an interest and were subsequently invited to tender.

## At times the Authority may issue communications to the email address for the tender contact provided in Appendix C (Tender Questionnaire), therefore please ensure that this mailbox is reviewed on a regular basis.

# Price

## [Insert information on the format the pricing should take etc.).]

## [Consider how the services are to be delivered and the pricing that you are seeking, this may be per services, annual basis, per user etc.]

# Submitting a tender

## [Insert information on how the Potential Provider should submit a Tender.]

## A Tender must remain valid and capable of acceptance by the Authority for a period of [enter the number days] following the Tender Submission Deadline. A Tender with a shorter validity period may be rejected.

# tender EVALUATION

## Tenders will be evaluated in line with the Marking Scheme set out in Appendix C (Tender Questionnaire).

## [Please insert an overview of how the overall Tender Score will be evaluated].

## [The usual method for evaluating tenders is Most Economically Advantageous Tender or MEAT. You should only evaluate on the criteria described and be clear about any sub criteria that will be applied to reduce the risk of challenge]

## The Total Score Available for each criteria is as follows:

## [The criteria for this Agreement are mandated. There are two compulsory criteria Price and Quality. The other criteria are optional. Each of the criteria has a ‘bandwidth’. Values in the scope of this bandwidth must be used. The total score available must add up to 100%]

| **Criteria** | **Area** | **TOTAL SCORE AVAILABLE** |
| --- | --- | --- |
| [1] | Quality | [Insert Score]  [This criteria is mandatory and a value between 30% and 60% should be provided] |
| [2] | Price | [Insert Score]  [This criteria is mandatory and a value between 30% and 60% should be provided] |
| [3] | [Cost Effectiveness] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] |
| [4] | [Technical Merit] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] |
| [5] | [Technical Assistance] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] |
| [6] | [After Sales Service] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] |
| [7] | [Delivery Date and Delivery Period] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] |
| [8] | [Period of Completion] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] |
| **Total** | | **100%** |

# CONTRACT AWARD

## The Potential Provider that achieves the highest total percentage score will be awarded the Contract.

## If the Authority receives only one Tender in relation to this Further Competition, that Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of [Insert Minimum Pass Mark, e.g. 70].

Appendix A – Terms of the Further Competition

# INTRODUCTION

## These Terms of the Further Competition regulate the conduct of Potential Providers and the Authority throughout the Further Competition. These terms also grant the Authority specific rights and limit its liability.

## In these Terms of the Further Competition any reference to 'person' includes, but is not limited to, any person, firm, body or association, corporate or incorporate.

# CONDUCT

You agree to abide by these Terms of the Further Competition and any instructions given in the Further Competition Invitation and agree to ensure that any of your staff, contractors, subcontractors, consortium members and advisers involved or connected with the Further Competition abide by the same.

## Contact during the Further Competition exercise and canvassing

1. You must not directly or indirectly canvass any Minister, public sector employee or agent regarding this Further Competition or attempt to procure any information from the same regarding the Further Competition (except where permitted by the Further Competition Invitation). Any attempt to do so may result in your disqualification from this Further Competition.

## Collusive Behaviour

### You must not (and shall ensure that your subcontractors, consortium members, advisors or companies within its Group do not):

#### fix or adjust any element of the Tender by agreement or arrangement with any other person;

#### communicate with any person other than the [insert Customer name] the value, price or rates set out in the Tender or information which would enable the precise or approximate value, price or rates to be calculated by any other person;

#### enter into any agreement or arrangement with any other person, so that person refrains from submitting a Tender;

#### share, permit or disclose to another person, access any information relating to the Tender (or another Tender to which it is party) with any other person; or

#### offer or agree to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any other person for doing or having done or causing or having caused to be done in relation to the Tender any other Tender or proposed Tender, any act or omission, except where such prohibited acts are undertaken with persons who are also participants in the Potential Provider’s Tender, such as subcontractors, consortium members, advisors or companies within its group, or where disclosure to such person is made in confidence in order to obtain quotations necessary for the preparation of the Tender or obtain any necessary security.

### If you breach paragraph 2.2.1, the Authority may (without prejudice to any other criminal or civil remedies available to it) disqualify you from further participation in the Further Competition.

### The Authority may require you to put in place any procedures or undertake any such action(s) that the Authority in its sole discretion considers necessary to prevent or curtail any collusive behaviour.

# COmpliance

1. You agree that in cases where your Tender is deemed non-complaint when compared with the requirements set out within the Invitation to Tender (e.g. budget, terms and conditions) you shall be excluded from the Further Competition.

# RIGHT TO CANCEL OR VARY THE Further Competition

## The Authority reserves the right:

### amend, clarify, add to or withdraw all or any part of the Further Competition Invitation at any time during the Further Competition;

### to vary any timetable or deadlines set out in the Further Competition Invitation;

### not to conclude a contract for some or all of the goods and/or services (as applicable) for which Tenders are invited; and

### cancel all or part of the Further Competition at any stage at any time.

## You accept and acknowledge that by issuing the Further Competition Invitation, the Authority is not bound to accept a Tender or obliged to conclude a contract with any Potential Provider at all.

Appendix B – Specification

## *[Below are some headings that you may wish to consider for inclusion. Please remember to tailor the specification to your requirements.*

## *Please delete any sections that are not relevant to your requirement. The specification should be based on outcomes to allow innovation and competition, it is advisable not to be too prescriptive in terms of your specification]*

# INTRODUCTION AND BACKGROUND TO THE AUTHORITY

## [Customers may wish to provide background information regarding your organisation/department]

# Background to requirement/OVERVIEW of requirement

## [Customers may wish to provide a brief overview of any key information a Potential Provider will need to respond to the Further Competition. This can include relevant information on why the requirement is needed, and other high level information regarding the requirement]

# SPECIFICATION

## The Authority is seeking the provision of an [enter title of the requirement] *[please amend to suit your requirements]* for a period of [enter the number of years] years from [enter start date] to [enter end date] with an option to extend for a further [please enter in years any extension period years

## [The total term of the Call-off Contract must not exceed four years]

## All quotations are to be sourced from [lot 1] [please amend to suit your requirements] of the Technology Services Agreement (RM1058).

## [Please provide in detail the services you wish the supplier to provide.

## Outline any contractual obligations in terms of the new supply chain that may exist.

## If you require any SLA’s or KPI’s please include details.

## [The more detail that is provided to Potential Providers, the more accurate the response may be in terms of pricing].

# CALL OFF CONTRACTS

## [Please detail any additional clauses that you may wish to add to Schedule 15 and Schedule 16 the Call-off Contract to allow Potential Providers to asses risk and cost accordingly].

Appendix C – Further Competition Questionnaire

# introduction

## Appendix C sets out the questions that will be evaluated as part of this Further Competition.

## The following information has been provided in relation to each question (where applicable):

### Weighting – highlights the relative importance of the question;

### Guidance – sets out information for the Potential Provider to consider when preparing a response; and

### Marking Scheme – details the marks available to evaluators during evaluation.

# DOCUMENT COMPLETION

## Potential Providers **must** provide a response to every question in the blue shaded boxes.

## Potential Providers **must not** alter / amend the document in any way.

## Potential Providers **must not** submit any additional information with your Tender other than that specifically requested in this document or [Appendix B – Service Description.] *[Please include any other relevant documents that you wish the Potential Provider to attach to there response.]*

# RESPONSE TEMPLATE

|  |  |  |
| --- | --- | --- |
| **[1]** | **COMPANY INFORMATION** | |
| [1.1] | Please state your full company name |  |

|  |  |  |
| --- | --- | --- |
| **[2]** | **POTENTIAL PROVIDER CONTACT** | |
| [2.1] | Please state the contact’s name |  |
| [2.2] | Please state the contact’s telephone number |  |
| [2.3] | Please state the contact’s e-mail address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[3]** | **PASS/FAIL QUESTIONS [this template can be used for as many quality questions you require]** | | **Pass/Fail** | |
| **Please Note:** The following question[s] is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm by deleting the inappropriate answer.  *[Please delete this section if you do not wish to include any pass/fail questions. If this section is deleted you will need to amend the numbering in the subsequent questions below.]* | | | | |
| [3.1] | [Insert any pass/fail questions relevant to your requirement]. | Yes | | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **[4]** | **Qualitative Question [this template can be used for as many quality questions you require]** | | **Weighting [insert weighting]%** |
| **Guidance:** | | | |
| [Please insert guidance to the question that will help Potential Providers understand exactly what is being requested.] | | | |
| **Question:** | | | |
| [Please insert your question] | | | |
| **Maximum [xx] words** | | | |
| **Marking Scheme:** | | | |
| The following marking scheme will be used to assess the response provided to this question: | | | |
|  | | [Insert marking criteria] | |
|  | | [Insert marking criteria] | |
|  | | [Insert marking criteria] | |
|  | | [Insert marking criteria] | |

|  |  |  |  |
| --- | --- | --- | --- |
| **[5]** | **PRICE** | **Weighting [insert weighting]%** | |
| **Guidance:** | | | |
| [Please insert guidance to the question that will help Potential Providers understand exactly what they are pricing for, (i.e. is it a fixed price for a set piece of work, an hourly rate, a day rate, etc.)]  All prices shall be in GBP and exclusive of VAT. | | | |
| **Question:** | | | |
| [Please insert your question] | | | £ |
| **Marking Scheme:** | | | |
| The maximum mark available for Price will be [insert weighting]. This mark will be awarded to the lowest priced Potential Provider. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest price.  The calculation that will be used to determine marks is as follows:  Score = Lowest Tender Price     x  [X] (maximum mark available)  Tender Price  [Customers should note that this is only one example of how price can be marked. Customers should determine the most appropriate pricing marking scheme based on their specific requirement. If using this pricing mechanism, there is a template evaluation spreadsheet included within the Customer Guidance.] | | | |

Annexe A – Unsuccessful Letter Template

[Customer Contact Name]

[Customer Contact Address]

[Potential Provider Contact Name]

[Potential Provider Address]

\_

[Insert Posting Date]

Dear [Potential Provider Contact Name]

**INVITATION TO QUOTE FOR: [Please insert Contract Title]**

Thank you for your quotation dated [insert date]**.** On behalf of [Insert Organisation name], the evaluation of all the quotations received for this contract has been completed, however on this occasion your quotation has not been successful.

Please refer to the table below for a comparison of your evaluation score vs. the successful supplier.

| **Criteria** | **Area** | **TOTAL SCORE AVAILABLE** | **[Potential Provider company name]** | **Successful Supplier** |
| --- | --- | --- | --- | --- |
| [1] | Quality | [Insert Score]  [This criteria is mandatory and a value between 30% and 60% should be provided] | [Insert Score] | [Insert Score] |
| [2] | Price | [Insert Score]  [This criteria is mandatory and a value between 30% and 60% should be provided] | [Insert Score] | [Insert Score] |
| [3] | [Cost Effectiveness] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] | [Insert Score] | [Insert Score] |
| [4] | [Technical Merit] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] | [Insert Score] | [Insert Score] |
| [5] | [Technical Assistance] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] | [Insert Score] | [Insert Score] |
| [6] | [After Sales Service] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] | [Insert Score] | [Insert Score] |
| [7] | [Delivery Date and Delivery Period] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] | [Insert Score] | [Insert Score] |
| [8] | [Period of Completion] | [Insert Score]  [This criteria is optional and a value between 1% and 10% should be provided] | [Insert Score] | [Insert Score] |
| **Total** | | **100%** | [Insert Score] | [Insert Score] |

The quotation submitted by [unsuccessful Potential Provider company name] was unsuccessful [provide brief reasons why the supplier was unsuccessful].

[In terms of the positive aspects of your quotation, [provide brief details of the positive aspects of the quotation].

On behalf of [Insert Customer Organisation name], I would like to thank you for the time and effort taken by [unsuccessful Potential Provider company name] in submitting this quotation. Please do not hesitate to contact me directly should you have any questions about the content of this letter.

Yours faithfully

[Customer Contact Name]

[Customer Contact Job Title]

Annexe B – Successful Letter Template

[Customer Contact Name]

[Customer Contact Address]

[Supplier Contact Name]

[Supplier Address]

\_

[Insert Posting Date]

Dear [Potential Provider Contact Name]

**INVITATION TO QUOTE FOR: Please insert Contract Title**

1. On behalf of [Customer Organisation] I am pleased to accept your quotation for the above requirement. The documents listed below shall be deemed to form the articles of contract:

* This letter;
* The Invitation to Quote (and Brief) Dated [insert date];
* Your response to the Invitation to Quote Dated [insert date];
* **Crown Commercial Service, RM1058 – Technology Services** Terms and Conditions of contract (attached either in document form or weblink);
* The Order Form.

The contract will commence on [insert contract start date], and shall expire on [insert contract end date] [with the option to extend by [insert extension periods if applicable]]. The value of the contract, for the full life of the contract shall be £[insert contract price] exclusive of VAT

Please confirm receipt of this contract award letter by return.

Please do not hesitate to contact me directly should you have any questions about the content of this letter.

Yours faithfully

[Customer Contact Name]

[Customer Contact Job Title]