**Bid Pack**

**Attachment 2: About the procurement**

**«Insert Procurement Title»**

**Reference:** **«Insert Event id»**

**a ‘call-off further competition’ in relation to**

**«Insert Lot id» «Insert Lot Name»**

**«Insert Commercial Agreement name» («Insert Commercial Agreement id»)**

**Buyer**

**«Insert Name of Buyer»**

Contents

[About the bid pack 3](#_Toc115283596)

[The opportunity 4](#_Toc115283597)

[What You Need To Know 5](#_Toc115283598)

[What ‘We’ and ‘You’ Means: 5](#_Toc115283599)

[Timelines for the competition 6](#_Toc115283600)

[When and how to ask questions 7](#_Toc115283601)

[Making the Competition Work 8](#_Toc115283602)

[What you can expect from us 8](#_Toc115283603)

[What we expect from you 8](#_Toc115283604)

[Involvement in multiple bids 8](#_Toc115283605)

[Contracting arrangements 9](#_Toc115283606)

[Bidder conduct and conflicts of interest 9](#_Toc115283607)

[Publicity 9](#_Toc115283608)

[Our rights 9](#_Toc115283609)

[Consequences of misrepresentation 10](#_Toc115283610)

[Bid costs 11](#_Toc115283611)

[Warnings and disclaimers 11](#_Toc115283612)

[Intellectual Property Rights 11](#_Toc115283613)

# About the bid pack

We invite you to bid in this call-off further competition for **«Insert Procurement Title» («Insert Event id»)**

The bid pack received comprises the following:

1. About the procurement ***(this document)***

– what the opportunity is,

– what the timelines for this competition are

– how to ask clarification questions

– defines the rules for this competition i.e. ‘Making the competition work’

1. Statement of requirements

–  provides detailed information about the us, the goods/services that are required, milestones, deliverables, service levels/performance and payment method.

1. Stage 1: shortlisting

–use this attachment to provide your responses to the Essential and Nice-to-have criteria.

1. Stage 2: further assessment

– if you are successfully shortlisted to the further assessment stage you will need to provide a written proposal and pricing schedule using the templates uploaded. You may also be asked to provide additional information, for example references, and engage in other activities, like a presentation.

Please ensure you read all the attachments.

The guidance, information and instructions provided are there to help you to make your best bid.

If you are not interested to bid, it is requested that a reason be submitted via the Crown Commercial Services e-Sourcing Suite - https://crowncommercialservice.bravosolution.co.uk/web/login.html as this is valuable feedback for the Buyer to consider.

If anything isn’t clear, see section ‘When and how to ask questions’.

# The opportunity

This Procurement will establish a single Supplier Contract for the purchase of **«Insert Procurement Title»**

The Services required are described in detail within the document ‘Statement of Requirements’.

The ‘Statement of Requirements’ includes information you need to write your bid which will also be inserted into the contract at the point of award.

The Contract is being offered under **«Insert Lot id» «Insert Lot Name» «Insert Commercial Agreement name» («Insert Commercial Agreement id»)** which will govern any resultant Contract.

The Procurement Lead is managing this Procurement in accordance with the Public Contracts Regulations 2015. This is a call off contract and as such the Buyer cannot guarantee volumes of work.

# What You Need To Know

## What ‘We’ and ‘You’ Means:

* When we use ‘we’, ‘us’, ‘our’, or Buyer we mean **«Insert Name of Buyer»** (the 'Buyer') who are requesting information on the ability to provide the proposed goods/services.
* When we use ‘you’ or ‘your’ we mean your organisation, or the organisation you represent, in completing a response to this Bid Pack.
* The Public Contracts Regulations 2015 (“the Regulations”) regulate how we procure. This means that we and you have to follow processes that are fair, transparent and equitable for all bidders.

# Timelines for the competition

These are our intended timelines. We will try to achieve these but, for a range of reasons, dates can change. We will tell you if and when timelines change.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Published | **«Insert Time, Date, Month, Year of #1»** |
| Deadline for asking questions | **«Insert Time, Date, Month, Year of #2»** |
| Deadline for publishing clarification responses | **«Insert Time, Date, Month, Year of #3»** |
| Closing date for applications | **«Insert Time, Date, Month, Year of #4»** |
| Evaluation of shortlisting responses | **«Insert Time, Date, Month, Year of #6»** |
| Publication of further assessment documents | **«Insert Time, Date, Month, Year of #12»** |
| Closing date for written proposals | **«Insert Time, Date, Month, Year of #13»** |
| Supplier presentations (if applicable) | **«Insert Time, Date, Month, Year of #7»** |
| Evaluation of further assessment responses | **«Insert Time, Date, Month, Year of #14»** |
| Standstill period (if applicable) | **«Insert Time, Date, Month, Year of #8 conditional»** |
| Contract award | **«Insert Time, Date, Month, Year of #9»** |
| Contract signature | **«Insert Time, Date, Month, Year of #10»** |
| Contract start | **«Insert Time, Date, Month, Year of #11»** |

# When and how to ask questions

We hope everything is clear after you’ve read this bid pack.

If you have any questions you need to ask them as soon as possible after the procurement event is published. This is because we have a set deadline for submitting questions – the clarifications questions deadline (Refer to timelines for competition above). This gives you the chance to check that you understand everything before you submit your bid.

You need to send your questions through the Crown Commercial Services e-Sourcing Suite - https://crowncommercialservice.bravosolution.co.uk/web/login.html. This is the only way we can communicate with bidders. Try to ensure your question is specific and clear. Do not include your identity in the question. This is because we publish all the questions and our responses to all bidders.

If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.

Remember that you can ask us questions about the competition but please do not attempt to ‘negotiate’ the terms. All contract awards will be subject to the terms and conditions identified in this Bid Pack.

# Making the Competition Work

We run our competitions so that they are fair and transparent for all bidders. This section sets out the rules of this competition.

## What you can expect from us

We will not share any information from your bid with third parties, apart from stakeholders in the competition, which you have identified as being confidential or commercially sensitive. However, we may share this information but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.

## What we expect from you

You must comply with the rules in this Bid Pack and any other instructions given by us. You must also ensure members of your consortium (if relevant), group companies, subcontractors or advisers comply.

You may:

* Submit one bid
* Your bid must remain valid for 90 days after the bid submission deadline.
* You must submit your bid in English through the Crown Commercial Services e-Sourcing Suite - <https://crowncommercialservice.bravosolution.co.uk/web/login.html>.

## Involvement in multiple bids

If you are connected with another bid for the same requirement or the same Lot, we may make further enquiries. For example, where you either submit a bid:

* In your own name and or as a subcontractor and or as a member of a consortium connected with a separate bid
* In your own name which is similar to a separate bid from another bidder within your group of companies

This is so we can be sure that your involvement doesn’t cause:

* Potential or actual conflicts of interest
* Supplier capacity problems
* Restrictions or distortions in competition

We may require you to amend or withdraw all or part of your bid if, in our reasonable opinion, any of the above issues have arisen or may arise.

## Contracting arrangements

Only you or, as applicable, your subcontractors (as set out in your bid) or consortium members (if relevant) can provide goods and/or services through the contract.

## Bidder conduct and conflicts of interest

You must not attempt to influence the contract award process. For example, you must not ever directly or indirectly:

* Collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, supplier, consortium member (if relevant) or provider of finance.
* Canvass our staff or advisors about this competition.
* Try to get information from any of our and/or Buyer staff or advisors about another bidder or bid.

You must ensure that no conflicts of interest exist between you and the us. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.

**Confidentiality and Freedom of Information**

You must keep the contents of this Bid Pack confidential (including the fact that you have received it). This obligation does not apply to anything you have to do to:

* Submit a bid
* Comply with a legal obligation

## Publicity

You must not publicise the deliverables or the award of any contract unless the Buyer have given written consent. For example, you are not allowed to make statements to the media about any bid or its contents.

## Our rights

We reserve the right to:

* Waive or change the requirements of this Bid Pack from time to time without notice
* Verify information, seek clarification or require evidence or further information about your bid
* Withdraw this Bid Pack at any time, or re-invite bids on the same or alternative basis
* Choose not to award any contract or Lot as a result of the competition
* Choose to award different Lots at different times
* Make any changes to the timetable, structure or content of the competition

Exclude you if:

* You submit a non-compliant bid
* Your bid contains false or misleading information
* You fail to tell us of any change in the contracting arrangements between bid submission and award
* The change in the contracting arrangements would result in a breach of procurement law
* For any other reason provided in this Bid Pack
* For any reason set out in the Public Contracts Regulations 2015

## Consequences of misrepresentation

If a serious misrepresentation by you induces the Buyer to enter into a contract with you, you may be:

* Excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015
* Sued by the Buyer for damages, the Buyer may rescind the contract under the Misrepresentation Act 1967
* If fraud, or fraudulent intent, can be proved, you may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both)
* If there is a conviction, then your organisation must be excluded from procurement for five years under reg. 57(1) of the PCR 2015 (subject to self-cleaning)

## Bid costs

We will not pay your bid costs for any reason, for example if we terminate or amend the competition.

## Warnings and disclaimers

Neither CCS nor the Buyer will be liable for:

* Where parts of the Bid Pack are not accurate, adequate or complete
* For any written or verbal communications
* You must carry out your own due diligence and rely on your own enquiries.
* This Bid Pack is not a commitment by CCS or the Buyer to enter into a contract.

## Intellectual Property Rights

The Bid Pack remains our property. You must use the Bid Pack only for this competition.

You allow us to copy, amend and reproduce your bid so we can:

* Run the competition
* Comply with law and guidance
* Carry out our business

Our advisors, subcontractors and other government bodies can use your bid for the same purposes.