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SSE Group

5165 - Framework Agreement for the provision of vehicle leasing and associated services

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Document Classification | **Confidential**

Pre-Qualification Questionnaire

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Glossary

The following words and expressions used within this Pre-Qualification Questionnaire (except Terms and Conditions – Appendix B) shall have the following meanings to be interpreted in the singular or plural as the context requires).

|  |  |
| --- | --- |
| Term | Meaning |
| The Authority | Means SSE Plc or any wholly owned or associated subsidiary. |
| Contractor(s) | Means successful Tenderer(s) who will be responsible for the supply of the goods and/or services. |
| Pre-Qualification Questionnaire or PQQ | Means the Pre-Qualification Questionnaire (PQQ) document and all related documents published by the Authority and made available to Tenderers. |
| Invitation to Tender or TT | Means the Invitation to Tender (ITT) document and all related documents published by the Authority and made available to Tenderers. |
| OJEU Notice | Means the advertisement issued in the Official Journal of the European Union in respect of this PQQ. |
| FIT Notice | Mean the advertisement issued in the United Kingdom Government Find a Tender service in respect of this PQQ. |
| Tenderers | Means the organisations responding to this PQQ. |
| NZAP | Means net zero acceleration program. |
| Regulations | Contracts Regulations 2016/Utilities Contracts (Scotland) Regulations 2016 |
| e-Tendering System | Means the online portal used for conducting this PQQ. This is called Jaggaer. |
|  |  |

# Introduction

SSE Plc (the Authority) are seeking Contractor(s) for the provision of vehicle leasing, vehicle hire and associated services to be provided in the United Kingdom (UK), Republic of Ireland (ROI) and select mainland European countries (EU mainland).

## The Authority

SSE Plc (the Authority) is a multinational purpose-led company involved principally in the generation, transmission and distribution of electricity.

## Drive towards Net Zero

The Authority joined The Climate Group’s EV100 initiative and committed that by 2030 it will switch approximately 2,500 of its vehicles to zero emissions and install charging points at its sites.

As of March 2023, 73% of the Authority’s car fleet was low emission vehicles (57% fully electric vehicles, 16% plug in hybrid). A further 201 fully electric vehicles and 176 plug-in hybrids are on order for financial year 2023/24. The success of the car scheme has resulted in a reduction in the average CO2 emissions across the Authority’s car fleet from 105gCO2/km when the car scheme launched in 2020, to just 29.1gCO2/km at the end of financial year 2022/23.

The Authority has expanded its fully electric commercial van fleet between 2020/21 and 2022/23, with a current total of 48 vans. The Authority is trialling all low emissions and fully electric vans that come to market and will increase volumes when models which can fully fulfil operational requirements become available.

The Authority has also expanded its electric vehicle charging infrastructure with approximately 350 charging points in place in the United Kingdom (UK) and Republic of Ireland (ROI). A further 150 charging points are planned for the next phase.

In May 2023, the Authority updated its NZAP targets to reflect the incredible progress and heightened ambition across the group. The Authority is currently committed a total investment of £18 billion (GBP), £9 million(GBP) per day.

The Authority is seeking a Contractor(s) for the provision of vehicle leasing, hire and associated services to support this ambition.

# Scope of Requirements Overview

The Authority is seeking a Contractor(s) for the supply of vehicle leasing, hire and associated services to support its NZAP ambition. These services include:

* Leasing and management of company cars.
* Leasing and management of salary sacrifice cars,
* Leasing of vans under 3.5 tons including pick-ups,
* Leasing of vans 3.5 tons and over including HGVs,
* Leasing and management of company cars & commercial vehicles in ROI & mainland EU,
* Hiring of cars for travel,
* Hiring of cars and commercial vehicles for medium to long term,
* Full fleet management, including all in life services,
* Fleet telematics & cameras: hardware and services,
* Accident management services,
* Maintenance & breakdown services,
* All driver support via a dedicated helpdesk,
* Full fleet administration e.g., RFL, overseas travel, fines etc.,
* Proactive account management,
* Best in class management reporting and IT platform,
* Best practice advice and consultancy services,
* Continuous improvement programs, including operational and acquisition cost efficiencies,
* Fleet engineering to manage inception to disposal, with a high focus on commercial vehicle specifications, conformity, and legislation compliance,
* A high emphasis on innovation and zero emission technologies.

The Authority has an internal fleet department of eight (8) people. The successful Contractor(s) is required to work with the Authority’s fleet team.

The Authority’s fleet team have strong relationships with various vehicle manufacturers. The successful Contractor(s) is required to work cohesively with the Authority and those manufacturers.

The Authority’s fleet team involvement shall be limited to:

* Management of the successful Contractor(s)
* Authorization of vehicle orders and associated costs,
* Strategic initiatives such as manufacturer negotiations, policy changes and supplier nominations.

The Authority has an internal Travel Team (one (1) person) who will manage the successful Contractor for vehicle hire for travel.

The Authority utilise an online booking tool (OBT) which is currently provided by Agiito. The successful Contractor shall be responsible to integrate their booking process with the travel booking provided to ensure a streamlined booking service is provided to the Authority’s employees.

## Vehicle Leasing

The Authority is seeking a Contractor(s) for the provision of company cars, salary sacrifice cars, vans under 3.5 tons, vans 3.5 tons and above including HGVs in the UK, ROI and mainland Europe.

The current fleet in the UK is approximately 3,929 vehicles: 1,795 cars, 1,972 vans & 162 HGVs. The total UK fleet mix is 61% ICE, 8% PHEV & 31% EV.

The current fleet in the ROI is approximately 50 vehicles: 7 cars & 43 vans. The total ROI fleet currently is ICE, with future plans for a zero emission transition.

The projected requirements for mainland Europe are currently unknown, however the initial requirement is for thirteen (13) cars. The Authority is seeking a Contractor who can support the emerging requirements for this geographical area: namely, Spain, France, Italy & Greece. Other countries may be identified as part of this requirement during the period of the contract.

The Authority is considering the following funding options:

* Contract hire
* Finance lease
* Annual or quarterly lease payments
* Outright purchase.

#### Requirements for Leasing and Management of Company Cars (UK)

The Authority’s current group company car scheme is designed to offer a contractual benefit of a car for business use for employees, with the additional benefit of private use for which benefit in kind tax is paid by the employee.

The scheme is split into two sections (operational and management) with vehicles in the operational bands, where the highest volumes of employees are found, being provided in four vehicle categories: hatchback, estate, SUV & AWD. An offering of full EV (BEV) and hybrid (PHEV) are required for each category. The Personal Used Contribution for operational bands is fixed depending on category car chosen and management bands have the option to fund up to maximum limits depending on band entitlement.

The minimum vehicle specification includes:

* Co2 emissions of no more than 75kg/km
* Long-range batteries for full EVs: 250+ miles WLTP
* Reversing sensors/cameras

#### Requirements for Leasing and Management of Salary Sacrifice Cars (UK)

The Authority’s group salary sacrifice car scheme is designed to offer an employee benefit to all employees eligible, currently circa 10,000 with additional recruitment expected to reach 15,000 during the term of the contract.

The scheme is open to all eligible employees with no restrictions to vehicle type.

The minimum vehicle specification to be delivered includes:

* Co2 emissions of no more than 75kg/km.

#### Requirements for Leasing and Management of Vans under 3.5 Tons (UK)

The Authority operate commercial vans under 3.5 tons with varying levels of specifications. Examples currently include:

* Ford Fiesta Van 1.0 Ecoboost 95ps,
* Fiat Doblo Maxi Cargo 1.6 105 Sx Mutlijet li,
* Nissan E-Nv200 Van 109ps Acenta.

The Authority may require specifications to be fitted to vehicles on factory order. Specifications include but are not limited to:

* Nearside loading door (panel vans),
* Speed limiter,
* Driver and passenger airbag.

The Authority may require specification to be fitted to vehicles by the Authority’s nominated suppliers. Specifications include but are not limited to:

* Vision alert LED amber beacons N/S/F & O/S/R or centre on c/cab (permanent live feed),
* Additional battery and split charge system for ancillary equipment,
* Wheel nut markers.

#### Requirements for Leasing and Management of Vans 3.5 Tons and Above including HGVs (UK)

The Authority operate commercial vans under 3.5 tons with varying levels of specifications. Examples include:

* Mercedes Benz Unimog U4023 Extreme Off Road 9.8t 4x4,
* Ford E-transit 425 L3 Rwd 135kw 68kwh H3 Trend Van Auto,
* Mercedes Benz Sprinter 314cdi long diesel 3.5t blue efficiency chassis cab.

The Authority may require specifications to be fitted to vehicles on factory order. Specifications include but are not limited to:

* Nearside loading door (panel vans),
* Speed limiter,
* Driver and passenger airbag.

The Authority may require specification to be fitted to vehicles by the Authority’s nominated suppliers. Specifications include but are not limited to:

* Vision alert LED amber beacons N/S/F & O/S/R or centre on c/cab (permanent live feed),
* Additional battery and split charge system for ancillary equipment,
* Wheel nut markers.

The Authority operate HGV’s under a Restricted Operators Licence across several national Operating Centres. The successful Contractors responsibilities include but are not limited to:

* Management of Operators Licence regulatory and legislative requirements,
* Working alongside the Authorities Operators license holder in all aspects of license management,
* Attend and support with training and legislative changes as required,
* Remaining current and competent in the support of this certification.

#### Requirements for Leasing and Management of Company Cars (ROI)

The Authority’s group company car scheme is designed to offer a contractual benefit of a car for business use for employees, with the additional benefit of private use for which benefit in kind tax is paid by the employee.

Whilst not yet launched, it is expected to be a minimum of 100 cars and is required to align as closely as possible to that of the UK scheme with any difference clearly identified and justified.

The scheme should operate with choice options for hatchback, estate, SUV and AWD. An offer of full EV (BEV) and hybrid (PHEV) is required for each car type. The Personal Use Contribution for operational brands is to be fixed depending on category car.

The minimum vehicle specification includes:

* CO2 emissions of no more than 75kg/km,
* Longer range batteries for full EVs: 250+ miles WLTP,
* Reversing sensors/cameras.

The successful Contractor shall be required to register the vehicle within the country of operation.

The Authority require invoices to be provided in local currency.

#### Requirements for Leasing and Management of Commercial Vehicles (ROI)

The Authority operate commercial vans with varying levels of specification. Examples include:

* Mercedes Benz Sprinter 314cdi L2 diesel Rwd 3.5t,
* Mercedes Benz Sprinter 316cdi L2 diesel Rwd 3.5t H2 van,
* Fiat Doblo Cargo Swb diesel 1.3 Mutli jet 16v Sx van.

Vehicle specifications and installations will vary.

The successful Contractor shall be required to register the vehicle within the country of operation.

The Authority require invoices to be provided in local currency.

#### Requirements for Leasing and Management of Company Cars and Commercial Vehicles (mainland Europe)

The Authority has recently expanded into mainland Europe and are operating across multiple countries including:

* France,
* Spain,
* Germany,
* Italy,
* Greece.

The Authority is seeking a Contractor that can operate across these countries and the wider mainland Europe, delivering both cars and commercial vehicles. The anticipated initial quantity of vehicles required is fifty (50) however the projected requirements are currently unknown. The requirements are expected to increase over the period of the contract.

The Authority require invoices to be provided in local currency.

## Vehicle Hire

The Authority is seeking a Contractor(s) for the provision of car and commercial vehicle hire in the UK, ROI and mainland Europe.

#### Vehicle Hire for Travel

The Authority has a requirement for a Contractor to provide vehicle hire services via our travel portal. The current travel portal provider is Agiito, and the successful Contractor is required to integrate with their travel portal.

The Authority requires vehicle hire services throughout the UK and ROI including the Highlands and Islands of Scotland.

The Authority requires vehicle hire services in mainland Europe including but not limited to Spain, France, Italy & Greece.

The Authority requires a cap charge for mainland Europe and ROI.

The Authority from time to time requires vehicle hire services in Boston, Unites States of America (USA).

#### Hire of Cars in Lieu of Company Cars (medium to long term) or short-term repair

The Authority is seeking a Contractor(s) for the provision of car hire in the UK, ROI and mainland Europe.

The Authority is seeking proposals to provide optionality in its medium to long time car hire contract arrangements.

The options the Authority wishes to consider are:

1. Successful Contractor for the provision of vehicle leasing and management contractually providing hire arrangements in lieu of company cars on order for leasing,
2. Successful Contractor for the provision of car hire to contract directly with the Authority.

#### Hire of Non-specialist Commercial Vehicles

The Authority is seeking a Contractor(s) for the provision of non-specialist hire in the UK, ROI and mainland Europe.

The Authority is seeking proposals to provide optionality in its non-specialist commercial vehicle hire contract arrangements.

The options the Authority wishes to consider are:

1. Successful Contractor for the provision of vehicle leasing and management contractually providing hire arrangements in lieu of commercial vehicles on order for leasing,
2. Successful Contractor for the provision of non-specialist commercial vehicle hire to contract directly with the Authority.

The Authority also hires specialist commercial vehicles, such as Hot Box, MEWPS and off-road utility specific vehicles. This requirement is not being covered in this Tender exercise and the resulting Contract(s).

## Telematics & Cameras

The Authority is seeking proposals to provide optionality in its supply and management of telematics contract arrangements.

The options the Authority wishes to consider are:

1. Successful Contractor(s) for the provision of vehicle leasing and management contractually supplying all telematics services, including installations, reporting and through life management.
2. Successful Contractor for the provision of telematics and cameras to contract directly with the Authority for nomination to the Contractor(s) for the provision of vehicle leasing and management.

#### Telematics Hardware Requirements

The Authority requires in-vehicle tracking units with sim cards or alternative. Capabilities shall include but not be limited to recording location, geo fencing, speed, idling, braking, fuel use and mileage capture. The ability to integrate via API and a minimum of 4G capability is essential.

The successful Contractor(s) is required to provide current and future proofed technology.

There may be additional future requirements for expansion of telematics into company cars.

#### Camera Requirements

The Authority requires both internal and front facing cameras, with the ability to operate as front-facing only with no sound for its commercial vehicles. This requirement is currently subject to internal approvals.

## Accident and Repair Management and Recovery

The Authority is seeking proposals to provide optionality in its supply of accident management arrangements.

The options the Authority wishes to consider are:

1. Successful Contractor(s) for the provision of vehicle leasing and management contractually supplying all accident management services including recovery, reporting and repair management.
2. Successful Contractor for the provision of accident management to contract directly with the Authority for nomination to the Contractor(s) for the provision of vehicle leasing and management.

The Authority is seeking a Contractor(s) to provide a complete end-to-end accident management service for leasing vehicles and hire vehicle where applicable.

The Authority has a third party claims handling agent, which any successful Contractor(s) would be required to work in connection with in service delivery.

## Responsible Procurement & Sustainability

The Authority is committed to delivering its sustainable procurement objectives, driven through positive social, environmental, and economic impacts wherever possible, as well as striving to improve quality standards and overall value for money. In pursuit of these objective the Authority is aligned to the ISO:20400 Sustainable Procurement Guidance Standard.

The Authority is seeking Contractors who can demonstrate a commitment to these values.

Supply Chain Code of Conduct

In line with IS:20400, the Authority has developed its own Supply Chain Code of Conduct. The SSEN Distribution Sustainable Supplier Code (Appendix C) sets out the Authority’s sustainable supply chain strategy. The Supply Chain Code of Conduct (Appendix D) sets out its expected standards for its supply chain in social, ethical & environmental compliance.

Tenderers should ensure they have read and understood the Authority’s requirements.

The successful Contractor(s) will be required to sign up to the Supply Chain Code of Conduct (Appendix D) on acceptance of award of contract(s).

EcoVadis

In 2023, the Authority entered a partnership with EcoVadis, a sustainability ratings company which audits organisation’s sustainable and responsible procurement credentials against twenty-one criteria. The criteria are industry and country of operation specific creating a bespoke sustainable supply chain audit programme to enable the Authority and Contractor to monitor and improve on key areas of sustainability and responsible procurement risk.

The successful Contractor(s) shall be required to participate in the EcoVadis audit programme during the lifetime of the Contract(s).

Tenderers should confirm whether they are registered with EcoVadis. Where a Tenderer is not registered with EcoVadis, they should confirm whether they would be able to register during the implementation period prior to commencement of Contract(s).

# Lotting Strategy

The requirement has been split into the following lots:

Lot 1: leasing and management of company cars in the United Kingdom

Lot 2: leasing and management of salary sacrifice cars in the United Kingdom

Lot 3: leasing and management of vans under 3.5 tons including pickups in the United Kingdom

Lot 4: leasing and management of vans 3.5 tons and over including HGVs in the United Kingdom

Lot 5: leasing and management of company cars & commercial vehicles in the Republic of Ireland

Lot 6: leasing and management of company cars & commercial vehicles in mainland Europe

Lot 7: hire of cars for business travel.

Lot 8: hire of cars in lieu of company cars (medium to long term)

Lot 9: hire of non-specialist commercial vehicles.

Lot 10: fleet telematics & cameras: hardware & services

Lot 11: accident management and recovery services

Tenderers are invited to submit bids for one or multiple lots and should indicate which lot(s) they wish to be considered for in section 1.3 of the PQQ.

The Authority reserves the right to award contracts for all, some or none of the lots detailed above.

# Pre-Qualification Questionnaire (PQQ)

The PQQ is to be completed by appropriately qualified Tenderers wishing to be considered for progression to the Invitation to Tender stage to be undertaken by the Authority. This procurement is being run under the Contracts Regulations 2016/Utilities Contracts (Scotland) Regulations 2016 and is following the negotiated procedure.

This PQQ is being published via the Authority’s e-Tendering System, Jaggaer. The PQQ is only available in electronic form which can be accessed via your web browser. No hard copies will be accepted. Technical clarifications should be submitted via the e-Tendering system’s Question and Answers facility. Responses to these will automatically be distributed to all interested parties.

This document is provided as guidance and is to be read in conjunction with the pre-qualification questionnaire (PQQ).

This is a two-stage process:

Stage 1 – PQQ: an evaluation of the competence of Tenderers to meet the Authority’s requirements.

Stage 2 – ITT: the formal tender

At stage 1, interested Tenderers are invited to express an interest in the project and to receive information and instructions to allow the PQQ to be completed and returned by the deadline stipulated on the Contract Notice. As identified in the supporting information, the PQQ responses will be evaluated and scored in accordance with the selection criteria set out herein from which a shortlist of suitable Tenderers will be invited to take part in Stage 2.

Tenderers that successfully proceed to Stage 2 will receive the full tender documentation and will be requested to provide formal proposals to meet the specified requirements of the project. A shortlist of a maximum of five (5) Tenderers per Lot will be shortlisted to be invited to submit a full tender at Stage 2.

Tenderers who consider that any of the information provided in response to this PQQ is commercially sensitive or confidential should identify such information.

All intellectual property in any information issued by or on behalf of the Authority as part of this process or relating in any way to this project shall belong to and remain the property of the Authority. The Authority will share all questions and responses with all Tenderers participating in this tender.

All information provided by the Authority in connection with this process is made available on condition that it is treated as confidential (save to the extent that the information may already be in the public domain or may come into the public domain otherwise than by reason of a breach of confidentiality obligation). Each Tenderer (including any member of a consortium or supply chain or connected party) must not disclose, copy, reproduce, distribute or pass to any other person at any time (except for the purposes of enabling a response to any procurement document) any confidential information of the Authority. In any case, any disclosure to any person shall only be made to a person who needs to receive the same and who has given an undertaking at the time of receipt of such information to keep the same confidential.

No information contained in this PQQ or in any communication made between the Authority and any potential Contractor in connection with this PQQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation.

The Authority expressly reserves the right to require a Tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ.

The results of this assessment will determine if you progress to the next stage. You should note that the Authority reserves the right to check for materials changes to your financial position before any contract is finalised even where you successfully progress beyond the PQQ stage of this process.

Any material changes to any of the information provided to the Authority in response to this PQQ must be notified to the Authority immediately. Failure to do so could result in disqualification of the candidate concerned.

Tenderers should be aware that erroneous or incorrect responses may result in their removal from the tender list(s). In the event that this is only discovered once PQQs have been issued, the bidder may be required to return the tender documents which will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, the Authority reserves the right to terminate the contract and all costs incurred by us as a result of the termination shall be recoverable from the provider under the contract.

Where information is sought in this PQQ from a Tenderer, if the Tenderer in question is a consortium Tenderer, the relevant information must be supplied in respect of each of the consortium’s constituent members.

The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

In the event that the Tenderer (whether prime Contractor or consortium) should seek to rely on the capacities of other entities (e.g., proposed sub-contractors and/or other group members) in order to demonstrate aspects of either economic and financial standing or technical or professional ability, the Tenderer must make this clear in its PQQ submission response and provide the relevant information in respect of all identified supply chain members.

You should not approach any other person within or connected to the Authority (except the named Procurement contact detailed below) in respect of this competitive tender process as this could disqualify your continued involvement in this process.

The Authority’s named contact point for this procurement exercise is:

Stephanie McAteer

Category Manager Fleet, Plant, Fuel & Travel

SSE Plc, 1 Waterloo Street, Glasgow, G2 6AY

M: 079423244701

E: [Stephanie.McAteer@sse.com](mailto:Stephanie.McAteer@sse.com)

# Contracting Strategy

This Framework Agreement and the resulting Contract(s), subject to continued satisfactory performance in relation to the tender documents, are intended to be in place for an initial period of five (5) years with the option of one two (2) year extension if mutually agreeable.

The Contract(s) will be established using Authority’s standard terms and conditions with any vehicle leasing/hire/telematics specific processes captured under a schedule within the Framework Agreement Contract(s).

Once progressed to stage 2 (ITT), Tenderers will have the opportunity to review the terms and conditions and submit any proposed deviations for the Authority’s consideration. The Authority shall be under no obligation to accept proposed deviations, particularly where they may constitute a material change.

The Authority reserves the right to award Contract(s) for all, some or none of the lots as detailed in section: Lotting Strategy.

# Proposed Timetable

The proposed timetable is only a guideline. The Authority reserves the right to make any changes it deems necessary to the proposed timetable.

|  |  |
| --- | --- |
| Procurement Activity | Date |
| Issue of OJEU Notice & FIT Notice | 20th November 2023 |
| Issue PQQ | 22nd November 2023 |
| Deadline for clarification questions from Tenderers (PQQ) | 18th December 2023 |
| Deadline for response to clarification questions (PQQ) | 20th December 2023 |
| Deadline for PQQ Response | 3pm 22nd December 2023 |
| Christmas Break (minimal activity) | 22nd December 2023 – 5th January 2024 |
| Evaluation of PQQ Responses | 8th January – 7th February 2024 |
| Award Shortlisted Tenderers to ITT stage | 7th February 2024 |
| Issue ITT | 14th February 2024 |
| Tenderers Conference | 21st February 2024 |
| Deadline for clarification questions from Tenderers (ITT) | 13th March 2024 |
| Deadline for response to clarification questions (ITT) | 18th March 2024 |
| Deadline for ITT Response | 3pm 20th March 2024 |
| Evaluation of ITT Responses | 21st March – 26th April 2024 |
| Clarifications | 29th April – 6th May 2024 |
| BAFO round(s) | May – June 2024 |
| Evaluation of BAFO Responses | July - August 2024 |
| Intent to Award | 12th September 2024 |
| Mandatory Standstill Period | 13th – 22nd September 2024 |
| Award | 23rd September 2024 |
| Initial implementation meetings | Week commencing 14th October 2024 |
| Implementation period | 27th September 2024 – 31st March 2025 |
| Commencement of Contract | 1st April 2025 |

# Pre-Qualification Questionnaire (PQQ) Evaluation Methodology

## Response Deadline

Tenderers should ensure that they submit their completed PQQ by 3pm 22nd of December 2023 via the e-Tendering system.

## Response Parameters

This PQQ is designed to elicit responses without the need for reams of background information to be attached (unless this is specifically requested); a maximum word count of 500 words is specified for any section. However, submissions should be concise, focused and on the basis that the Authority has no prior knowledge of your organisation. Please bear this in mind with respect to all responses required in the PQQ.

Supplementary documentation should be attached to the questionnaire where Tenderers have been directed to do so. Such material must be clearly marked with the name of the organisation and the question to which it relates.

Tenderers should examine the PQQ carefully before submitting their response. Failure to comply with the instructions, questions, forms, terms and specifications for completion and submission of the PQQ will result in elimination from the procurement exercise.

Only information provided as a direct response to the questionnaire will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should not be included.

Evaluation criteria & weighting can be found within section: Evaluation Criteria and Weighting.

# Evaluation Criteria and Weighting

Information on the evaluation is provided in this PQQ document for clarity and to ensure transparency. Submissions will be considered by an Evaluation Panel which will undertake a Qualification Evaluation and a Technical Evaluation with a view to selecting suitable candidates to progress to Stage 2 of the process. Progression to Stage 2 will be made solely at the discretion of the Evaluation Panel.

## Qualification Evaluation.

The following criteria will be applied to each question.

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Question | Scoring Methodology | Weighting |
| Information concerning the bidder | Information about the bidder | For information | - |
| Exclusion criteria | Exclusion criteria | Pass/fail | - |
| Selection criteria (For all lots) | Economic & financial standing | Pass/fail | - |
|  | Insurances | Pass/fail | - |
|  | Responsible Procurement & Sustainability | Pass/fail | - |
|  | Contracting | Pass/Fail | - |
|  | Technical Ability | 100 – 0 as per scoring matrix | 30 |
| Selection criteria (Lot 1 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 40 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 30 |
| Selection criteria (Lot 2 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 40 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 30 |
| Selection criteria (Lot 3 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 30 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 40 |
| Selection criteria (Lot 4 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 30 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 40 |
| Selection criteria (Lot 5 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 30 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 40 |
| Selection criteria (Lot 6 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 15 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 55 |
| Selection criteria (Lot 7 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 30 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 40 |
| Selection criteria (Lot 8 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 40 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 30 |
| Selection criteria (Lot 9 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 40 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 30 |
| Selection criteria (Lot 10 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 40 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 30 |
| Selection criteria (Lot 11 Specific) | Minimum Requirements | 100 – 0 as per scoring matrix | 40 |
|  | Technical Ability | 100 – 0 as per scoring matrix | 30 |

## Economic & Financial Standing

The Authority shall conduct a credit check via Credit Safe on all Tenderers (including consortia member, sub-contractors on whose capacity the Tenderer shall rely). The purpose of this credit check is to review the financial risk associated with the Tendering organisations.

Tenderers should ensure the information held on them by Companies House is up to date.

The Authority reserves the right to exclude Tenderers where their risk rating is moderate to high (scoring 50>).

Tenderers shall confirm their understanding in section 1.5: Economic & Financial Standing.

The Authority will conduct a credit check via Credit Safe on an annual basis thereafter. The Authority reserves the right to terminate the Contract(s) where the successful Contractor(s) risk rating falls to moderate to high (scoring 50>).

## Insurances

Tenderers are required to hold and maintain for the duration of the Contract(s) the below minimum levels of insurance:

Employers Liability Insurance = £5Million GBP or equivalent

Public Liability Insurance = £5Million GBP or equivalent

Product Liability Insurance = £5Million GBP or equivalent

Tenderers should confirm that they have or will obtain prior to the commencement of Contract(s) the above insurances as a minimum in section 1.6: Insurances.

The Authority will require evidence of insurances prior to Contract(s) commencement. The Authority reserves the right to exclude Tenderers who are unable to obtain the minimum levels of insurance prior to Contract(s) commencement.

The Authority will require evidence of insurances on an annual basis thereafter. The Authority reserves the right to terminate the Contract(s) where the successful Contractor(s) fail to maintain the minimum levels of insurance.

## Responsible Procurement & Sustainability

Tenderers are required to read and understand the Authority’s Supply Chain Code of Conduct (Appendix D). This code of conduct details the minimum required standards for social, ethical & environmental compliance.

Tenderers should confirm that they are willing to sign up to this code of conduct prior to Contract(s) commencement in section 1.7.1: Supply Chain Code of Conduct.

Tenderers will be required to sign up to the Authority’s Supply Chain Code of Conduct prior to Contract(s) commencement.

The Authority reserves the right to exclude Tenderers who are unable to sign up to the Supply Chain Code of Conduct.

Tenderers should confirm whether they are registered with EcoVadis in section 1.7.2: EcoVadis. Where a Tenderer is not registered with EcoVadis they should confirm whether they would be prepared to register prior to Contract(s) commencement.

The Authority reserves the right to exclude Tenderers who are unable to register with EcoVadis.

## Contracting

The Contract(s) will be established using Authority’s standard terms and conditions with any vehicle leasing/hire/telematics specific processes captured under a schedule within the Framework Agreement Contract(s).

Tenderers should confirm that they are willing to contract under the Authority’s standard terms and conditions in section 1.8: Contracting.

The Authority reserves the right to exclude Tenderers who are unable to commit to contracting under the Authority’s terms and conditions.

## Technical Ability - Capacity

Tenderers should provide details of their current client portfolio, where the Authority would fit into said portfolio and how they would ensure they have the capacity to fulfil the Authority’s requirements.

Evaluators will score responses as per the below:

|  |  |
| --- | --- |
| Score | Guidance |
| 100 | Exceptional Response – Tenderer clearly detailed their current client portfolio mix identifying where the Authority would be positioned. The response clearly demonstrated the Tenderer’s capacity to fulfil the Authority’s requirements and how they would maintain that capacity. The response provides confidence that the Tenderer has the capacity to provide the Authority’s requirements. |
| 75 | Good Response – Tenderer provided details of their current client portfolio mix identifying where the Authority would be positioned. The response demonstrated the Tenderer’s capacity to fulfil the Authority’s requirements. The response provides confident that the Tenderer has the capacity to provide the Authority’s requirements. |
| 50 | Adequate Response – Tenderer provided some details of their current client portfolio mix identifying where the Authority would be positioned. The response demonstrates the Tenderer’s capacity to fulfil the Authority’s requirements to some extent. The response provides some confidence that Tenderer has the capacity to provide the Authority’s requirements. |
| 25 | Poor Response – Tenderer provided some examples of their current clients but did not identify where the Authority would be positioned in their client portfolio. It was unclear whether the Tenderer has the capacity to fulfil the Authority’s requirements. The response does not provide confident that the Tenderer has the capacity to provide the Authority’s requirements. |
| 0 | No Response – Tenderer has failed to respond to the question. |

## Lot Specific Questions

Minimum Requirements

Minimum requirement questions will be scored on a pass/fail basis – scoring 100 points for a pass and 0 points for a fail.

Technical Ability - Experience

Tenderers should provide three (3) examples of your organisation providing the services detailed in the lot they are bidding for, to a similar size to the Authority in the last three (3) years. Examples can be from public and/or private sector customers.

Evaluators will score responses as per the below:

|  |  |
| --- | --- |
| Score | Guidance |
| 100 | Exceptional Response – Tenderer provided three (3) examples of services of a similar nature to similar sized organisations within the geographic spread of the lot(s) they are bidding for in the past three (3) years. The response provides confidence that the Tenderer has suitable experience of providing the services required in the parameters required by the Authority. |
| 75 | Good Response – Tenderer provided two (2) examples of services of a similar nature to similar sized organisations within the geographic spread of the lot(s) they are bidding for in the past three (3) years. The response clearly identified the scope of the services the Tenderer have/are providing and are easily comparable to those required by the Authority. OR Tenderer provided three (3) examples of services of a similar nature to organisations within the geographic spread of the lot(s) they are bidding for in the past three (3) years. The response was not clearly comparable but it did provides confidence that the Tenderer has suitable experience of providing the services required in the parameters required by the Authority. |
| 50 | Adequate Response – Tenderer provided examples of services of a similar nature to organisations within the geographical spread of the lot(s) they are bidding for in the past three (3) years. The response provides confidence that the Tenderer has experience of providing the services required in the parameters required by the Authority. |
| 25 | Poor Response – Tenderer provided examples of vehicle leasing and management services they have provided to organisations. It was unclear what size the organisations are, what services were included and/or the size of organisations/the scope of services was not comparable to the Authority or their requirements. The response does not provide confidence that the Tenderer has adequate experience to fulfil the Authority’s requirements. |
| 0 | No Response – Tenderer has failed to respond to the question. |

Technical Ability – Vehicle Specifications (Lots 3, 4, 5 & 6)

Tenderers should provide details of the types of vehicles they are able to provide. Vehicles details should be able to satisfy the requirements for the lot you are bidding for. Evaluators shall be scored for relevance: compatible size, model, specification etc.

Evaluators will score responses as per the below:

|  |  |
| --- | --- |
| Score | Guidance |
| 100 | Exceptional Response – Tenderer provided details of the types of vehicles they are able to provide. Their portfolio of vehicles would clearly satisfy the Authority’s requirements as detailed in the specification of requirements. The response provides confidence that the Tenderer can provide the vehicles required by the Authority. |
| 75 | Good Response – Tenderer provided details of the types of vehicles they are able to provide. Their portfolio of vehicles would satisfy the Authority’s requirements as detailed in the specification of requirements. The response provides confidence that the Tenderer can provide the vehicles required by the Authority. |
| 50 | Adequate Response – Tenderer provided some details of the types of vehicles they are able to provide. Their portfolio of vehicles would satisfy the Authority’s requirements as detailed in the specification of requirements. The response provides confidence that the Tenderer can provide the vehicles required by the Authority. |
| 25 | Poor Response – Tenderer provided some examples of the types of vehicles they are able to provide. The response lacked detail and it was unclear if the Tenderer could fully satisfy the Authority’s requirements as detailed in the specification of requirements. The response does not provide confidence that the Tenderer can provide the vehicles required by the Authority. |
| 0 | No Response – Tenderer has failed to respond to the question. |

Technical Ability – Geographical Spread (Lots 6 & 7)

Tenderers should provide details of the geographical locations your organisation can provide the services required as per the lot description in.

Evaluators will score responses as per the below:

|  |  |
| --- | --- |
| Score | Guidance |
| 100 | Exceptional Response – Tenderer have good coverage of all the geographical areas the Authority requires services in and in other areas. The response provides confidence that the Tenderer has excellent geographical coverage for current and any future requirements. |
| 75 | Good Response – Tenderer has good coverage of all the geographical areas the Authority requires services in. The response provides confidence that the Tenderer has good geographical coverage for current requirements. |
| 50 | Adequate Response – Tenderer has fair coverage of all the geographical areas the Authority requires services in. The response provides confidence that the Tenderer has fair geographical coverage for current requirements. |
| 25 | Poor Response – Tenderer provided some coverage of the geographical areas the Authority requires services in. The response does not provide confidence that the Tenderer has good geographical coverage for current requirements. |
| 0 | No Response – Tenderer has failed to respond to the question. |