

Reference	Title	Issued	Revision
FO-PRS-EMP-112	RFI Attachment 002 – Tender Evaluation Criteria (Regulated)	August 2017	1.00

Procurement & Commercial

# PQQ Attachment 2 Evaluation Criteria

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## PQQ Evaluation Guidance & Methodology

This document sets out the method that will be used to evaluate Potential Applicants and select Potential Providers resulting from this Pre-Qualification Questionnaire (PQQ).

In order to be considered eligible for invitation to tender, you must answer all of the questions provided in the PQQ, which will be reviewed and marked using one of the following methods;

- **For information only** – the information is necessary for the tender process but not in any way linked to the ability of the applicant to provide the required services and as such does not contribute towards the scoring.
- **Pass / Fail** – these questions address minimum standards that must be met in order to be considered for providing the services. These questions are not scored, they are evaluated on a ‘Pass’ or ‘Fail’ basis only.
- **Scored / Weighted** – these questions will request a qualitative or quantitative response to which a score is allocated by the evaluators based on the requirements that were set. The available mark and associated justification is detailed below in table 1.

The marks awarded to the Scored / Weighted questions are then subject to a weighting as detailed further below in table 2. The weightings applied to the subsections and questions reflect their importance to the project from the perspective of SSE and will result in an overall score out of 100 for each PQQ submitted.

The questions will be marked using a moderated average mark from 2 evaluators, unless stated otherwise. Where the individual marks awarded are identified to be significantly different, a moderated discussion will be held to address the difference in scoring.

PQQ responses will be deemed to have failed the evaluation where;

- Any PQQ submission that achieves a total evaluated score of less than 50 out of 100 will be deemed of insufficient standard to be invited to tender.
- Any Pass / Fail questions that are assessed as ‘Fail’ will result in your whole PQQ submission being rejected and your organisation will not be eligible for invitation to tender.
- Any Scored / Weighted questions that are marked zero will result in your PQQ submission being rejected and your organisation will not be eligible for invitation to tender.

Once evaluated, all applications that have passed the above criteria will be invited to tender, where the detail of your proposal in terms of Technical and Commercial criteria will be invited and assessed.

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Table 1 – Available marks & justification

Mark	Guidance
100	Exceptional response – fully meets the specification, demonstrates added value with no errors, weaknesses or omissions.
80	Superior response – Some minor errors, risks, weaknesses or omissions from the specification which may be acceptable as offered. Demonstrates some added value.
60	Good response – Some errors, risks, weaknesses or omissions from the specification, which can be corrected / overcome with minimum effort.
40	Adequate response – Some errors, risks, weaknesses or omissions from the specification which whilst possible to correct or overcome, provide cause for concern.
20	Poor response – Existence of numerous errors, risks, weaknesses or omissions from the specification, which are difficult to correct, overcome and make acceptable.
0	No response / response wholly fails to address the question.

Table 2 – Question evaluation methodology & applicable weightings

Section / Question Details		Section Weighting	Question Type	Question Weighting
1. Information about the Bidder		n/a – no section score applicable		
1.1	Provide Company Name (or the lead company from your proposed joint venture / collaboration)* NB; only company(ies) that have been Pre-Qualified through this stage of the process, are eligible to continue through to the ITT process and later contract with SSE should they be successful.		For Info	n/a
1.2	Company Address (include Registered address, if different).		For Info	n/a
1.3	Applicant makeup; -Sole Applicant -Joint Venture -other (please detail) -Partnership		For Info	n/a
1.4	Total number of employees;		For Info	n/a
1.5	Single point of contact details for ITT;		For Info	n/a
1.5.1	Name & Job Title		For Info	n/a
1.5.2	Telephone / mobile contact number for ITT Contact.		For Info	n/a
1.5.3	Email address for ITT if successful following prequalification.		For Info	n/a
1.6	Company registration number		For Info	n/a
1.7	VAT Registration number		For Info	n/a
1.8	Annual turnover:		For Info	n/a
1.8.1	2017/18		For Info	n/a
1.8.2	2016/17		For Info	n/a
1.8.3	2015/16		For Info	n/a
1.9	Achilles Supplier registration number		For Info	n/a
2. Pre Requisites		n/a – no section score applicable		
2.1	Please indicate which Lot(s) you wish to be Invited to Tender for:		n/a	n/a
2.1.1	Lot 1 – Achintee		For Info	n/a
2.1.2	Lot 2 - Cassley		For Info	n/a
2.1.3	Lot 3 – Dunoon		For Info	n/a
2.1.4	Lot 4 – Kilmelford		For Info	n/a

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2.1.5	Lot 5 – Port Ann		For Info	n/a
2.2	Please advise when you will have, or will commit to have in place an eligible flexible resource within the geographical boundary for the area of the Lot you are bidding for. (Max 250 words)		For Info	n/a
2.3	The Applicant confirms that your direct employees, or employees of any contractors or subcontractors who would be utilised to perform any contract resulting from this competitive process and who will be on a SSE site for more than two hours a week, for eight consecutive weeks or more, will be paid at least the <b>Living Wage</b> rate (excluding apprentices and interns).		Pass / Fail	n/a
2.4	Responsible Procurement Charter - Please confirm that your company agrees with and complies with the <b>Responsible Procurement Charter</b> . (Attached in separate document).		Pass / Fail	n/a
2.5	Information Security Policy - Please confirm that your company agrees with and complies with the <b>Information and Security Policy</b> - PO-COR-IS-001 (Attached as separate document)		Pass / Fail	n/a
2.6	Has the Applicant been convicted of any of the offences prescribed under the <b>mandatory or discretionary exclusion grounds detailed in section 57 of the Public Contracts Regulations 2015</b> as allowed for under the Utility Contract Regulations 2016. If yes, the applicant shall provide a statement confirming the details and evidence of self cleaning where applicable. (Max 500 words)  <a href="http://www.legislation.gov.uk/ukxi/2015/102/regulation/57/made">http://www.legislation.gov.uk/ukxi/2015/102/regulation/57/made</a>		Pass / Fail	n/a
2.7	Has your organisation received any <b>safety enforcement notices</b> , prohibition notices or prosecutions that have occurred within your company - or for all parties within your joint venture/collaboration - in the past 3 years?  If yes, please provide details of the incidents along with any remedial action that has been taken to ensure the risk of further incidents has been mitigated. (Max 250 words)		Pass / Fail	n/a
2.8	Has your organisation received any <b>environmental enforcement notices</b> , prohibition notices or prosecutions that have occurred in your group or company in the last 3 years?  If yes, please provide details of the incidents along with any remedial action that has been taken to ensure the risk of further incidents has been mitigated. (Max 250 words)		Pass / Fail	n/a
2.9	In the past 3 years have you had any similar contracts terminated prematurely and/or had damages claims or other comparable sanctions brought against you for <b>any significant or persistent deficiencies in performance</b> of a substantive requirement of the contract.  If yes, please provide details including number of instances. (max 500 words)		Pass / Fail	n/a
<b>3. Economic and Financial Standing</b>		n/a – no section score applicable		
3.1	Is the Applicant able to comply with the requirement to have an Creditsafe financial score of over 35 or an equivalent (to be obtained by SSE). If it is not possible to verify the Tenderer's financial credit score through Creditsafe or equivalent, SSE will undertake a Counter Party Review of the supplier's financial stability and may request additional information as may be necessary to allow the financial stability (and associated risk to SSE) of the supplier to be established.		Pass / Fail	n/a

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3.2	If available, please provide copies of audited and signed accounts for the past three years.		Pass / Fail	n/a
3.3	Please confirm the Applicant is <u>not</u> in receivership, administration or liquidation?		Pass / Fail	n/a
3.4	<p>Please provide copy of broker's certificates for the required insurances, or, where appropriate a letter from your broker stating that they will provide the required insurances for the Applicant in case they should be successful at ITT stage.</p> <p>If you do not presently have the required cover in place, please confirm that you will commit to obtain it should your offer be successful (acceptance of any offer will be subject to obtaining the stated insurance).</p> <ul style="list-style-type: none"> <li>- General or Public liability – Policy limits of not less than £1,000,000 for each occurrence for claims of bodily injury, death and damage to tangible property.</li> <li>- Employer's Liability insurance with policy limits of not less than £5,000,000 per incident.</li> </ul>		Pass / Fail	n/a
<b>4. Experience and Knowledge</b>		<b>30%</b>		
4.1	Please provide details of any projects you have been involved in in the past that involve providing flexibility services. (Max 500 words)		Scored / Weighted	20%
4.2	<p>With reference to the service types listed below, please indicate which the Applicant is capable of providing for this tender. Furthermore, please detail whether these activities are provided in-house or subcontracted AND describe very briefly the specific nature of the services to be provided. If available, please provide supporting evidence;</p> <ul style="list-style-type: none"> <li>• Demand Reduction (as an automatically dispatchable service (i.e. off the shelf)) (Max 500 words)</li> <li>• Demand Reduction (as a permit load reduction (i.e. energy efficiency)) (Max 500 words)</li> <li>• Energy Storage (as an automatically dispatchable service (i.e. off the shelf)) (Max 500 words)</li> <li>• Generation (as an automatically dispatchable service (i.e. off the shelf)) (Max 500 words)</li> </ul>		Scored / Weighted	80%
<b>5. Management &amp; Related Activities</b>		<b>30%</b>		
5.1	<p>Please provide an overview of your Company including a description of its main purpose, when it was formed and how it is structured. (max 500 words)</p> <p>Your response should include a diagram illustrating the organisational structure. Where applicable, this diagram should include the Parent Company, Directors, Shareholders, Management Team, directly employed labour and any external specialists that may be relied upon. (max 1 A4 page)</p>		Scored / Weighted	60%
5.2	Please provide details of the staff and other technical resources available to your organisation. To help ensure the long-term stability of any engagement it is preferred that Applicants utilise direct employees to provide the services. As part of your response, please provide a list of key personnel intended to be called upon as part of the provision of CMZ Services. (max 250 words)		Scored / Weighted	20%
5.3	Please describe the Organisation's commitment to Anti-Bribery, provide copy of any policy documents and the process for self-regulation to monitor and ensure it's active compliance with the spirit of law, ethical standards and national or international norms. (Max 500 words)		Scored / Weighted	10%

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5.4	Please describe the Organisation's commitment to Modern Slavery, provide copy of any policy documents and the process for self-regulation to monitor and ensure it's active compliance with the spirit of law, ethical standards and national or international norms (Max 500 words)		Scored / Weighted	10%
6. Health and Safety, & Environment		30%		
6.1	SHE Requirements Specifications for Contract - If applicable, please confirm that you have read and understood the SHE Requirement Specification and that it will be applied to all your direct employees, contractors and subcontractors in addition to any Safety, Health and Environmental policies and procedures of your own. (Attached as separate document).		Pass / Fail	n/a
6.2	Does the Applicant comply with all the requirements of the Health and Safety at Work Act 1974 and any other relevant Acts, Regulations, Codes of Practice or Guidance Notes, and any statutory amendments thereof pertaining to health and safety at work?		Pass / Fail	n/a
6.3	Please provide copies of relevant certificates and associated policy documents e.g. ISO 9001:2008, ISO 14001:2004, OHSAS18001:2007 (or equivalent) issued by a UKAS (or equivalent) accredited body addressing issues of environmental, health, safety and quality management.  If your organisation does not have any such certification in place, please provide details of your organisation's approach to the processes, people and management systems in place required to adequately manage the Environment, Health, Safety and Quality requirements of a project/service of this nature. (max 500 words)		Scored / Weighted	100% <i>NB – providing ISO certificate scores full marks, policies are assessed and marked.</i>
7. Subcontractors		10%		
7.1	Please provide your policy/procedure for the selection and management of subcontractors. (Max 500 words)		Scored / Weighted	80% <i>NB – Please detail your procedure even if sub-contractors are not intended to be used.</i>
7.2	If sub-contractors are to be used, as far as is possible, please detail those organisation you intend to use and their role in the project. (max 250 words)		Scored / Weighted	20% <i>NB – where none are to be used, this question will be scored full marks.</i>
8. Declaration		n/a – no section score applicable		
8.1	I certify that the details and information contained within this PQQ relating to this proposed Agreement to be let by Scottish and Southern Energy Power Distribution Ltd (SSEPD) are true and accurate and best endeavours have been used not to mislead SSEPD.  I accept that false information contained in this application could result in exclusion from this procurement process.  I agree to inform SEP D immediately of any change to the above details and information after the application has been submitted.  I confirm that I have not, or will not, canvass anyone employed either		Pass / Fail	n/a

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	<p>directly or indirectly by Scottish and Southern Energy Power Distribution Ltd or other group companies in connection with this pre qualification process.</p> <p>I undertake that I will not enter in to any agreement with any other firm of person that they would refrain from participating in the pre-qualification process.</p> <p>I will not at any time discuss with any other person any aspect of our submission (save for the subcontractors being part of our submission).</p> <p>I have registered our details within SSE's SRS system:  <a href="https://one.achilles.com/Registration/Index?CID=ta425lgngsYhAN29SYLB4w%3d%3d">https://one.achilles.com/Registration/Index?CID=ta425lgngsYhAN29SYLB4w%3d%3d</a></p>			
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