

focussing on their suppliers' and their supporting supply chains to ensure that strategies are in place that minimise environmental impact, including low carbon, low waste, reduced water consumption, increased recycling and respecting biodiversity.

The Contractor shall ensure that its policies and processes will support the Scottish Ministers 'Greener Scotland' strategic objective including: a proactive approach to sustainable consumption and the efficient use of resources; consideration given to social and environmental consequences; policies which ensure that business activities have a direct positive impact on climate change and energy; and policies which encourage natural resource protection and environmental enhancement.

The Contractor will be responsible for delivering sustainable services which take into account social, economic and environmental factors designed to maximise the involvement of the wider community.

The Contractor will be required to assist in achieving the Scottish Government's Environmental Policy and their specific targets for sustainability. This covers such areas as:-

- Waste management – Reduction in waste, paper, waste fuels, oils and lubricants, recycling.
- Power – reduction in electrical power, use of renewable energy.
- Climate Change – Use of cleaner fuel engine developments.
- Travel reduction.
- Water reduction
- Noise reduction.

PRICING SCHEDULE

Cost will be firm for the duration of this contract. Charges which appear elsewhere in the proposal but which are not summarised here, will be presumed to have been waived.

Payment will be made in arrears on submission of detailed invoices. The timing and frequency of invoices to be agreed between the Scottish Government and the contractor.

Prices should be quoted in Pounds Sterling (£) and should be exclusive of any VAT which may be chargeable.

Costs should be in financial years (1 April to 31 March) and must show the following details.

Staff Costs

Details of the grading and the percentage of time to be spent by each participant on the project. **Salary costs or Daily Fee Rates should be separately identified for each participant.**

Sub-Contractors

Names of sub-contractor(s) and their detailed costs.

Travel and Subsistence

Where travel and accommodation arrangements require to be made in pursuance of this Contract, such arrangements **must** be made by the most efficient and economical means. Where travelling and subsistence costs are payable, payment will be restricted to the following rates (which are inclusive of VAT), travel other than by car will be paid at cost upon presentation of properly receipted invoices:

Scottish Government Travel and Subsistence Rates

Motor Mileage Rate - £0.45 per mile
Overnight subsistence - £75.00 per night
Meal Allowance - £23.50 per day
Rail/Air travel - Economy/Standard fare rate

These are maximum rates and no payment in excess of these rates will be made.

Other Direct Costs

A breakdown of direct costs, including details of equipment, must be provided.

Overheads

Percentage used to calculate the overheads should also be shown.

VAT (where applicable- if not shown then VAT will not be paid)

Total Project Costs

The total cost for each financial year should be shown, as should the overall total cost of the project.

TOTAL TENDER FIRM PRICE (EX VAT)	£
TOTAL AMOUNT OF VAT PAYABLE ON THIS TENDER	£

1. Purchaser's Contract Manager

1.1 The Scottish Government will nominate an individual to be the point of contact for the Contractor. The nominated contact will liaise with the Contractor on all operational and contractual issues, including complaints and dispute resolution.

1.2 Details of a suitably qualified replacement will be provided in the absence of the nominated contact. The Scottish Government nominated contact's details will be included in the contract letter.

2. Contractor's Contract Manager

2.1 The Contractor shall nominate a Contract Manager who shall be the single point of contact, responsible for the daily management of the contract and the nominated Contractor's representative to liaise with the Purchaser and relevant third parties on all operational and contractual aspects, including complaints and dispute resolution.

2.2 Details of a suitably qualified deputy will require to be provided in the absence of the nominated contract.

KEY SUB-CONTRACTORS

The Contractor should list the Key Sub-Contractors below which is seeks to Subcontract its obligations under this Agreement to:

Key Sub-contractor Name and Address (if not the same as the registered office)	Registered Office and Company Number	Related Product/Service Description	Key Sub-contract Price expressed as a percentage of total projected Charges over lifetime of the Agreement	Key role in delivery of the Services

SUB-CONTRACTORS

The Contractor should list the Sub-Contractors below which is seeks to Subcontract its obligations under this Agreement to:

Sub-contractor Name and Address (if not the same as the registered office)	Registered Office and Company Number	Related Product/Service Description

Guidance Notes for Competition of Questionnaire Qualification

1. Questionnaire layout

1.1 The pass / fail section has 5 distinct parts, detailed as follows;

Part A – Bidders Details – seeks background information about the bidder; this section is not normally evaluated, however the Authority may choose not to take forward bidders that cannot provide basic company information

Part B – Questions relating to Criminal Convictions and Business Probity (mandatory reasons for exclusion)

Part C – Information Regarding the Economic or Financial Standing of the bidding organisation

Part D – Not used

Part E – Conflict of Interest questions

Part F – Not used

The scored and weighted section:

Part G – Technical or Professional Capability

2. Questionnaire Responses

2.1 Only information provided as a direct response to the questionnaire will be evaluated. Potential suppliers should respond to the questionnaire on the basis that the contracting authority has no prior knowledge of their organisation. 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.

2.2 Supplementary documentation may be attached to the questionnaire where bidders 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 to.

2.3 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.

2.4 Tenderers should be aware that erroneous or incorrect responses may result in their removal from the competition. 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.

Section 1- Pass/Fail Questions

Part A – Tenderers details – background information

All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 1998.

1.	Name of Organisation (Organisation either tendering or acting as lead contact where a consortium bid is being submitted)	
2.	Address for all correspondence (Including town/city and postcode)	
3.	Contact details for enquiries (Contact name and title)	
4.	Telephone Number (Including Dialling Code)	
5.	E-mail address of the contact	
6.	Website address (if applicable)	
7.	Address of Registered Office (Property name, street, town, county, postcode if applicable)	
8.	Nature of Organisation (E.g. Plc, Partnership etc.)	
9.	Names of the current company directors, or any other person having powers of representation or control of the organisation (This information is subject to the Data Protection Act 1998) Prospective tenderers should be aware that information supplied maybe used to ensure that the information you provide is valid	
10.	Group If the Organisation bidder is a member of a group of companies, please give the name and address and any company registration number of the immediate parent company and ultimate parent company if applicable. (For parent companies established outside the UK, equivalent information	

	as set out in Regulation 23 of the Regulations)	
11.	If the tenderer is a division or subsidiary, what is the relationship with the parent company? (Ownership, directorship, authority etc.)	
12.	Provide a brief history of the tenderer's organisation in no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc. which are currently in the public domain.	
13.	VAT Registration Number (or alternative EU registration number)	
14.	Dun and Bradstreet Number (if known) of registered office.	
15.	In relation to provision of the service will your organisation be tendering as a consortium, joint venture or other arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	<p>If you have answered "Yes" to the question above then please provide the following information: -</p> <ul style="list-style-type: none"> . Consortium lead name . the name and address of each proposed member of the consortium; if the consortium is legally constituted, details of the constitution of, and percentage interests of each member of, the consortium; and the role which each member of the consortium (whether or not the consortium is legally constituted) will perform and their estimated percentage involvement in delivery of the Authority's requirements. 	
17.	Will you be using sub-contractors to meet sections of this requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

18.	If you have answered "Yes" to the above question please provide details for each consortium members and key sub-contractors with particular regards to the goods and service they will provide and the percentage of their contribution in relation to the overall contract.	
19.	Is your organisation registered at companies house or Registered with an appropriate trade or professional register(s) (as set out in Regulation 23 (4) (j) of the Public Contracts (Scotland) Regulations 2012) under the conditions laid down by that member state. In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.	If you have answered 'yes' to the above question then please provide your registration number.	

Part B – Criminal convictions and business probity

Your PQQ response **will be rejected** if the Tenderer answers "Yes" to any of the following questions.

Regulation 23 (1) and (4) of Public Contracts (Scotland) Regulations 2012 sets out mandatory and discretionary grounds on which a bidder **may be deemed ineligible to tender**.

Criminal convictions and business probity - Mandatory Exclusions

Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed **will result** in your exclusion from this procurement process or the termination of any subsequent contract that may be awarded to you.

Please indicate if the organisation or its directors or any other person(s) having powers of representation, decision or control of the organisation been convicted of any of the following offences

21.	The common law offence of conspiracy where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008//841/JHA) or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22.	Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3 (1) of the Council Joint Action 98/742/JHA;	<input type="checkbox"/> Yes <input type="checkbox"/> No
23.	Bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003 where the offence relates to active corruption, or bribery within the meaning of sections 1 or 6 of the Bribery Act 2010;	<input type="checkbox"/> Yes <input type="checkbox"/> No
24.	The common law offence of incitement to commit a crime.	<input type="checkbox"/> Yes <input type="checkbox"/> No
25.	<p>Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities, within the meaning of –</p> <ul style="list-style-type: none"> - the offence of cheating the Revenue; - the common law offence of fraud; - the common law offence of theft or fraud; - fraudulent trading within the meaning of section 458 of the 	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>Companies Act 1985 or section 993 of the Companies Act 2006;</p> <ul style="list-style-type: none"> - fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; - an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; - the common law offence of uttering; <p>or</p> <ul style="list-style-type: none"> - the common law of attempting to pervert the course of justice 	
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26.	<p>money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002 or the Money Laundering Regulations 2007, or an offence in connection with proceeds of drug trafficking within the meaning of sections 49, 50 or 51 of the Drug Trafficking Act 1994; or</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
27.	<p>Any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part C – Information regarding economic/financial standing

41.	<p>Please provide one of the following:</p> <p>a. A copy of your audited accounts or equivalent for the most recent two years, along with details of any significant changes since the last year end. An additional box has been added below for the upload of the other set of accounts.</p> <p>or</p> <p>b. A statement of your organisations turnover; profit and cash flow for the most recent full year of trading or where a full</p>	
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	<p>year of trading has not been completed the same information for the period applicable. NOTE if this information is not available in an audited format please provide an end of period balance sheet or make the response specified below.</p> <p>or</p> <p>c. If you are unable to provide the information requested above, please provide additional information and documentation that will give the Authority the assurance that you are capable of carrying out any subsequent awarded contract. For example, a statement of your organisation's cash flow forecast for the current year and a letter from your bank outlining the current cash and credit position or other alternative means of demonstrating financial standing.</p> <p>In addition, where the tendering organisation is a subsidiary in a group, responses to this question are also required for the organisation with overall responsibility for the group.</p>	
42.	<p>Where a consortium or association is proposed, responses to this question are also required for each member of the consortium. containing all relevant documents.</p>	
<p>Your financial accounts and supporting information should be in English and in UK Sterling.</p> <p>If the original documents are not in English, please provide copies of the originals and a certified translation into English.</p> <p>If the sums in the accounts are not expressed in UK Sterling then copies of the original accounts, shall be provided together with a UK Sterling rate equivalent copy utilising the pound buys exchange rate applicable on the date of issue of the PQQ.</p>		
43.	<p>Please use this space if you would like to provide any additional information regarding the economic/financial standing of your organisation. For example provide a statement explaining why the organisation was not in net profit after tax in either of the reported financial years.</p>	
44.	<p>In the event that analysis of your financial position determines that additional measures are necessary in order to provide adequate assurance of your</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

	<p>financial strength, would you be willing to provide either a parent company guarantee or a bank guarantee?</p> <p>If you cannot provide any of the assurances as detailed above, and it is determined by the Authority that your financial strength is not adequate then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, the Authority may explore these options with you before determining whether your company can be taken forward in this procurement exercise.</p>	
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Part D – Not Used

Part E – Conflict of interest

50.	<p>Are there any actual or potential conflicts of interest between the Authority and the Tenderer?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
51.	<p>If the answer to the above question is 'yes', please provide details and explain how you intend to avoid any such conflicts.</p>	

Part F – Not Used

Part G – Technical or professional capability

Tenderers are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract.

Tendering organisations may demonstrate their experience in delivering goods services or works similar to the current requirement by using examples from:

- Within their own organisation (tenderers may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)
- Named sub-contractors (where sub-contractors are being used and their identity is known at ITT stage)

Please provide TWO examples below:

53.	<p>Please provide your first relevant example that demonstrates your organisations, or, where relevant consortium members and / or named sub-contractors experience in delivering similar goods, services or works to the requirements of this procurement exercise.</p> <p>For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.</p> <p>The information you provide should cover the following areas -</p> <ul style="list-style-type: none">- a description of the goods works or services delivered,- contract value & dates.- previous or current customer details,- details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	
54.	<p>Please provide your second relevant example that demonstrate your organisations, or, where relevant, consortium members and / or named sub-contractors experience in delivering similar goods, services or works to the requirements of this procurement exercise.</p> <p>For goods and services contracts your examples must be from within the</p>	

	<p>last three years and for works contracts your examples must be from within the last five years.</p> <p>The information you provide should cover the following areas -</p> <ul style="list-style-type: none"> - a description of the goods works or services delivered, - contract value & dates. - previous or current customer details, - details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	
55.	<p>In relation to the 2 examples above please attach confirmation that the requirements were delivered successfully e.g. acceptance/ completion certificates or customer's written declaration (if available).</p>	

***Note:**

In assessing technical capacity (Q53 – Q54), a score will be awarded for each question up to a maximum of 4 marks. Scottish Ministers will only consider those tenders who attain an acceptable score of 2 or above for each question and that they have demonstrated that they have had experience in providing the stated services required by Scottish Ministers, as detailed within Schedule 1 of this Invitation to Tender.

TECHNICAL PROPOSAL

1.1 The Scottish Ministers intend that this contract should deliver exemplary levels of service and value for money. In order for this to be achieved, we require tenderers to provide details of their methodologies for delivering a high quality service.

1.2 Tenders will be evaluated against these requirements and each section carries a weighting to reflect the percentage of the marks allocated.

1.3 Your response should be written specifically about the Scottish Government's requirements. Please do not copy and paste details from other tenders without double-checking it is relevant. Do not include corporate marketing information unless it is directly relevant to the Scottish Government's requirements.

1.4 Additional documents (e.g. spreadsheets, CVs etc.) can be provided but must be included as appendices to your response and clearly referenced using the table provided at the end of this document.

1.5 The Scottish Ministers may undertake, if deemed appropriate, clarifications with tenderer(s) on their tender submissions. This may be in writing or by discussion at a Scottish Government building.

2. Technical/Quality Criteria

2.1 The Technical/Quality criteria is weighted at 70% of the Price/Quality Ratio. Tenders will be evaluated against the requirements set out below and each section carries a weighting to reflect the percentage of the marks allocated.

SECTION 1 – Understanding the Requirement (20%)

1.1 Tenderers should provide an introduction to their proposal, which demonstrates a full and clear understanding of requirements. (50%)

[insert response here]