

INVITATION TO TENDER
FOR ENDOSCOPY, ENDOUROLOGY AND ONCOLOGY ABLATION CONSUMABLES &
ASSOCIATED PRODUCTS
ITT REFERENCE PROJECT 1333
ATTACHMENT 5 QUALIFICATION, EVALUATION AND AWARD

SELECTION, EVALUATION AND AWARD

1. **EVALUATION PROCEDURE**

1.1 This document sets out the selection and evaluation criteria, the weightings and the evaluation methodology we will apply.

1.2 The evaluation procedure consists of the following:

- STEP 1 - Initial Review of Tender Contents
- STEP 2 - Qualification - evaluation of the online QUALIFICATION ENVELOPE (QE)
- STEP 3 - Product Compliance
- STEP 4 - Evaluation of non-financial information TECHNICAL ENVELOPE (TE)
- STEP 5 – Review of financial information COMMERCIAL ENVELOPE (CE)
- STEP 6 – Calculation of Final Score and Award of Framework Agreement

1.3 Award of this Framework Agreement will be on the basis of the most advantageous tender. Technical (or non-financial) criteria is weighted and scored individually on the following weighting:

TECHNICAL ENVELOPE	100%
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1.4 We reserve the right (as we are entitled to) to amend the evaluation criteria and the weightings. We will only do so upon prior written notification being given to participating Applicants.

1.5 Except where specified or the context requires, capitalised expressions in this document shall have the meaning given to them in the Glossary in Attachment 7.

2. **STEP 1 - INITIAL REVIEW OF TENDER CONTENTS**

2.1 As an initial stage in the evaluation process, we may review tender responses to check you have responded to each question and submitted all requested supported evidence with your Tender.

2.2 We may ask you to submit any outstanding information to us in the event that you submit an incomplete response.

2.3 We may exclude Applicants from the tender process whose Tender is deemed to be non-compliant and/or who do not submit any outstanding information within the notified timescales.

3. **STEP 2 - QUALIFICATION ENVELOPE**

3.1 You must complete the online QUALIFICATION ENVELOPE (QE). Its purpose is to assess your suitability and capability to meet our needs under the Framework Agreement.

3.2 Please note that some of these questions are PASS/FAIL. Should an Applicant submit a response deemed to be a failure, their tender will be excluded from the tender process. These questions are detailed within the QUALIFICATION ENVELOP (QE), in the Selection Questionnaire (SQ) under relevant notes and on the table below:

Question	PASS / FAIL
PART 2: SECTION 2 – GROUNDS FOR MANDATORY EXCLUSION	The section contains questions where the response can cause an Applicant's exclusion.
PART 2: SECTION 3 – MANDATORY AND DISCRETIONARY GROUNDS (TAXES/SOCIAL SECURITY)	The section contains questions where the response can cause an Applicant's exclusion.
PART 2: SECTION 4 – GROUNDS FOR DISCRETIONARY EXCLUSION	A "Yes" answer in respect of any of the discretionary grounds for rejection may result in exclusion from the procurement process.
PART 3: SECTION 7.2 DATA PROTECTION SQ 7.2	Pass/Fail Requirement as detailed below. Pass SQ Stage SQ 7.2 if: > Answer is Yes or N/A Fail SQ Stage SQ 7.2 if: > Answer is No
PART 3: SECTION 7.4 PAYMENT IN CONTRACTS ABOVE £5M PER ANNUM SQ 7.4(b)	Pass/Fail Requirement as detailed below. Pass SQ Stage SQ 7.4 (b) if: > Answer is Yes Fail SQ Stage SQ 7.4 (b) if: > Answer is No
PART 3: SECTION 7.4 PAYMENT IN CONTRACTS ABOVE £5M PER ANNUM SQ 7.4(c)	Pass/Fail Requirement as detailed below. Pass SQ Stage SQ 7.4 (c) if: > Answer is Yes Fail SQ Stage SQ 7.4 (c) if: > Answer is No
PART 3: SECTION 7.5 REQUIREMENTS UNDER THE PCR 2015 (REG 113) SQ 7.5	Pass/Fail Requirement as detailed below. Pass SQ Stage for SQ 7.5 if: > Answer is Yes Fail SQ Stage for SQ 7.5 if: > Answer is No
PART 3: SECTION 7.7 CARBON REDUCTION SQ 7.7	Pass/Fail Requirement as detailed below. Pass SQ Stage for SQ 7.7 if: > CRP link is provided and meets requirements as set out in PPN 06/21 > Where the Supplier has no website, the CRP is provided by

Question	PASS / FAIL
	<p>PDF format that meets the requirements of PPN 06/21</p> <ul style="list-style-type: none"> > Excused in exceptional circumstances <p>Fail SQ Stage for SQ 7.7 if:</p> <ul style="list-style-type: none"> > No weblink is provided, and/or data does not meet requirements of PPN 06/21 > Where the Supplier has no website, the CRP has not been provided in PDF version and/or PDF does not meet requirements of PPN 06/21 > Exceptional circumstances are not acceptable > Not Board or Company Director approved > Publish date is more than 12 months prior to tender close date > Is not in the bidding entity name (Parent Company names are not accepted unless the bidding entity is wholly owned by the parent).
<p>MODERN SLAVERY ASSESSMENT TOOL - MSAT</p>	<p>Pass/Fail Requirement as detailed below.</p> <p>Pass SQ Stage "Modern Slavery Assessment Tool - MSAT" if:</p> <ul style="list-style-type: none"> > MSAT completed within 12 months prior to tender close date > MSAT score is 41% or above <p>Fail SQ Stage "Modern Slavery Assessment Tool - MSAT" if:</p> <ul style="list-style-type: none"> > MSAT has not been completed within 12 months prior to tender close date > MSAT score is 40% or below > MSAT has not been shared with NHS Supply Chain Coordination
<p>EVERGREEN SUSTAINABLE SUPPLIER ASSESSMENT</p>	<p>Pass/Fail Requirement as detailed below.</p> <p>Pass SQ Stage for " Evergreen Sustainable Supplier Assessment" if:</p> <ul style="list-style-type: none"> > Evergreen Assessment which has been completed within 12 months prior to the tender closing date > 'No Level Awarded' is acceptable <p>Fail SQ Stage for "Evergreen Sustainable Supplier Assessment" if:</p>

Question	PASS / FAIL
	<ul style="list-style-type: none"> > Assessment not completed and/or > Publish date is not within 12 months prior to the tender close date > Is not in the bidding entity name (Parent Company names are not accepted unless the bidding entity is wholly owned by the parent)
CYBER ESSENTIALS	<p>Pass/Fail Requirement as detailed below.</p> <p>Pass SQ Stage for "Cyber Essentials" if:</p> <ul style="list-style-type: none"> > Cyber Essential Plus Certification <p>OR</p> <ul style="list-style-type: none"> > Completed ISTP Questionnaire. <p>Fail SQ Stage for "Cyber Essentials" if:</p> <ul style="list-style-type: none"> > No evidence of Cyber Essential Plus Certification <p>OR</p> <ul style="list-style-type: none"> > No evidence of completed ISTP Questionnaire.

- 3.3 We will assess your responses in accordance with the criteria, guidance and scoring matrix set out in the QE. We will exclude Applicants who do not meet the criteria.
- 3.4 We reserve the right to:
- 3.4.1 ask you to confirm that your responses to the QE remain accurate throughout the tender process and/or to ask for updated information in order to confirm that you continue to meet the criteria and to take any steps which we (acting in our absolute discretion) consider necessary (including but not limited to exclusion from the tender process) should these criteria no longer be met.
 - 3.4.2 seek independent financial and market advice in order to validate the information which you have submitted as part of your QE;
 - 3.4.3 undertake due diligence on your economic and financial capability during the tender process; and/or
 - 3.4.4 request evidence from you that you continue to satisfy the requirements of QE, where any of the grounds in that document require any self-certification of compliance.
- 3.5 If your Tender has met the requirements of the QE you will move to the Product Compliance stage of the evaluation process.

4. **STEP 3 - PRODUCT COMPLIANCE**

Compliance to Standards and Legislation

- 4.1 Evidence of compliance to the standards and legislation listed in the table below (“Standards and Legislation”) must be provided as part of your Tender where they apply to the Product Lines tendered.
- 4.2 The documents set out in the table below must be uploaded as part of your Tender (Tender Requirements). Files must be clearly named with the Standards and Legislation to which they relate as well as clearly identifying which product(s) (including Manufacturer’s Product Code) they cover (i.e. MDD 9342EEC for Product 12345).
- 4.3 For guidance on the current requirements for medical devices placed in the UK market, please follow these links:
 - 4.3.1 <https://www.gov.uk/guidance/medical-devices-conformity-assessment-and-the-ukca-mark>
 - 4.3.2 <https://www.gov.uk/guidance/regulating-medical-devices-in-the-uk>

STANDARDS AND LEGISLATION	TENDER REQUIREMENTS
<p>Medical Devices Regulations 2002 (SI 2002 No 618, as amended) (UK MDR 2002)</p> <p>All products must have their CE or UKCA marking evident on the product and/or packaging.</p> <p>Or</p> <p>Medical Devices Regulation 2017/745 (as amended)</p> <p>All products must have their CE or UKCA marking evident on the product and/or packaging.</p> <p>Or</p> <p>BS EN 45502-1:2015 or equivalent</p> <p>Active implantable medical devices. General requirements for safety, marking and information to be provided by the manufacturer</p>	<p><u>Class I</u></p> <ul style="list-style-type: none"> • Declaration of conformity to the Medical Devices Regulation 2017/745 (as amended) Or Medical Devices Regulations 2002 (SI 2002 No 618, as amended) (UK MDR 2002) to be provided with your Tender response. <p><u>Class I Sterile, Class I measuring, Class I reusable, Class IIa, Class IIb and Class III</u></p> <ul style="list-style-type: none"> • CE certificate from a notified body to be provided with your Tender response; and • Declaration of conformity to the Medical Devices Regulation 2017/745 (as amended) Or Medical Devices Regulation 2022 (SI 2002 No 618, as amended) to be provided with your Tender response. <p>Where not Applicable</p> <p>Provide a statement confirming why this Directive does not apply to your product(s) submitted for a product line. You will need to do this for each product line where this Directive is not applicable to your product(s).</p>

- 4.4 Where you believe that neither the UK MDR 2002 nor the MDR apply to the product(s) which you are submitting for a Product Line **you must** provide a

statement confirming the reasons why. You will need to do this for each Product Line where you believe that the requirements are not applicable to your product(s)

- 4.5 Please note that NHS Supply Chain reserves the right to exclude an Applicant from the tender process who is unable to confirm to the absolute satisfaction of NHS Supply Chain that these requirements are not applicable to their submitted products and/or where these requirements are applicable but where the Applicant is unable to submit the required documentation to the absolute satisfaction of NHS Supply Chain.

Compliance to Product Line Description and Specification

- 4.6 You must provide your product description for each product you are submitting as part of your tender. That description must include the information set out in the instructions of the Commercial Pricing Schedule within the Commercial Envelope on the eProcurement platform. By tendering for any Product Line you are confirming that your tendered product meets our Product Line Description and Specification.

- 4.7 We reserve the right (but are not obliged) to verify compliance to the Product Line Description and Specification. We reserve the right to exclude you (and/or your product(s)) from the Procurement in the event that you are unable to verify (to our absolute satisfaction) that the tendered product line(s) meet the requirements of the Specification and/or the Product Line Description as the case maybe.

- 4.8 The Tenders which have met the requirements for the Product Compliance stage will be evaluated according to Sections 5-7 below.

5. STEP 4 - EVALUATION OF NON-FINANCIAL INFORMATION

- 5.1 Non-financial information will be evaluated using the criteria and weightings below:

Non-Financial Criteria	Tender & Jaggaer Evaluation Weighting %
Supply Chain Assessment	25%
Training and Education value add programmes	20%
Contract Management	25%
Sales, Service and Quality	15%
Social Value	10%
Modern Slavery	5%
Total Non-Financial Criteria	100%

5.2 You are required to answer the questions in the '**TECHNICAL ENVELOPE**' tab that are linked to the criteria listed above.

Social Value: Applicant responses to the Social Value questions will be evaluated and scored by a moderation panel who will reach a score by consensus agreement, to ensure a consistency of scoring across all Applicants.

The score for each question relates to the Evaluation % score as set out in the table in 5.3.

NOTE: For the Social Value question entitled 'Modern Slavery', Applicants must score a minimum of '2 (50%) – Satisfactory' to pass this question. Failure to score a '2 (50%) – Satisfactory' will result in an Applicants tender being taken no further. **See appendix 2 of ITT Attachment 8 - Sustainability.**

5.3 **Other Non-Financial Questions:** Applicant responses to the non-financial questions will be evaluated and scored by the eProcurement Portal. Each question will have an option list of answers, with each answer assigned the relevant non-financial score. Applicants should choose the option most relevant to them. Scores and weights can be located at each question-and-answer response. Applicants can also see these scores and weights by referring to table below;

Non-Financial Questions	Tender Evaluation Weighting %	Scoring Criteria
Supply Chain Assessment Questions	25%	
Question 1	5%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50% Fairly Satisfactory 25% Completely Unsatisfactory 0%
Question 2	5%	Fully Meets Requirement 100% Completely Unsatisfactory 0%
Question 3	5%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50% Fairly Satisfactory 25% Completely Unsatisfactory 0%
Question 4	5%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50%

Non-Financial Questions	Tender Evaluation Weighting %	Scoring Criteria
		Fairly Satisfactory 25% Completely Unsatisfactory 0%
Question 5	5%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50% Fairly Satisfactory 25% Completely Unsatisfactory 0%
Training and Education Value Add Programme Questions	20% Total	
Question 1	8%	Fully Meets Requirement 100% Completely Unsatisfactory 0%
Question 2	6%	Fully Meets Requirement 100% Satisfactory 50% Completely Unsatisfactory 0%
Question 3	6%	Fully Meets Requirement 100% Completely Unsatisfactory 0%
Contract Management Questions	25% Total	
Question 1	10%	Fully Meets Requirement 100% Completely Unsatisfactory 0%
Question 2	7%	Fully Meets Requirement 100% Satisfactory 50% Completely Unsatisfactory 0%
Question 3	8%	Fully Meets Requirement 100% Completely Unsatisfactory 0%
Sales, Service and Quality Questions	15% Total	
Question 1	10%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50% Fairly Satisfactory 25%

Non-Financial Questions	Tender Evaluation Weighting %	Scoring Criteria
		Completely Unsatisfactory 0%
Question 2	5%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50% Fairly Satisfactory 25% Completely Unsatisfactory 0%
Social Value Question	10% Total	
Question 1	10%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50% Fairly Satisfactory 25% Completely Unsatisfactory 0%
Modern Slavery Questions	5% Total	
Question 1	2%	Fully Meets Requirement 100% Nearly Meets Requirement 75% Satisfactory 50% Fairly Satisfactory 25% Completely Unsatisfactory 0%
Question 2	3%	Fully Meets Requirement 100% Completely Unsatisfactory 0%

- 5.4 Please note the weightings within the “Technical Envelope”, reflect the total Non-Financial Criteria as being 100%.
- 5.5 Please note that there are a number of preset responses next to each question and the Applicant must select one. Each question has been assigned a maximum score and the applicable weighting for each answer can be viewed by exporting the questions within the “Technical Envelope”. For example, if a question has been assigned a maximum score of 10% and an answer option has been assigned a weighting of 50%, an Applicant would receive a Jaggaer Weighting score of 5% (10% of 50%) for selecting that answer option, which will equate to 2.5% Tender Evaluation Score.
- 5.6 Applicants who have passed the Evaluation of Non-Financial Information stage will move to the review of the Commercial Pricing Schedule stage.

6. **STEP 5 - REVIEW OF FINANCIAL INFORMATION COMMERCIAL ENVELOPE (CE)**

Financial weighting	0 %
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- 6.1 The pricing submitted in the '**COMMERCIAL ENVELOPE**' in the eProcurement Portal will not be evaluated.
- 6.2 The Commercial Pricing Schedule within the Commercial Envelope will form the catalogue of products and pricing available for call-off under this Framework, which will be visible to all Authorities.
- 6.3 Applicants must complete and upload the Commercial Pricing Schedule applicable to each Lot and Sub Lots for which they are responding. The Commercial Pricing Schedule should be completed in full.
- 6.4 The Commercial Pricing Schedules are set out to enable flexible and comprehensive pricing strategies to be applied to the range of products and delivery options available to NHS Supply Chain and Participating Authorities working independently or as part of a collaborative, of varying spend levels through mechanisms outlined in the submitted Commercial Pricing Schedules for the duration of the Framework Agreement.
- 6.5 Applicants' submissions must be comprehensive to ensure that the financial impact on Participating Authorities of varying spend levels, allows for cost savings and should it be required, a strategic pathway to rationalisation, through the Framework Agreement Commercial Pricing Schedules.
- 6.6 Additional supplementary discounts are not mandatory, and Applicants should indicate if they do not want to include these over and above the core banded discounts. Equally, Applicants may choose to apply a set discount / price for a Lot/Sub-Lot or product range depending on their own strategic ambitions.
- 6.7 Mandated data fields in the Commercial Pricing Schedule must be completed. Products/devices missing mandated data will not be accepted under the Framework Agreement.
- 6.8 This Tender is being evaluated as stated in this Selection, Evaluation and Award document.

7. **STEP 6 - CALCULATION OF FINAL SCORES AND AWARD OF FRAMEWORK AGREEMENT**

- 7.1 We anticipate appointing to the Framework Agreement all Applicants whose total score meets or exceeds a hurdle of at least 50 % (when rounded up or down from four decimal places (as the case may be) to the nearest whole number.

8. **NOTIFICATION OF AWARD**

- 8.1 Applicants will be notified of the outcome of the evaluation in accordance with Section 10 of ITT – Attachment 1 Instructions to Applicants.