

National Highways Limited

Social Enterprise Dynamic Purchasing System

SUPPLIER PACK PART C

C3 – Call-Off Process

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1. Introduction

- 1.1 This document is part of the Social Enterprise Dynamic Purchasing System (SEDPS) supplier pack – part C, which is contained within the SEDPS Document Pack. It provides an overview of the Call-off competition process for any requirements procured under the SEDPS by National Highways or any other authorised External Buyer.
- 1.2 For an introduction to National Highways and the SEDPS, please see the SEDPS Supplier Pack – Part A – How to Guides – **A1: Overview of the SEDPS**.
- 1.3 For the purpose of this document, the following definitions apply:
 - Buyer – the organisation procuring the Goods and/or Services under the DPS (may be National Highways, our supply chain, public bodies and/or local authorities)
 - Supplier – the organisation providing the Goods and/or Services via the DPS

2. How to bid for SEDPS Call-Off Contracts

- 2.1 Acceptance onto the SEDPS does not guarantee the award of a contract(s) or require Suppliers to respond to all tenders they are invited to bid on. If Suppliers are admitted onto the SEDPS, they can choose whether or not to participate in a Call-off competition.
- 2.2 If Suppliers decide not to bid, there will be no consequences and they will remain on the SEDPS and able to bid for other opportunities as they arise. This is a great benefit of joining a DPS as it gives the Supplier the flexibility to decide whether or not to bid for specific contracts.
- 2.3 National Highways can use the SEDPS at their discretion, and External Buyers can approach National Highways with a requirement of spend if they wish to procure Goods and/or Services categorised under the SEDPS. National Highways will then manage the Call-off Competition on behalf of the Buyer.
- 2.4 When selecting the list of Suppliers for Call-Off Competitions, National Highways will be able to search the database for Suppliers that match the requirements using standard search criteria.
- 2.5 Suppliers have the option to submit their tender (quality responses) in three different methods:

- A written submission.
 - A pre-recorded video.
 - An interview with National Highways
- 2.6 **Written Response** - Text must be presented in “Arial” font and be no smaller than 11 point, single-spaced with the margins set at 2.5cm. The page limit and font size relate to the entire Quotation including paper covers, title pages, drawings, diagrams, flow charts and annexes. The pages of the Quotation must be numbered. Page numbers and other header or footer information may be included in the margin space. If the Quotation or any part of it exceeds the page limits, the content of the pages after the limit is reached will be disregarded and will not be evaluated.
- 2.7 **Pre-recorded videos** – a separate video will need to be recorded for each question and you will need to adhere to the time limits specified in the Call-off document. Provide individual links to each of the videos using a filesharing software such as WeTransfer.com.
- 2.8 **Interviews** – If you wish to arrange an interview for your quality questions you will need to send an interview request message, at least 5 working days prior to the quotation deadline date specified in the call-off document by emailing socialenterpriseDPS@nationalhighways.co.uk and a member of the National Highways procurement team will contact you with a proposed date and time to conduct your interview.

3. Call-off Competitions

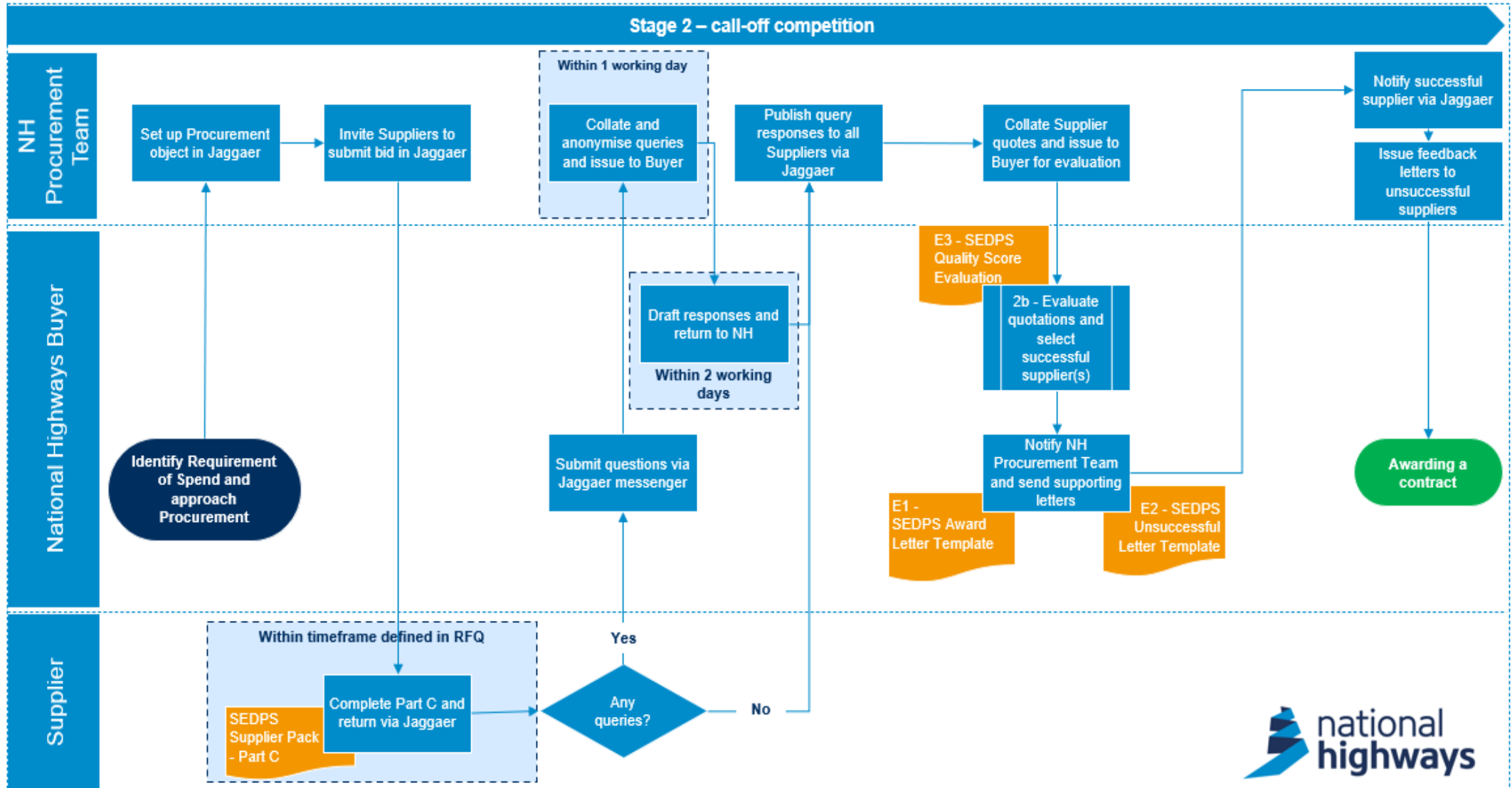
Request for Quotation and Award Criteria

- 3.1 All Suppliers who fulfil the search criteria will be given the opportunity to submit a bid. Depending on the value of contract on offer, the Buyer will develop the appropriate Call-off Template (Request for Quotation) document:
- For purchases **OVER £50,000**, the Buyer will develop **C1 – Call-Off Template (RfQ) £50k or Over**.
 - For purchases **UNDER £50,000**, the Buyer will develop **C2 – Call-Off Template (RfQ) Under £50k**.
- 3.2 **C1 – Call-Off Template (RfQ) Over £50k** will include both a technical and commercial element to assess the Suppliers ability to deliver the Goods and/or Services and the cost of doing so. It will focus on quality, and the pricing template will look at cost. The Award Criteria (the % awarded for Quality/Price) and time given to respond may vary depending on the Buyer's requirements.
- 3.3 **C2 – Call-Off Template (RfQ) Under £50k** may only require Suppliers to submit a commercial element i.e. a price, unless the initiating Buyer wishes to include a Quality Question and apply a price/quality ratio. This is at the discretion of the Buyer.
- 3.4 Once the invitation to tender has been published, the SEDPS team will hold a Tender Launch event with all the suppliers invited to explain the process in more detail, also to be attended by initiating Buyer to explain the specification and what good looks like to them.
- 3.5 Tender responses will be evaluated by the Buyer in line with the evaluation methodology detailed in the RfQ. The Buyer must provide National Highways with an outcome of their evaluation within the deadline specified by themselves in the RfQ timeline.

Management of Call-Off Competitions

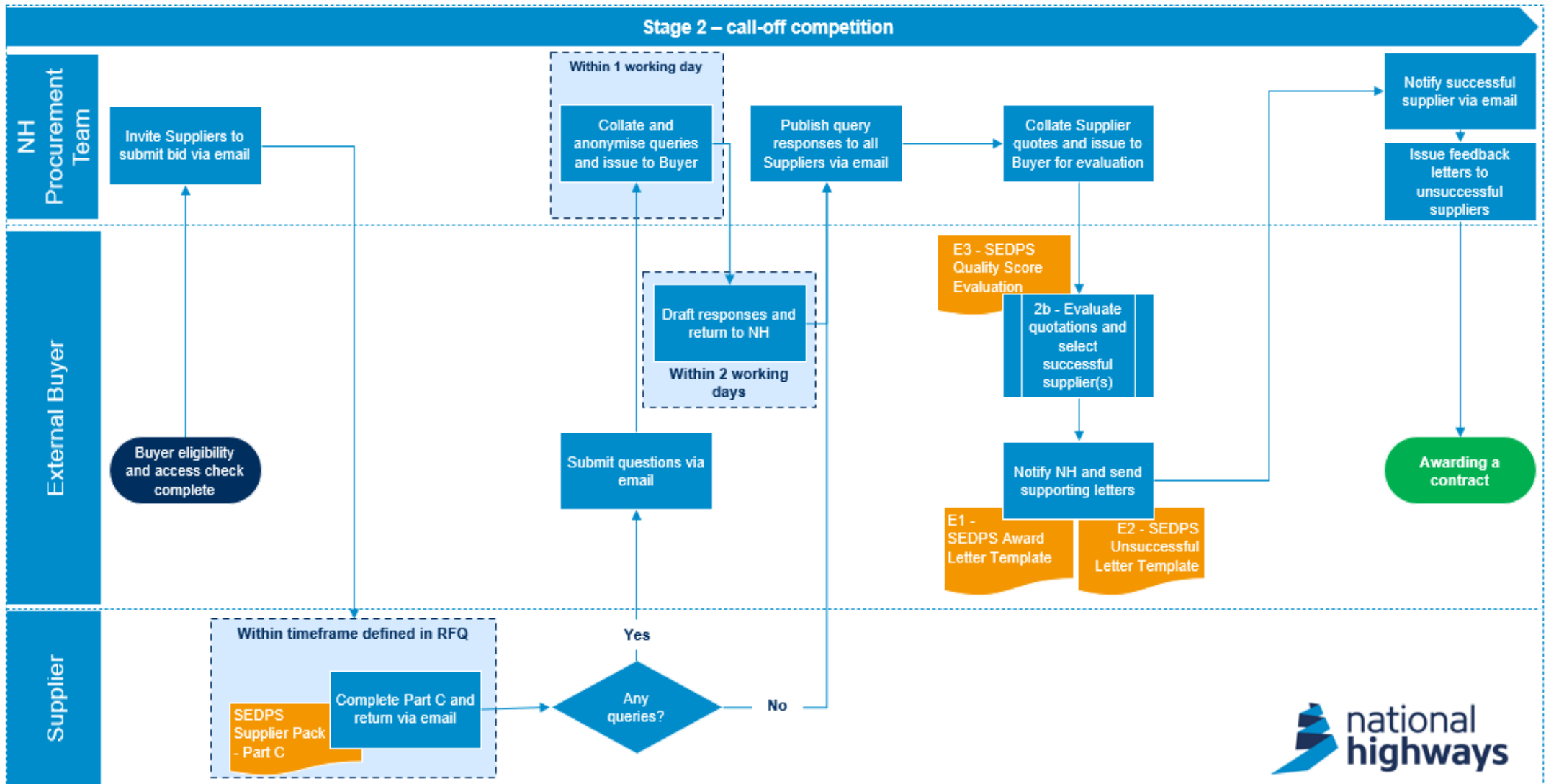
- 3.6 National Highways are required to use the E-sourcing Portal; Jaggaer, for any contracts offered by the company. All tender documents will be stored on Jaggaer, and Invitations to Tender (ITTs) will be issued from the system.
- 3.7 All National Highways run Call-off tender responses will be collated and assessed by National Highways.
- 3.8 The image shown on the page below (page 5) outlines the process for National Highways when purchasing through the SEDPS.

2a - Run a call-off competition – NH Contract



- 3.9 The SEDPS is not just for National Highways, but for External Buyers (our supply chain and other government departments) to use to increase their social value impact.
- 3.10 External Buyers can submit a request to National Highways to use the SEDPS for their purchasing requirements.
- 3.11 For all contracts run under the SEDPS that are offered by an External Buyer, email communications will be used via the socialenterprisedps@nationalhighways.co.uk inbox. This process will be managed by National Highways, acting as a post box.
- 3.12 National Highways will manage the Call-Off process on behalf of the External Buyer, issuing ITTs and collating tender submissions. The assessment and consensus of these Call-Off's will be done by the External Buyer, and National Highway informed of the outcome.
- 3.13 The image shown on the page below (2b) outlines the process for National Highways Supply Chain and Other Government Departments when purchasing through the SEDPS.

2b - Run a call-off competition – External Buyer Contract



4. Award of SEDPS Call-Off Contracts

Contract Award Procedure

- 4.1 National Highways and/or the External Buyer reserves the right not to proceed to award of contract under the procurement exercise at their own discretion.
- 4.2 Once the Tender Period for a Call-Off Contract (the duration of time a Tender will be open) has ended and National Highways or the External Buyer has evaluated all bids and a winner identified, the Contract Award procedure will begin.
- 4.3 The successful Supplier(s) will receive an award letter, and instructions for contract signing and execution. This will be issued via Jaggaer or email.
- 4.4 The unsuccessful Supplier(s) will receive a feedback letter via Jaggaer or email, detailing where they can make improvements. This is in order to create greater competition in the market and upskill Supplier knowledge.
- 4.5 Table 1 below provides an overview of how the two types of Buyers will manage the contracts.

Type of Buyer	System used for Call-Off, including contract execution
National Highways	Jaggaer will be used for all communications and documents.
External Buyer (supply chain members or other government departments)	Email will be used for all communications and documents.

Table 1 – SEDPS Contract Award Information