

Guidance on Bidding for DFID Tenders

Please find below some outline guidance and tips for tendering for DFID requirements. Please note that as a government department DfID is required to comply with EU Public Procurement Regulations.

Tendering for a contract

The majority of DFID opportunities will be made available on the DfID Supplier Portal. To gain access you must be registered on the portal at <https://supplierportal.dfid.gov.uk/selfservice>

When reviewing potential opportunities, suppliers must read the relevant contract notice very carefully to ensure they meet the qualification criteria and are able to provide the requirement. All questions/clarifications must be made via the portal, or with the relevant Contract Officer in DFID's Procurement Group. Prior to tender stage an 'expression of interest' may be required. This is the initial stage of the tendering process that helps the relevant DfID Contract Officer see who's interested in bidding and draw up a list of possible suppliers. This may be followed by an early market engagement meeting.

Once the tender process is underway suppliers will be asked for information about their company financial standing, identify grounds for rejection, duty of care and technical and professional ability. This pre-qualification stage determines the organisation's capacity and capability to undertake the contract. Suppliers must ensure this is completed in full and has the financial capacity, the required registration/licences, and experience to deliver the contract in line with the budget available. It is essential that suppliers must read carefully DFIDs General Terms and Conditions of Contract. These are available on the portal via the link provided above.

TIP

- Only bid for work that you are sure you can do.
- Make sure you accurately answer all the questions.
- Do not provide unnecessary and unsolicited marketing information

Suppliers who have successfully met the PQQ criteria will be issued an Invitation to Tender Pack. Tender documents will explain fully what suppliers are required to do to submit the tender. All tenders must be submitted prior to the deadline. Suppliers must read all tender information carefully and focus their response clearly linking to the evaluation criteria set out in the ITT. Tender packs will include:

- Volume 1 – ITT Instructions
- Volume 2 – Scoring methodology and Evaluation Criteria
- Volume 3 – Terms of Reference
- Volume 4 – Commercial Proformas

TIP

- Please ensure that you read the documents carefully.
- Plan your bid around the timetable Procurement Group gives you to make sure you can meet all deadlines.
- Complete the tender submission in full
- Do not leave it until the last minute to submit tender documents

Volume 2 of the tender pack will detail the Evaluation Award Criteria and how DfID will score proposals (Appendix 1). A simple scoring system is applied (1-6), multiplied by the weighting allocated to each criteria. Evaluation sub-criteria is split in to Technical and Commercial then weighted accordingly. As an example typical evaluation criteria may include:

Technical	Commercial
Quality of Personnel	Competitiveness of Fee Rates
Methodology	Delivering VfM
Sustainability	Payments by Results model
Innovation	
<i>Please note this list is by no means exhaustive and criteria chosen will align directly to the requirements of the programme. This will ensure that responses from bidders clearly addressed the most critical aspects of the ToR and allow the evaluation panel to make a fair and equal comparison of the bids received.</i>	

TIP

- Ensure your bid has structure – heading and a clear reference to each criteria
- Answer each evaluation criteria in a clear and concise manner.
- Note the weightings allocated to each criteria (the higher the weighting the more important the sub criteria)

Once each bid has been evaluated and scored both the technical and commercial scores will be totalled to determine the most economically advantageous tender. Bidders will then be notified of the outcome.

Communication

All commercial and contractual discussions prior, during and post the tender process must be conducted with DFIDs Procurement Group. No dialogue must take place between the supplier and DFID Technical representative during this live competition process.

Appendix 1

Volume 2 - Outline Scoring Methodology & Evaluation Criteria

Technical Evaluation

The Technical Evaluation places emphasis on the degree of confidence the Evaluation Team have in the Tender content and the Tenderer's capability to deliver the outputs effectively. A higher degree of confidence is gained where:

- A deep understanding of key issues is clearly demonstrated. Merely providing general statements of information and a can-do attitude will not generate high scores.
- A convincing methodology is provided to achieve results, whilst ensuring optimal value for money over the lifetime of the contract. The methodology should include clear links between performance outputs and pricing mechanisms (such as milestones for payment linked to clear deliverables).
- The methodology includes monitoring & performance management tools where appropriate, such as: critical path analysis, risk strategies/mitigation plans, communications plans etc.
- A detailed **Work Plan** is provided that breaks down activities and outputs, which are clearly cross referenced (where appropriate) to payment mechanisms and governance/quality assurance mechanisms to ensure effective delivery on time and within budget.
- Strong examples demonstrate the proposed methodology has been applied successfully in environments relevant to this ITT.
- A well balanced Team is proposed that provides the right mix and level of skills, with assured availability at the right time and with the right number of days. The Tenderer should explain their recruitment methodology and how the selection of local and international team members has been tailored to ensure best value.
- Greater effort has been made to provide certainty in the Tender detail so that it can be relied on from a contractual perspective (for example, poor management processes, lack of performance measures and vague terminology represent a potential performance risk).

Commercial Evaluation

Tenderers should aim to demonstrate within the Commercial Tender that their overall Tender offers the best mix of quality and effectiveness for the least outlay over the period of using the goods or services required. The Commercial Tender should therefore be clear on whole life costs over the duration of the contract, including (but not limited to) cost elements such as: capital, maintenance, management, operating and disposal costs. Where appropriate, the Tender should highlight where it continues to add value beyond the life of the contract (e.g. lower maintenance costs for the Recipient Government after the DFID contract has ended).

The Commercial Evaluators will review overall balance provided by all sections of the Commercial Tender. A higher degree of confidence will be gained where convincing information is provided as outlined below:

- 1) A **Financial Methodology** that explains the rationale of the Commercial Tender and how this offers best value. This should also set out the governance, management methodology or process for managing risks & issues to provide confidence that the business processes are sufficiently robust to ensure effective delivery on time and within budget. It is very important that bidders set out in detail their processes and methodologies for successfully managing performance. The Tenderer should also aim to provide convincing information in the following areas of their Financial Methodology:
 - **Competitiveness of Fee Rates:** We expect bidders to clearly demonstrate the competitiveness of their fee rates. This approach is increasingly important as DFID moves to a position where suppliers are expected to be transparent in their pricing structure in order to demonstrate that their Commercial Tender is competitive and represents Value for Money. Rates will be measured in relation to the market. Tenderers should also provide details of how their Fee Rates are constructed, detailing the overhead, salary and profit margin making up each Fee Rate.
 - **Financial Risk/Contingency Costs:** It is a matter for Tenderers to determine if they wish to include contingency elements in their Tender. If for example, you have identified risks to successful delivery, which would require additional resource or cost to mitigate, then we would expect these to be shown separately in the Tender.
 - **Economies of Scale:** The Tender should highlight any particular Economies of Scale that can be realised through sharing of resources with other operations the Tenderer is currently involved in. For example if this area is adjacent to an existing operation, there may be an opportunity to share certain resources. The Tender should explain how these benefits can be realised and clearly demonstrate that they are realistic.
- 2) A detailed **Financial Plan** that is clearly cross referenced to the activities and outputs within the Technical Work Plan (see Technical Response Section 2). **All** costs associated with delivering the ToR must be detailed within the Financial Plan. Payment mechanisms within the Financial Plan should be structured to support performance management and effective delivery of the activities and outputs identified. Where the ToR highlights that the requirement will be taken forward in distinct phases (e.g. Inception & Implementation), the costs relating to each phase should be clearly shown.
- 3) The **Commercial Pro Forms** provided in the ITT Volume 4 should be fully completed in the format requested. Where the ToR highlights that the requirement will be taken forward in distinct phases (e.g. Inception & Implementation), the Pro Forms 1 to 4 should be completed separately for each phase and Pro Forma 5 must be completed to show a summary of total costs broken down into the proposed phases. The detail provided in the Pro Forms should be easily cross referenced to the Financial Plan.

Scoring Methodology

The Evaluation Team will apply the following scoring methodology:

6	Excellent, addresses the requirements of the ToR and all ITT issues, and where relevant demonstrates fine tuning, to make a match with Client expectations, and is of a quality and level of detail and understanding that provides confidence in certainty of delivery and permits full contractual reliance (where applicable)
5	High degree of confidence that they can meet the requirements of the ToR (and where relevant strong evidence they have tailored their response to meet these). Demonstrates they have a thorough understanding of what is being asked for and that they can do what they say they will; translates well into contractual terms (where applicable)
4	An understanding of all issues relating to delivery of the ToR and tailoring the response to demonstrate that proposals are feasible so that there is a good level of confidence that they will deliver; can be transposed into contractual terms (where applicable)
3	Understands most of the issues relating to delivery of the ToR and addresses them appropriately with sufficient information, but only some relevant tailoring and so only some confidence that they will be able deliver in line with expectations
2	Some misunderstandings of the issues relating to delivery of the ToR and a generally low level of quality information and detail. Poor appetite to tailor when asked and so fails to meet expectations in many ways and provides insufficient confidence.
1	ToR issues are scantily understood and flimsy on quality information, with minimal tailoring if any, where relevant. Provides no confidence that the issues will be addressed and managed at all in line with expectations
0	Complete failure to address the requirements of the ToR.

The above scoring methodology will be applied to each of the Sub Criteria detailed on the table below. The Total Score for each Sub Criteria will comprise of the score awarded (0 to 6) multiplied by the weighting allocated to each Sub Criteria.