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| sse group  1277 - FRAMEWORK AGREEMENT FOR THE HIRE of NON-OPERATED plant |
| Pre-Qualification Questionnaire |

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## Introduction

SSE are looking to put in place a framework of suppliers that are able to provide the hire of non-operated (without an operator) plant machinery and equipment to service various operational sites in both England and Scotland. This tender aims to draw value by reaching out to all segments of the market across our operational regions with the aim of allowing both large operators to make their proposals while at the same time giving the opportunity to small and medium enterprises to become part of SSEs supply chain.

## Scope of requirement

To enable the supply of non-operated(without operator)plant hirerequirements for SSE operational sites in both Scotland and England. It is not a requirement of tendering that you have coverage in both areas.

The range and type of plant within scope has been categorised into the following areas;

* **Small Plant** – compressors, pumps, powered tools
* **Non-Mechanical** – site fencing, safety barriers, road safety equipment, trenching & shoring
* **Heavy Plant** – dumpers, excavators, material handling equipment, rollers, trailers
* **Material Handling** - Forklifts and associated equipment
* **Trenching & Shoring** - as described
* **Powered Access** – scissor lifts, boom lifts, cherry pickers
* **Welfare and Site Accommodation** – welfare units, site offices, canteens, dry rooms, toilets, shower units, storage units including all furniture and internet access

For the avoidance of doubt, the following items are not within the scope of this exercise;

* Purchase of Plant
* Operated Plant Hire
* Scaffolding
* Skip hire / general waste management (other than is necessary for operation of welfare / site accommodation)
* Trackway

## Lotting Strategy

SSE would like to encourage the participation of small and medium enterprises in this exercise. In order to make the contract as accessible as possible to as wide a range of potential suppliers, and acknowledging SSE’s very broad operational area, it is proposed that the Framework will be split into two regions each with nine lots each as illustrated below;

* **Scotland**
  + Lot 1 - Small Plant
  + Lot 2 -Non-Mechanical
  + Lot 3 -Heavy Plant
  + Lot 4 -Material Handling
  + Lot 5 – Trenching & Shoring
  + Lot 6 - Powered Access
  + Lot 7 - Welfare / Site Accommodation
  + Lot 8 - Ad-hoc Plant Hire
  + Lot 9 - Sustainable Solutions
* **England**
  + Lot 1 - Small Plant
  + Lot 2 -Non-Mechanical
  + Lot 3 -Heavy Plant
  + Lot 4 -Material Handling
  + Lot 5 – Trenching & Shoring
  + Lot 6 - Powered Access
  + Lot 7 - Welfare / Site Accommodation
  + Lot 8 - Ad-hoc Plant Hire
  + Lot 9 - Sustainable Solutions

Any supplier submitting a tender will be able to decide which lot they wish to bid for and for which region (England and/ or Scotland). Suppliers may bid for one or both regions. SSE needs to ensure that it obtains the necessary geographical coverage under the terms of this framework, and, if so required, identify specific geographical areas that may need to be addressed separately.

It is a stipulation that for Lots 1-7 bidders will be required to price all the items in that basket of goods. If a tenderer can supply 90% of the required items in a specific Basket of Goods, they will need to arrange a sub-contract option for the remaining 10%.

It is up to each Supplier to decide whether they are in a position to bid for one, multiple or all available lots.

**Lots 1 to 7**

Lots 1 to 7 will be awarded to up to a maximum of 4 suppliers per Lot. SSE reserves the right to award more or less than 4 suppliers and this and this will be dependant ensuring that we have good regional coverage as well as availability.

**Lot 8 - Ad-hoc Plant Hire**

* Where suppliers have a small fleet of various ad hoc equipment, SSE are giving them an opportunity to create their own basket in order to present their proposal. This will be done via Lot 8 Adhoc Plant hire.
* Suppliers bidding for Lots 1-7 may not apply for Lot 8.
* Lot 8 will be awarded to all suppliers who pass SSEs minimum requirements for suppliers.
* Suppliers bidding for this lot will not have a preferred supplier status, but instead they will be entered into a ‘bank’ of suppliers that may be called upon in circumstances where equipment cannot be sourced via those suppliers who have been awarded Lots 1-7.

**Lot 9 - Sustainable Solutions**

* A maximum of 15 Suppliers will be appointed to Lot 9.
* There are no restrictions on who may bid for Lot 9; meaning all suppliers in the process can participate in this Lot.
* Suppliers will be asked to showcase their fleet of alternative plant that can be offered as a replacement to conventional/traditional equipment. Suppliers will be asked to demonstrate how this will contribute towards SSEs goal to net zero.

## PQQ Questionnaire

This Pre-Qualification Questionnaire (“PQQ”) has been issued by SSE Services plc in connection with a competitive procurement event conducted in accordance with the Negotiated Procedure under the Utilities Contracts Regulations 2016/Utilities Contracts (Scotland) Regulations 2016. This PQQ sets out the information which is required by SSE Services plc in order to assess the suitability of potential Applicants in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement.

No information contained in this PQQ, or in any communication made between SSE Services plc and any potential Applicant in connection with this PQQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. SSE Services plc reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate at any time.

The intention of SSE Group is to make an agreement between SSE Services plc and the successful supplier. Any resultant contract entered into shall be governed under English law.

SSE Services plc shall not be liable in any way for any costs associated with this submission by any Applicant whether or not the Applicant is accepted at this stage of the process.

Under no circumstances shall SSE Services plc incur any liability in respect of this PQQ or any supporting documentation.

## Contracting Strategy

The framework is intended to be in place for an initial period of 3 years, with 2 further two-year extension periods available (3+2+2). The total maximum length of the framework would, therefore, be 7 years.

The framework will be established using SSE’s standard terms and conditions with any plant-hire specific processes captured under a schedule within the framework contract.

Once at the Invitation to Tender stage, suppliers will have the opportunity to review the proposed terms & conditions and submit any proposed deviations for SSE to consider. SSE will not be obliged to accept any proposed changes, particularly where they may constitute a material change.

SSE Services plc reserves the right to award any number of agreements or none at all. SSE Services plc puts our customers central to our activities, and aim to focus on delivering outstanding service. SSE Services plc will expect their contractors to align with these goals.

## Tender Process and Timescales

It is our ambition to have conducted the tender and all associated activities and to award all agreements for the framework by February 2023.

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| **Event Description** | **Start** | **End** |
| PQQ Launch | 14 September 2022 | 07 October 2022 |
| PQQ Evaluation | 10 October 2022 | 21 October 2022 |
| Notification of PQQ Outcome | 21 October 2022 |  |
| RFP & Contract Compliance (ITT) Launch | 24 October 2022 | 18 November 2022 |
| Evaluation | 21 November 2022 | 02 December 2022 |
| Clarification period | 05 December 2022 | 09 December 2022 |
| Best & Final Offer Round | 12 December 2022 |  |
| Christmas Break (minimal activity) | 19 December 2022 | 30 December 2022 |
| BAFO Evaluation | 02 January 2022 | 06 January 2022 |
| TER Internal approvals) | 09 January 2022 | 20 January 2022 |
| Notification and Start of 10 day Standstill Period | 23 January 2022 | 01 February 2022 |
| Award Contract & Signatures | Early February | |

## Guidance - Information Provision

Recipients are invited to complete the attached PQQ and to submit it, together with any requested supporting information, to SSE Services plc by the due date for return in accordance with the procedures set out in the section below entitled ‘Submission of Completed Pre-Qualification Questionnaires’.

Potential Applicants should answer all questions as accurately and concisely as possible. Where a question is not relevant to the potential Applicant’s organisation, this should be indicated with an explanation.

Questions should be answered in English.

Potential Applicants will advise the Company of any changes whatsoever in their status during the process.

If supporting information is required, then please respond in an Appendix to the PQQ document and advise in the space provided against each question of the relevant appendix. Applicants are respectfully asked not to include company literature i.e. brochures with their response. This is due to the fact that an assessment model based on specific criteria will be used to evaluate responses which cannot be applied to any such company literature.

Please ensure that any word limits indicated in the PQQ are adhered to and any supporting information to be submitted is no more than an accumulated file size of MB

Failure to provide the required information, make a satisfactory response to any question or supply documentation referred to in responses may mean that a potential provider is not invited to participate further. In the event that none of the responses are deemed satisfactory, reserves the right to terminate the procurement event.

SSE Services plc shall exclude a bidder from participating in a tender event if they have been convicted of any of the offences prescribed under Section 57 of the Public Contracts Regulations 2015. The bidder shall provide a statement confirming whether they have been convicted of any of the offences listed under both the mandatory and discretionary offences.

Potential Applicants must be explicit and comprehensive in their responses to this PQQ as this will be the single source of information on which responses will be scored. Additionally, applicants are requested to include a single point of contact in their organisation for all correspondence in relation to the PQQ.

The Authority reserves the right to conduct a due diligence exercise on Potential Providers at the award stage and may, in its absolute discretion, choose to award all, part or none of the requirement to Potential Providers.

## Information & Data Policy

The applicant, whether their submission is accepted or not, shall treat the details of this Pre-Qualification document as private and confidential.

By submitting their pre-qualification information, Applicants agree to the following:

• The Applicant has examined this Pre-Qualification Document;

• Any resultant contract awarded shall be governed under relevant regional Law;

• The Applicant is prepared to offer additional security if required by The Authority – such appropriate form to be determined by The Authority at a later stage;

• The Applicant will advise The Authority of any changes whatsoever in its status during the process;

• The Applicant may be requested to provide further information to support its response to this Pre-Qualification Questionnaire;

• The Authority is not bound to accept any Application by way of a response to this Pre-Qualification Questionnaire that it may receive;

Submission of a response to this Pre-Qualification Questionnaire shall be deemed as acceptance of the above conditions

SSE Services plc expressly reserves the right to require a potential Applicant to provide additional information supplementing, or clarifying any of the information provided in response to the requests set out in the PQQ. SSE Services plc may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

Applicants should be aware that erroneous or incorrect responses may result in their removal from the tender list(s). In the event that this is only discovered once invitations to tender have been issued, the applicant may be required to return the tender documents which will be deemed void.

In the case where the error of misrepresentation is not discovered until after the contract is awarded, SSE Services plc reserves the right to terminate the contract and all costs incurred by SSE Services plc as a result of the termination shall be recoverable from the provider under the contract.

## Evaluation Methodology

SSE Services may disqualify any potential Applicant who fails to comply with the requirements detailed in this Instruction Sheet.

In the Pre-Qual Tab mandatory questions must be answered and an unsatisfactory answer to these questions may lead to exclusion, irrespective of the score on the rest of the PQQ. Applicants should note the answer to these questions or information provided will be critical to whether any further progression of application occurs.

It is intended to shortlist Applicants on the basis of information provided in response to this questionnaire including assessment of the following criteria

• Economic and Financial Standing;

• Health & Safety and Environmental Standards

• Technical and Professional Ability

Each question on the Pre-Qualification questionnaire will be scored as indicated in the "Available Score" column. A pre-determined "weighting" has also been set for each score.

Any questions that are scored 'Fail' which have been determined as Pass / Fail will result in an automatic failure for the Applicant irrespective of the scores achieved across the other criteria. The scoring frame shown on the next page defines how question responses will be scored.



## Sustainability / Net Zero

SSE is committed to accelerating progress towards Net Zero with ambitious 2030 goals including cutting carbon intensity by 80%, increasing our renewable energy output fivefold, enabling low-carbon generation and demand, as well as to champion a fair and just energy transition.

Clearly this framework, through the goods and services it encapsulates, can play an important role in helping SSE achieve its aims. We encourage you to review the ambitious plans SSE has set out in the link below where you will be able to follow what SSE are currently doing and our goals and ambitions for achieving net zero.

<https://www.sse.com/what-we-do/net-zero-acceleration-programme/>

Within this exercise, we will be looking to secure more sustainable alternatives to existing plant by conforming to the Supply Chain Sustainability School’s Minimum Standards 2.0 for Plant found at the link below.

<https://www.supplychainschool.co.uk/partners/groups/plant-group/>

## Queries & Clarifications

Any Queries and/or requests for clarification in respect of the PQQ should be addressed to SSE Services plc nominated contact – Zaib Malik via email and must be received at least 5 working days prior to the closing date for responses to the pre-qualification questionnaire.

After such time, SSE Services plc cannot guarantee a response to the query/clarification. SSE Services plc will ensure that all relevant queries and responses or clarifications made during the pre-qualification process are made available to all Applicants during the process although the querying/clarifying party will not be disclosed. No approach of any kind in connection with this PQQ should be made to any other person within or associated with

This PQQ is being provided on the same basis to all potential Applicants.

## Submission

The completed PQQ is to be returned to Zaib Malik via Email (zaib.malik@sse.com)

The responses must be sent to SSE Services plc no later than 16:00hrs, 7th October 2022 in the form described above.

Please note that completed PQQs received after the closing date may be rejected.