**OO Services - EV charging software - Multisite 1225**

**Reference: SSE 11973**

**Instructions to Potential Applicants**

This page has been intentionally left blank

**Table of Contents**

[1. Glossary of Terms 4](#_Toc51581940)

[2. Introduction 4](#_Toc51581941)

[3. Requirement 4](#_Toc51581942)

[4. Interpretation 4](#_Toc51581943)

[5. PQQ Documents 4](#_Toc51581944)

[6. PQQ Instructions for Completion and Evaluation Criteria 5](#_Toc51581945)

[7. Communications and Queries 6](#_Toc51581946)

[8. Confidentiality and Intellectual Property Rights 6](#_Toc51581947)

[9. Acknowledgement 7](#_Toc51581948)

[10. Information Submissions 7](#_Toc51581949)

[10.1 Language 7](#_Toc51581952)

[10.2 Potential Applicants PQQ Commitment 7](#_Toc51581953)

[10.3 Compliant PQQ Responses 7](#_Toc51581954)

[10.4 PQQ Closing Date 7](#_Toc51581955)

[10.5 Cancellation or Amendment to the PQQ 8](#_Toc51581956)

[10.6 Timetable 8](#_Toc51581957)

**INSTRUCTIONS TO POTENTIAL APPLICANTS**

# Glossary of Terms

Please review Attachment 001 – Glossary of Terms as this will assist in the understanding of this document

# Introduction

* This PQQ is issued to Potential Applicants selected by the Authority in connection with a potential procurement event for the provision of a back office software for the Authority’s EV charging infrastructure to be conducted in accordance with the Negotiated Procedure under the;
* Utilities Contracts (Scotland) Regulations 2016 (Scotland)

This PQQ sets out the information which is required by the Authority 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 the Authority 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. The Authority 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. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation.

In the event that none of the PQQ responses are deemed satisfactory, the Authority reserves the right to discontinue the process.

# Requirement

The Requirement is set out in the Procurement Documents contained in Attachment 003.

# Interpretation

Any reference to “PQQ” is a reference to a Request for Information from the Potential Applicants and includes these Instructions to Applicants and all Attachments to this event found in the e-tendering tool.

Any reference to “we”, “us” or “our” is deemed to be a reference to the Authority.

Any reference to “person” includes but is not limited to any person, company, body or association.

# PQQ Documents

The Authority is using an e-tendering solution (Emptoris):

 (<https://sse-sgn.emptoris.com/emptoris/sso_login.jsp#/login/loginPage>) to manage this tender process with Potential Providers.

The Authority is notifying Potential Applicants of the PQQ for the Procurement via a Contract Notice – Utilities under Directive 2014/25/EU. No hard copy documents will be issued by the Authority. All documentation pertaining to this PQQ can be accessed via Emptoris sourcing event.

 The structure of the PQQ suite of attachments is as follows:

• Instructions to Potential Supplier

• Attachment 001 – Glossary of Terms

• Attachment 002 – Pre-Qualification Questionnaire and Evaluation Criteria

 • Attachment 003 - Procurement Documents

• Attachment 004 – The Authority’s Contract Principles

 • Attachment 005 – The Authority’s Responsible Procurement Charter

• Attachment 006 – The Authority’s SHE Specification

• Attachment 007 – Emptoris Guidance

Potential Applicants must check that they can access all of the Attachments listed above within Emptoris and that the Attachment 002 – Pre-Qualification Questionnaire is complete in all respects. Any errors, inaccuracies or omissions in the PQQ should be advised by the Potential Applicant to the Authority and the Authority accepts no liability for such errors, omissions or inaccuracies. Potential Applicants should be aware that erroneous or incorrect responses may result in their removal from the list of Potential Applicants or Potential Providers.

In the event that this is only discovered once the Invitation to Tender has been issued, the Potential Provider may be disqualified from participating further in the Invitation to Tender. 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 the Authority as a result of the termination shall be recoverable from the Supplier under the Contract.

The Authority reserves the right to issue amendments to the PQQ at any time after issue until six working days prior to the closing date and time. Any such amendments will be placed as additional Attachments to the sourcing event in Emptoris. You are advised to check the Attachments folder on a regular basis as you may not be notified of individual updates.

The Authority reserves the right to require a Potential Applicant to provide additional information supplementing or clarifying any of the information provided in response to the questions set out in the PQQ. The Authority may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

# PQQ Instructions for Completion and Evaluation Criteria

Potential Suppliers are invited to complete Attachment 002 – Pre-qualification Questionnaire and Evaluation Criteria and provide requested Attachments which will make up the Potential Supplier’s PQQ Response.

All answers are to be completed in the columns titled Supplier Response using the drop-down list of “Yes” and “No” and an Attachment must be provided containing the answer to the question where requested.

Pre-qualification questions will consist of Pre-requisite questions which will require a mandatory answer of “Yes” using the columns titled Supplier Response and the drop-down list provided. Only Potential Suppliers who have answered “Yes” to the Pre-requisite questions will be invited to complete the Solution Capability and Experience questions of which will be scored in accordance with the scoring criteria provided within “Attachment 002 – Pre-qualification Questionnaire and Evaluation Criteria”

The Authority is permitting that Potential Suppliers self-certify that a response of “Yes” is correct and supporting evidence for the Pre-requisite criteria may not be required at this stage. However, the Authority reserves the right to verify all or any responses at any stage during the process, and where that reveals that the response was incorrect, the Potential Supplier may be eliminated.

All questions in the “Information Only” worksheet of the Procurement Documents are classified as such. The Authority may seek independent financial and market advice to validate information declared, or to assist in the evaluation of the Potential Supplier’s response throughout the PQQ and Invitation to Tender Event.

During the PQQ stage, the intention is for the top 5 highest scoring Potential Suppliers of the Capability and Experience questions (of whom would have all answered “Yes” to the Pre-requisite questions) to be taken forward to demonstration and technical review stage and invited to submit formal bids by way of completion of an Invitation to Tender (ITT).   Any PQQ submission that achieves a total evaluated score of less than 50 out of 100 will be deemed of insufficient standard to be invited to tender.

Both the demonstration and the submission of the ITT will be evaluated and scored in accordance with Award Criteria published within the ITT procurement documents.

# Communications and Queries

All communications relating to this PQQ will be conducted via Emptoris. Any communications received via other methods will be excluded from consideration (i.e queries/ submission of evidence).

You must ensure that your point of contact in Emptoris (and Achilles) is accurate at all times as the Authority will not be under any obligation to chase responses or to circulate to additional points of contact.

If Potential Applicants have any queries regarding this PQQ, these should be submitted to the PQQ lead using Emptoris messaging. No approach of any kind in connection with this PQQ should be made to any other person within or associated with the Authority. Please do not refer to your identity in the body of the question. The last day for submission of queries from Potential Applicants is seven days prior to the closing date. Any queries received after this date may not be responded to.

The Authority will publish responses to queries in the “Attachments” section of the PQQ (“Questions and Answers” document) visible to all Potential Applicants. If you believe your query to be confidential and do not wish the query or the response to be visible to all Potential Applicants, you must notify the Authority and provide justification for keeping the question and response visible only to you. If the Authority does not feel there is sufficient justification, we will ask you to confirm whether you want the question to be withdrawn or published to all and will thereafter follow your decision.

Potential Applicants are responsible for monitoring Emptoris and the ‘Questions and Answers’ document in particular, for any responses to questions, general clarifications or other information issued by the Authority.

# Confidentiality and Intellectual Property Rights

Potential Applicants shall not disclose any information in relation to either this PQQ, their PQQ submission or subsequent queries and correspondence in whole or in part to any third party prior to either the award of a resultant Contract by us or if permission is received in writing from a duly authorised representative.

Potential Applicants are to restrict circulation and distribution of this PQQ to Suppliers and Subcontractors on a "need to know" basis and then only for the purposes for which it has been supplied and when the Supplier or Subcontractor is bound by the same terms of confidentiality stated herein.

If you, as representative of your company, are not in agreement with this “Confidentiality Notice” or you elect not to respond to this PQQ, please inform the PQQ lead and delete all associated documents and correspondence, at all times treating the information contained herein as confidential. Otherwise, these confidentiality provisions are deemed accepted.

This PQQ and all associated documentation remain the property of the Authority. The Authority provides a license to the Potential Applicant to use the information for the sole purpose of responding to this PQQ.

The Potential Applicant grants the Authority a non-exclusive, irrevocable and perpetual licence to copy, reproduce and use any intellectual property contained within its PQQ response for the purposes of carrying out the evaluation of the PQQ response and for entering into any resultant Contract (where applicable).

# Acknowledgement

Potential Providers should accept or decline the invitation in Emptoris. If declining to submit a response, please provide an explanation as to the reasons.

# Information Submissions

1.
2.

##  Language

The PQQ response and all communications relating to the RFI shall be in the English language.

##  Potential Applicants PQQ Commitment

Potential Applicants shall bear all costs and expenses incurred by them in the preparation and submission of their PQQ response.

All Potential Applicants are responsible for identifying any information of a proprietary or confidential nature within their response in order that it may be handled properly.

##  Compliant PQQ Responses

All requested fields, questions and attachments should be provided by the Potential Applicant. No additional Attachments should be provided unless specifically requested by the Authority. Please check the accuracy of your response prior to submission.

Non-compliant PQQ responses, at the sole discretion of the Authority, may be rejected and may not be included in any evaluation. Any PQQ responses that are submitted where questions, bid fields or requested information are incomplete may be deemed to be non compliant and may not be considered in the evaluation.

The Authority shall exclude a Potential Applicant from participating in an Invitation to Tender event if they have been convicted of any of the offences prescribed under Section 58 of the Public Contracts (Scotland) Regulations 2015 as allowed under the Utilities Contracts Regulations (Scotland) 2016). The Potential Applicant shall provide a statement confirming whether they have been convicted of any of the offences listed under both the mandatory and discretionary offences.

The Authority shall exclude a Potential Supplier from participating in an Invitation to Tender event if they submit a PQQ response where they have answered “No” to any of the Pre-requisite questions in “Attachment 002 – Pre-qualification Questionnaire and Evaluation Criteria” or their total evaluated score. Is less than 50 out of 100.

For details on how to complete the fields, questions and upload Attachments in Emptoris, please review Attachment 007 to this RFI for advice. I you still have a query please contact the RFI lead for further information.

##  PQQ Closing Date

The PQQ closing time and date within Emptoris is fixed and firm.

**In the event that aN PQQ submission is late, the Authority will not accept the late submission.**

All responses in “draft” in the system will be automatically submitted at the deadline to the Authority. Please ensure that you prepare and complete your response in the Emptoris system in sufficient time prior to the submission deadline, including time for uploading. The Authority accepts no responsibility for the late submission of any responses.

If you feel that you cannot meet the deadline and would like to request that this is extended, please contact the PQQ lead via Emptoris messaging and request and extension to the PQQ submission deadline with details on why you believe that this is required. The PQQ lead will then contact you to confirm or otherwise the extension to the PQQ closing date.

Once an PQQ response is submitted, it is deemed to have been submitted on behalf of the Potential Applicant by a person authorised to commit the Potential Applicant to the PQQ submission and submissions cannot be modified after the closing time.

##  Cancellation or Amendment to the PQQ

The Authority reserves the right to cancel or amend the PQQ at any time for any reason.

## Timetable

|  |  |
| --- | --- |
| ***Date*** | ***Activity*** |
| 24 September, 2020 | Publish Contract Notice in OJEU |
| 26 October, 2020 | Closing date for Potential Applicants PQQ response |

Attachments contained in the PQQ Attachments folder relating to this event:

Instructions to Potential Suppliers

Attachment 001 – Glossary of Terms

Attachment -002 – Pre-Qualification Questionnaire and Evaluation Criteria for PQQ

Attachment 003 - Procurement Document

Attachment 004 – The Authority’s Contract Principles

Attachment 005 – The Authority’s Responsible Procurement Charter

Attachment 006 – The Authority’s SHE Specification

Attachment 007 – Emptoris Guidance