



Llywodraeth Cymru
Welsh Government

SPECIFICATION FOR: Comparative Analysis of the Tax Systems Faced by the Visitor Economies in Selected Countries

CONTRACT Ref: 1574/22

Please refer to the Welsh Government Procurement Privacy Notice at:

<https://gov.wales/welsh-government-procurement-privacy-notice>

to find out how we use and protect your information within the Welsh Government when you quote or tender for a Welsh Government contract through a procurement process. The Procurement Privacy Notice makes sure we continue to comply with privacy law and regulation, it includes information on your rights and information we hold about you and the legal grounds for how we use your information.

1. Instructions to Bidders

This Invitation to Quote Document (ITQ) has been prepared on behalf of the Welsh Ministers, herein after referred to as 'the Client', to establish a contract for Comparative Analysis of the Tax Systems Faced by the Visitor Economy

The successful bidder must agree to the Terms and Conditions for the **service** as well as the contract specific terms detailed within this document.

Quotes may be received in Welsh and English. Any quote submitted in Welsh will not be treated less favourably than a quote submitted in English. All subsequent correspondence / communications will be conducted in keeping with the language of the submitted quote.

Submissions will be evaluated and scored against the criteria in Section 11 and Annex 1 of this document. The Client may contact Bidders if necessary to clarify submissions throughout the quotation process.

Only one quote will be accepted from each Bidder. Multiple variants will not be accepted.

In so far as it is compatible with any relevant laws, the Client reserves the right, without prior notice, to change the basis of, or the procedures for, the competitive process for the award of the contract or to reject any or all Quotes. In no circumstances will the Client incur any liability in respect of the foregoing.

The Welsh Government has a programme for government commitment to introduce legislation enabling local authorities to raise a levy on visitors. This is a Ministerial priority and a consultation will take place in the Autumn of 2022 to explore potential options for a tourism tax in further detail. Legislation will follow in due course following this consultation process.

Please be minded that as the COVID-19 situation continues there could be an impact on the award of this contract in terms of potential delays or even non-award. Although not anticipated, the Client may also need to change elements of the scope of work, including the scale. Any potential change or impact will be discussed and agreed with the contractor at the earliest opportunity.

Each Bidder shall be solely responsible for all the costs it incurs in the preparation and submission of its Bid up to and including the award of any contract by the Client. This shall also be deemed to cover the cost of attending any pre or post award Bidder meetings and site visits. The Client shall in no event be responsible or liable for any such costs regardless of the conduct or outcome of the bidding process, and in this respect, the Bidder shall have no recourse to the Client.

Except for manifest error or as may otherwise be expressly agreed by both the Client and the Bidder, the contents of submitted Bids will be deemed to be binding upon the Bidder and open for acceptance by the Client for a period of one hundred and eighty days (180) days. Therefore, Bidders are cautioned to verify their proposals before submission to the Client. The Client reserves the right, at their absolute discretion not to accept any Bid submitted in response to this ITT.

Prior to submitting its Bid, the Bidder is responsible for ensuring that all proposed suppliers and sub-contractors are fully aware of all the technical, commercial and legal requirements relating to this procurement.

Bidders should follow the instructions contained within this document when preparing their quote.

The Client requires adherence to all instructions and conditions within this ITQ from each of the Bidders and the participation in the tender process by each bidder shall be construed as unqualified acceptance of such obligations by and on behalf of that Bidder.

Bidder responses to questions in the ITQ Technical Response Template attached at Annex 1 must comply with the word count where specified. **Please note that information provided outside of the scope of the word count will be disregarded.**

Bidders should respond as follows:

Complete the ITQ Technical Response Template:

Before completing the ITQ Technical Response Template, please note the instructions and word count limits. The Template must be completed and returned.

Complete the ITQ Commercial Response/ Price Schedule:

Before completing the Commercial Response, please note the instructions. The Template must be completed and returned.

Prices must be stated in Sterling (GBP) and be **exclusive of VAT.**

Unless required specifically to do so, Bidders are not required to submit any other information. Please note that additional information that was not requested will be disregarded.

To constitute a bona fide Quote Response, it is essential that all information requested is duly completed and returned. Any details not provided, fully completed or not returned, may constitute an admission of unsuitability/inability to fulfil requirements and may result in the Quote Response being rejected at the absolute discretion of the Client.

If any of the information supplied in the Quote Response documents changes in the ensuing evaluation period, or thereafter, Bidders must provide the Client promptly with full details in writing of the relevant changes.

If after viewing the ITQ documentation, a Bidder decides not to submit a Quote, the Client would be grateful if the Bidder would supply reasons for not responding to this ITQ.

Tendering Support – you may find it helpful to contact your regional business advisory network to seek general advice and guidance if you are considering tendering for this and future public sector contracts.

Potential Bidders in Wales can access services at:

<http://business.wales.gov.uk/growing-business/welsh-government-support-1/supplier-development-service-0>

The deadline for final submission of quotations is 12 NOON on 10th June 2022

2. Background / Aims / Objectives

Background

The visitor economy is a major source of jobs and economic activity across Wales. In 2019, there were 161,000 people directly employed in the visitor economy, representing around 12.1% of the workforce.¹ In 2019, there was £6 billion of visitor spending, including £2,003 million on overnight visits from GB residents and £515 million from inbound visitors.²

The Welsh Government's ambition is to grow tourism for the good of Wales by supporting our communities, caring for our land, and ensuring that tourism is mutually beneficial to visitors and citizens.

The Welsh Government aims to achieve this ambition by working collaboratively with partners and using a range of tax and spending levers.

This [document](#) sets out the strategic direction for tourism in Wales.

The 2021-2026 Programme for Government sets out the Welsh Government's commitment to 'introduce legislation permitting local authorities to raise a levy on visitors [to Wales]'. This work is being carried out in collaboration with Plaid Cymru, as part of the Co-operation Agreement. The levy will be designed and implemented as a local tax with local authorities having the ability to opt-in or out of using the proposed discretionary powers. As per best practice and common understanding, the levy will apply to those paying to stay overnight within a local authority area. Opportunities for wider contributions on the impacts of other types of visitor activities on local infrastructure will be offered as part of the consultation on the levy.

Tax and the Visitor Economy

Tourism taxes and levies are common across the world. There is significant variation in how tourism taxes are implemented and how they sit within countries' overall system of taxation.

Taxes and levies affect the visitor economy through several channels, including influencing:

- i. the costs borne by firms.
- ii. the prices faced by visitors.
- iii. the incomes of visitors.
- iv. the revenue available to support the development of the tourism sector.

¹ [Wales Visitor Economy Profile: 2021 | GOV.WALES](#)

² *ibid*

3. Requirement

Recognising the importance of the visitor economy and the potential influence of taxes on its competitiveness, the Welsh Government wishes to commission a review of the tax systems facing the visitor economy in selected countries comparable to Wales.

The Client will award the successful bidder with a contract to complete a comparative analysis of the tax systems faced by the visitor economies in selected countries.

The value of the contract is estimated to be £24,999 excluding VAT.

The review should consider the tax systems facing the visitor economy in general and the accommodation sector specifically.

The review should include taxes at a national and subnational level.

Whilst the visitor economy comprises a broad range of activities and, therefore, most taxes have an impact on some elements of the visitor economy, the review should focus on most relevant general and tourism sector specific taxes for example:

- Corporate and personal income taxes.
- Property taxes.
- Indirect taxes including Value-added taxes (VAT)
- Occupancy taxes
- Other tourism-specific taxes and levies.

Research Aims

This research aims to build an understanding of the tax systems facing the visitor economy in general, and the accommodation sector specifically, in selected countries.

The findings from the research will:

- i. support decision making in Wales
- ii. Inform the impact assessment that Welsh Government.
- iii. Inform the assessment of the potential economic impact of any levy in Wales.

Objectives

- To identify the direct contribution the visitor economy and accommodation sector in selected countries using measures of output and employment.
- To identify the main features of national/subnational tax regimes in selected countries insofar as they impact significantly on the visitor economy in general and the accommodation sector specifically for example by identifying:
 - Average, Marginal and Effective Rates
 - Thresholds
 - Exemptions and reliefs, particularly those primarily aimed at the Tourism sector.
- To identify the direct contribution of the visitor economy to tax revenues raised for each of the following groups of taxation:
 - Corporate and personal income taxes.
 - Property taxes.
 - Indirect taxes including Value-added taxes (VAT)
 - Occupancy taxes
 - Other tourism-specific taxes and levies

- To draw comparisons with the taxation of the visitor economy in Wales (including non-devolved taxes set by the UK government).

Timetable

Milestone	Deadline
Issuing of invitation to quote	5 May 2022
Deadline closing date	10 June 2022
Contract award	24 June 2022
Contract start date	27 June 2022
Inception meeting	w/c 27 June 2022
Inception report	w/c 4 July 2022
Interim meeting with Client	w/c 15 August 2022
Submission of draft final report	w/c 5 September 2022
Meeting with Client and policy officials to present key findings and recommendations	w/c 5 September 2022
Sign off final version of final reports (Welsh and English versions of both the standard and accessible report) and executive summary	w/c 19 September 2022

Methodology

The methodology will be agreed in detail during the inception stage of the project based on outline proposals submitted by the successful bidder. Assessment of the literature should be framed by the analytical principles set out in HM Treasury's [Aqua Book](#), [Green Book](#) and [Magenta Book](#). Suppliers are advised to familiarise themselves with these publications to ensure their suggested approach is in line with the recommendations in them.

The information used in the analysis should be drawn from recognised sources.

The analysis should identify and place greater emphasis on countries with a similar visitor economy to Wales, e.g.

As far as possible the analysis should attempt to look through any temporary changes to the taxation of the visitor economy during the COVID pandemic

Bidders should identify:

- The sources of evidence that will be used.
- The methodology for selecting those countries that are most relevant to the Welsh context. Criteria might include size of visitor economy, or based on the mix of visitors' reason for travel.
- The potential limitations of any proposed analysis.

Outside of Scope

The client does not require:

- Assessments of the practices around the introduction and administration of such tourism taxes.
- Assessment of the impacts of various taxes.
- Recommendations on the design or operation of a levy/tax.
- Recommendations on the appropriate mix of taxation.

Outputs

The key deliverables, as set out in the timetable, consist of:

- Inception meeting (via video call) with Client to agree final details of the project and timetable
- Inception report, including agreed refined methodology, timetable, roles and responsibilities
- Interim meeting with Client (via video call) following initial evidence review
- Draft final report following completion of all analysis
- Meeting with Client (via video call) to discuss the findings and recommendations in draft final report
- Final Welsh and English report and executive summary (which can be published on the Welsh Government research webpages), as well as Welsh and English accessible versions of the report
- Excel versions of the data collected.
- Powerpoint presentation summarising the results of the research for internal use.

The successful Contractor will be encouraged to provide the Contract Manager with an outline of reports prior to, or at the earliest stages, of report drafting. The final report will be published in line with Government Social Research protocol on the Welsh Government's website.

The research report should follow the broad content as well as the formatting and accessibility standards set out in the research report template, be submitted in electronic format (preferably Microsoft Word document) and follow the Welsh Government guidance on quality and presentation in Government Social Research reports provided on award of contract.

Research methods should be set out in terms that can be understood by a lay reader. Links between evidence, findings and recommendations should all be made clear. Harvard referencing is required.

All draft and final reports should be proof-read and signed off as quality assured before being sent to the Client. This should include checking that the document meets the quality and presentation standards, is well laid-out, technically correct, grammatically correct and appropriate language used.

For each subsequent draft of a report the Contractor should provide a tracked change version with all the comments from the previous version left in and track changes and comments made against them so that the Client can easily see whether the comments have been addressed.

A final report should be made available in both English and Welsh. The cost for translation and quality assuring the translation should be included within the price schedule and the bid must set out how this requirement will be met. For the purposes of costing, contractors should assume that the total number of words in the final report, including executive summary, will be a maximum of 20,000. Any variation to this will be discussed as the report progresses. Successful suppliers will have a good understanding of the requirements of providing bilingual services and will either offer the in-house capability to deliver such a service or have in place a service level agreement with a sub-contractor to support its delivery of bilingual services. Please see Annex 2 for publicly available list of external welsh translators that the WG use. Please note, the WG utilise a framework for external translators that is only available to the Welsh Public Sector. However a number of the external translators on the framework also provide work to private sector organisations outside of the framework, therefore their contact details maybe helpful to bidders that are intending to subcontract any of the translation elements. Translation should include alternative text included for accessibility.

Suppliers should ensure that the Welsh language version is treated no less favourably than the English and is fully fit for purpose and ready for publication. The final report will be published on the Welsh Government's website by the Contract Manager.

The Contractor will treat all information provided by the Client in connection with this contract as confidential, unless the Client advises the Contractor otherwise in writing. The Contractor will treat all reports and data produced as part of this Contract as confidential until published by the Client. The Contractor will keep the Client fully informed of any contact from the media in relation to the Contract.

Further deliverables, which should be sent to the Client and remain the property of the Client (as set out in item 29 of the Conditions of Contract for Research), are any research materials such as interview topic guides or questionnaires.

4. Monitoring

Client's Contact Point

The Contract Managers (or 'the Client') will be [REDACTED Section 40]

The Contract Managers will be the point of contact during the course of the contract. They may elect to meet a named representative of the successful bidder as and when necessary to discuss any issues which may have arisen during the provision of the service.

In the event of non-compliance with the Specification, the following procedure will be followed:

- notification of complaint and requirement to comply;
- notification of unacceptable practices and/or substantial non-compliance to the Specification of the services;
- Recourse to the conditions of contract.

5. Duration of Contract (*Mandatory)

Start date: 10 June 2022
End Date: 19 September 2022

The Client has produced an indicative timetable that will ensure the project is completed on schedule. Any variations to these milestones must be agreed, in advance, with the Client and confirmed in writing by the Contract Manager. See condition 7 in the Welsh Government's Standard Conditions for the supply of Services for further information on timing.

6. Welsh Language Requirements

Welsh Language Standards

The Welsh Government is committed to the principle of treating the Welsh and English Languages on a basis of equality. The Welsh Language (Wales) Measure 2011 (the "Measure") makes provision for the specification of standards of conduct in relation to the Welsh language. The current standards are specified in the Welsh Language Standards (No. 1) Regulations 2015. The Measure also provides that the Welsh Language Commissioner may by notice require certain public bodies to comply with some or all of the standards specified.

The Welsh Language Commissioner has issued a compliance notice on the Welsh Ministers specifying which of the standards currently apply to any activity or service provided by or on behalf of the Welsh Ministers. A copy of the latest version of the compliance notice is available at <http://www.comisiynyddygyymraeg.cymru/english/Pages/Home.aspx>

As the successful bidder will be providing the [goods / services] on the Welsh Ministers' behalf, it must comply with the relevant Service Delivery Standards listed in the compliance notices issued to the Welsh Ministers from time to time.

The Service Delivery Standards which currently apply to the Services are listed below. The Client will notify the successful bidder of any changes to the Service Delivery Standards with which the Services must comply.

The successful bidder will be required to report against compliance with the standards in the same way as for other duties and requirements under this Contract

The relevant standards in relation to this Contract are: 40, 47, 48, and 49.

<https://gov.wales/compliance-welsh-language-standards>

https://llyw.cymru/cydymffurfiaeth-safonaur-gymraeg?_ga=2.155581691.1152816101.1612971102-40484522.1612971102

Any translation work (English-Welsh: Welsh-English) required under this contract will be paid for by the contractor.

Bidders must demonstrate their ability to meet the requirements for this contract.

7. Bidders Liability (*mandatory)

The Client is willing to limit the successful Bidder's liability for the purposes of and in accordance with Condition 40 (Limitation of Liability) of the Welsh Government's Standard Conditions of Contract for Services to a maximum of £1,000,000.

8. Insurance (*mandatory)

The Bidder must maintain the following forms of insurance cover with a reputable insurance company with the following minimum levels of cover:

- Professional Indemnity: £1,000,000
- Public Liability including Products Liability: £1,000,000

9. Intellectual Property Rights (“IPR”) (*mandatory)

The use of any and all intellectual property rights developed under or utilised in relation to the Contract is governed by Condition 19 (Intellectual Property) of the Welsh Government’s Standard Conditions of Contract for Services.

If any Bidder intends using any pre-existing intellectual property rights that it owns to deliver the Services, that Bidder must provide a list describing the intellectual property rights to be used.

If in delivering the Services the Bidder intends to use any intellectual property rights belonging to any third party it must provide details of such third party intellectual property rights; together with confirmation that the Bidder has (or will have) the appropriate permissions and licences to use such third party intellectual property rights for the purposes set out in the Specification. Evidence of such permissions and licences (or assurance that such permissions and licences will be provided) must be provided the Client on request

10. Personal Data (*mandatory)

provision of the Services will not require the processing of any personal data on behalf of the Client. If the Bidder considers that processing of personal data on behalf of the Client will be required the Bidder must provide details in its tender.

If during the Contract Period, processing of personal data on behalf of the Client is required in accordance with the applicable Welsh Government Standard Conditions for Services the Bidder must notify the Client so that provision for compliance with the General Data Protection Regulations 2016/679 can be made.

11. Contract Award Evaluation Criteria

The contract will be awarded to the most economically advantageous quote in terms of value for money on the basis of the following criteria, which are listed in order of importance including the weighting applicable to each criterion.

Please note your submitted quote should be inclusive of all envisaged costs in order to undertake the service / deliver the goods, including Travel and Subsistence (T&S). Please see HMRC (www.gov.uk) guidance when calculating T&S costs.

Evaluation Criteria	Weighting
---------------------	-----------

<p>1. Suitability of the methodology</p> <p>Please set out how this work would be undertaken, in particular noting any key literature/sources and methodology that would be utilised for the comparison. Please note any limitations with the proposed approach, the reasons for these and how they may impact the ability to utilise the outputs.</p>	<p>Total Question Weighting: 20% Minimum Score Threshold: 60</p>
<p>2. Suitability of key personnel</p> <p>Please set out who would be assigned to this work and their relevant skills/experience. Experience conducting similar comparative analysis should be demonstrated. Membership of associated groups and qualifications should be provided where relevant. Please note any potential limitations of the proposed key personnel and the reasons for these.</p>	<p>Total Question Weighting: 30% Minimum Score Threshold: 60</p>
<p>3. Ability to meet the outlined timescale</p> <p>Set out a timetable for carrying out the work based on the proposed approach and milestones set out in the specification. Highlight in particular any deadlines you identify as critical from the specification. Please also provide a risk assessment, including mitigations.</p>	<p>Total Question Weighting: 30% Minimum Score Threshold: 60</p>
<p>4. Ability to meet the outlined budget</p> <p>The total cost of the breakdown will be the figure used as part of the scoring methodology. This should include any associated costs e.g. T&S, materials.</p> <p>Please ensure that you have read Section 3 of the Specification which sets out the allocated budget for this contract.</p>	<p>Total Question Weighting: 20% Minimum Score Threshold: 60</p>

12. Financial Standing & Resources

The Client wishes to ensure that bidders have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. This may include (where appropriate) considering your level of existing work commitments and the potential impact on resources that awarding a contract would have.

In deciding to quote, you should also be aware and take in consideration the risks of becoming over reliant on the Client's business, or indeed that of any customer. In doing so, you should take into account earnings from any other work undertaken for the Client as well as potential earnings from this contract.

13. Freedom of Information

The Client is a public authority for the purposes of the Freedom of Information Act 2000 (and the Environmental Information Regulations 2004). Any information submitted by you in connection with this tender may be requested and disclosed in response to a request under the Act.

If you consider that any of the information included in your tender is commercially sensitive or confidential, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Whilst the ultimate decision on whether to release rests with the Client, you will be consulted if we receive a request that captures any of the information you have provided.

14. Environmental statement

The Client is committed to minimising the effect of its day to day operations on the environment and bidders are encouraged to adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Factors to be considered should include areas such as:

- Adopting an environmental management system which includes focus on disposal of waste and packaging
- More efficient use energy and water
- Beginning to embed sustainability into the provision of goods and services supplied to the Client
- Use of recycled paper containing only post-consumer waste for all non-specialist printing whenever possible
- Reduction in carbon dioxide emissions from business travel by extending use of video conferencing and encouraging the use of low emissions vehicles
- Building an environmentally friendly work culture through training and high quality communication with staff

Whilst on site the successful bidder should be aware of and actively support the Client's Environmental Policy Statement which will be made available to you in advance or on arrival

15. Payment and Invoicing

Payment will be made within 30 days of receipt of a correctly submitted invoice. Invoices must show a full breakdown of costs that clearly tie back to successful company's submitted Quote.

A correctly submitted Invoice must include:

- Welsh Government as the addressee
- Valid PO number provided by Welsh Government
- Date of invoice

- Unique invoice number
- Supplier name, contact details and bank details
- Description of the goods/ works or services (to mirror each line item of the Purchase Order if more than one line item on the PO)
- Name of WG contact
- Correct calculation
- VAT number (if applicable)

Invoices should be emailed in a pdf format direct to the address stated on the Purchase Order, (usually this is the Corporate Shared Service Centre financewaginvoices@gov.wales) to ensure payments can be processed as quickly as possible (usually within 5 working days). Backing documents to support an invoice are to be sent along with a copy invoice to the Welsh Government Contract Manager.

Payment will be made in arrears and upon the delivery of the final agreed report.

A budget of £24,999 (exc. VAT) will be made available by the Client for the purposes of this contract.

A contract cannot be awarded at a figure above this amount. However, bidders should be aware that this budget information is for indicative purposes only and that the Client will be seeking to award the contract on the basis of the criteria stated at Section 15 and best value. Those submitting tenders should complete the price schedule attached and submit it as part of the tender.

16. Ethical Supply Chains

The Client is committed to ensuring that fair and transparent employment practices are in place throughout the supply chain for the Services. The Client's policy in relation to Ethical Employment Practices in Welsh Government Supply Chains is attached below. The Client will work with the successful Bidder to monitor and to ensure that fair employment practices are in operation.

<https://gov.wales/ethical-employment-supply-chains-code-practice>

17. Local Authorities/Health Authorities/NHS Trusts (*optional)

Bidders that are local authorities or National Health Service bodies must ensure that they comply with all statutory provisions governing their power to enter into the Contract and to perform their obligations thereunder and shall [if so requested by the Client] provide evidence to that effect to the Client.

18. Changes to the Specification

This specification document sets out the high level Client's service requirement. During the life of the contract these requirements will be refined through discussion and agreement of both parties, with the aim of achieving best value for money for a quality product.

Please be minded that as the COVID-19 situation continues there could be an impact on the award of this contract in terms of potential delays or even non-award. Although not anticipated, the Client may also need to change elements of the scope of work, including the scale. Any potential change or impact will be discussed and agreed with the contractor at the earliest opportunity.

Changes to the Specification will be implemented by issuing written amendments to all those affected by the changes.

19. Equality and Diversity

The issue of mainstreaming equalities is important to us. We would encourage you as a Welsh Government bidder/ supplier to be committed to the equal opportunities agenda and challenge discrimination relating to all the protected characteristics - race, age, gender, sexual orientation, marriage and civil partnership, pregnancy and maternity, disability, religion and belief, gender reassignment. We will include diversity and inclusion issues as a standing item in our contract review meetings. One way of demonstrating commitment to equality is through the Disability Confident scheme. It is a free scheme open to organisations across public, private and 3rd sectors and is aimed at organisations and businesses from 1 employee upwards. We are encouraging you as a potential supplier to explore the possibility of your organisation being Disability Confident Level 1 as a minimum.

About the scheme

<https://www.gov.uk/government/collections/disability-confident-campaign#become-a-disability-confident-employer>

How to sign up

<https://www.gov.uk/guidance/disability-confident-how-to-sign-up-to-the-employer-scheme>

20. Conditions of Contract for the supply of services

The Conditions of Contract for the supply of services hereafter enclosed shall apply in relation to this contract. The Bidder must agree to these as part of their Quote response.



_3.5 VWCPS SCON -
Services - Version 1.1

Annex 1 - ITQ Response Templates

Please complete the attached ITQ Technical Response Template as part of your Quote submission:



2022-04-05 - ITQ
Technical Response Te

Please complete the attached ITQ Commercial Response as part of your Quote submission:



2022-04-05 - Overall
Taxation Comparison

Annex 2 – List of External Welsh Translators Used by the Welsh Government



NPS Welsh
Translation Award No

Annex 3 - Evaluation Guidance and Scoring Methodology

General

- a) These instructions are designed to ensure that all bidders are given equal and fair consideration. It is important therefore that you provide all information asked for in the format and order specified.
- b) The bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and conditions of Quote.

Guidance on Completion

Completion of the Invitation to Quote

The procurement process is undertaken through the completion and evaluation of one Submission. The Invitation to Quote is split into two sections, namely:

Part A – Quality
and
Part B – Price

The Quotes submitted will be evaluated initially for completeness and adherence to the mandatory requirements. Failure to comply with the instructions or provide the information requested will invalidate the Quote submission entirely;

Part A

Quality – Bidders must provide responses to a number of questions. These responses will be evaluated to provide a score for the Quality Criteria. Completion of this section is mandatory.

The quality evaluation will be based on bidders' responses to the questions listed Section 12 Contract Award Evaluation Criteria. For each question there may be a word count which must not

be exceeded. Guidance as to the weighting of each question is also provided in Section 12 Contract Award Evaluation Criteria

Please note that Bidders will be required to obtain a minimum score of 60% or above for each question related to the criteria within the Quality Response.

This information should be provided in a Microsoft Word format. Websites/links and/or generic brochures/sales documentation may not be considered or evaluated.

Responses to the above questions will be evaluated in line with the table overleaf:

QUALITY EVALUATION SCORING TABLE

Capability	Evidence	Remark	Scores (%)
Bidder is likely to be able to meet the needs of the Authority.	Evidence is consistent, comprehensive, compelling, directly relevant to the project in all respects, highly credible and substantiated	Absolute Confidence	100
	Evidence is sufficient, convincing, and credible.	Confidence	80
Small risk that bidder will not be able to meet the needs of the Authority.	Evidence has minor gaps, or to a small extent is unconvincing, lacks credibility or irrelevant to the project.	Minor Concerns	60
Moderate risk that the bidder will not be able to meet the needs of the Authority	Evidence has moderate gaps, is unconvincing.	Moderate Concerns	40
Significant risk that the bidder will not be able to meet the needs of the Authority.	Evidence has major gaps, is unconvincing in many respects, lacks credibility, or largely irrelevant to the project.	Major Concerns	20
Bidder will not be able to meet the needs of the Authority.	No evidence or misleading evidence.	Not acceptable	0

It is the applicant's responsibility to ensure that all information required is supplied and is accurate. Any changes that could affect any of the answers contained within this questionnaire must be notified to Welsh Government as soon as reasonably practicable.

Part B

Price - Bidders must provide their prices for the good / service provision.

Completion of all pricing elements is Mandatory. Each price submitted by each bidder will be evaluated against the other prices submitted. The lowest total price submitted will score the maximum points weighting.

The lowest total price would therefore receive the full marks available. All other bidders would receive a percentage of the full weighting, based on their submitted total price.

Please see example below for indicative purposes only:

Lowest Price

$$\frac{\text{Lowest total price}}{\text{Price}} \quad * \text{multiplied by weighting} \quad = \text{Weighted Score}$$

The Example is illustrated below (note that the prices below are for the sake of this example only):

The lowest submitted rate is £240 by bidder B, second lowest £250 by bidder A and £350 by bidder C

	Submitted Price	x weighting	Weighted Score
Lowest price = Company B	$\frac{240}{240}$	x 30% (weighting)	= 30
2nd Lowest Company A	$\frac{240}{250}$	x 30% (weighting)	= 28.80
3 rd Lowest price Company C	$\frac{240}{350}$	x 30% (weighting)	= 20.58

The above process is completed for each commercial element.

The weighted scores for each bidder are then combined to produce a total score for each bidder.