

**INSTRUCTIONS FOR TENDERERS**

1. It is the responsibility of the prospective Tenderer to obtain for themselves at their own expense any additional information necessary for the preparation of their Tender, and Tenderers will be responsible for any expenses incurred by them during the tendering process.
2. All information supplied by The Scottish Executive in connection with the Invitation to Tender shall be treated as confidential by the prospective Tenderers except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the Tender.
3. All information requested in the Invitation to Tender should be provided on the Tender Documents enclosed (additional sheets may be used if required, but all information should be provided in the order and format of the Documents). Tenderers should note that the output-based approach adopted places onus on the Tenderer to demonstrate a commitment to quality and to state clearly the way the Service will be performed.
4. If the Tender is from a consortium, please note that only one Tender from the consortium, nominating a lead organisation (which will be responsible for administration of the Contract and in which regard shall also act as the central point for payment purposes), will be accepted. The full names, designations, and current addresses of all members of the consortium and the lead organisation will require to be submitted. In addition, the Contract and ancillary documentation will be entered into with all members of the consortium, who will in these circumstances each be required to execute said Contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the Contract. Aside from the foregoing, it will otherwise generally be for the members of the consortium to sort out their respective liabilities amongst each other.
5. Tenderers should note the requirement in Document J to submit one Tender comprising **two Tender responses** in accordance with the instructions contained within Document J. Tender Response One must cover the Tenderer's response to the Scottish Ministers awarding the Contract to one Contractor to provide Service across Scotland. Tender Response Two must cover the Tenderer's response to the Scottish Ministers awarding the Contract to two Contractors with one Contract each covering Area 1 and 2 as defined in Document E.
6. The Tender evaluation criteria will include a significant emphasis on quality as well as cost. Each Tender will be subject to a Technical, Commercial and Financial Analysis. The aim of the evaluation is to select the Tender(s) which represent(s) the best long term value for money. The Technical Analysis will ensure that the Tenderers have met the minimum criteria set down in Document I. The Commercial and Financial Analysis will establish the full cost of Tenders i.e., ensure all relevant costs are included.
7. A compliant Tender must be submitted for it to be considered. If your organisation has submitted a compliant Tender, subject to the prior written approval of the Scottish Ministers, a non-compliant Tender may also be submitted that offers greater

innovation, higher standards or quality and better value for money. At the Scottish Ministers' absolute discretion, a non-compliant Tender may be considered alongside a compliant Tender.

8. Please note that the responses to any questions raised during the tendering period will be circulated to all Tenderers, in the form of a Circular Advice Note. The closing date for raising questions is 17 September 2001 and The Scottish Executive will circulate answers to all Tenderers no later than 21 September 2001.
9. Tenderers should note that the Scottish Executive will be in a position to advise Tenderers who have been shortlisted on 24 October 2001. Shortlisted Tenderers will be required to undertake a presentation and Equipment\* demonstration to the Scottish Executive Evaluation Panel in Edinburgh, Scotland during the period 1 November 2001 – 9 November 2001. The exact date and detailed remit will be advised nearer the time, but in general terms, Tenderers will be required to expand on particular areas within individual Tender submissions, respond to clarification issues, and demonstrate the proposed Equipment and its operation. The individual nominated as Project Manager in response to point 9.1 of Document J will be expected to attend this meeting together with a representative selection of staff nominated in response to point 9.1 of Document J.  
\* consisting of the Personal Identification Device and Monitoring Unit to be used inconjunction with the Central Control.
10. Tenderers should also note that the Evaluation Panel will undertake site visits to shortlisted Tenderers' premises, and they may also visit reference sites. This will take place during the period 9 November 2001 – 21 November 2001 as part of the evaluation process, and Tenderers must ensure that the appropriate personnel and premises are available during this time.
11. Tenderers should note that appropriate personnel must be available to address areas of clarification and associated issues with the Evaluation Panel consisting of both a technical and financial nature during the period 23 November 2001 until late December 2001. This may entail face to face meetings at Scottish Executive's premises in Edinburgh.
12. Following the award of Contract (or any decision not to award a Contract), debriefing will be offered to all Tenderers. Provisional dates (9 January 2002 – 15 January 2002) have been set aside for Tenderers who require de-briefing. Where a face to face de-briefing is requested, this will be held at Scottish Executive's premises in Edinburgh.
13. The Scottish Ministers welcome Tenderers' comments on the conduct of the tendering process.

14. Please insert the following background information and return with your Tender:

14.1 Name of Contact for this Tender

14.2 Position

14.3 Address

14.4 Tel No:  Fax No:

15. Any Tender that does not accord with all the requirements herein and in the covering Invitation to Tender Letter will not be accepted.