

Date & Time of Print: 13/08/2019 11:30:37 – Time Zone: WET – Western Europe Time
DST

Buyer Organisation: Network Rail Infrastructure Ltd

Overview

ITT Code	itt_6690
ITT Title	Project Levertus Workstream 4 – Pilot
ITT Description	The selection of suitably qualified and experienced consultancy support to identify process improvements related to the recovery of electricity charges.
Status	Running

ITT Settings

Online Response Required:	Yes
Event Currency	GBP
Allow Suppliers to Respond by Consortium	No
Closing	02/09/2019 00:00:00
Time Limit for Expressing Interest	02/09/2019 00:00:00
Awarding Strategy	Most Economically Advantageous Tender

Additional Information

Section		Section Description
Further Details		
Title	Description	Value Assigned by Buyer
Framework Reference	If applicable, the framework reference will be entered here:	

Attachments

Path		Description	Folder Size
Top Level (4)			574 KB
Filename	Downloadable	Last Modification Date	File Size
Instructions To Suppliers.docx	Yes	08/08/2019	85 KB
NR02 Non Construction Services Agreement V1 15.doc	Yes	08/08/2019	Terms and Conditions for the resulting contract 400 KB
Pricing Document.xlsx	Yes	08/08/2019	12 KB
WS4 Process improvement cost recovery – Procurement document.docx	Yes	08/08/2019	78 KB

Envelopes

Qualification Envelope	Yes
Technical Envelope	Yes
Commercial Envelope	Yes

Qualification Envelope

General Attachments
Not Allowed

Note

Question	Description	Question Type
Confirmation	Please confirm you have downloaded the relevant documents to complete the tender	Option List
Terms and Conditions	Please confirm that you have read and understood the terms contained in the 'NR02 Non Construction Services Agreement V1 15' that will be used as the basis for the resulting contract.	Yes/No Value

Form of Tender

Question	Description	Question Type
Form of Tender	Please download, complete and attach the Form of Tender	Attachment

Resource Declaration

Question	Description	Question Type
Resource Declaration	<p>The Tenderer confirms, should its tender be accepted:</p> <ol style="list-style-type: none"> 1. that it has the resources available with the necessary skills, competencies, knowledge and experience to execute the Works/Services within the time period specified in the Invitation to Tender and provision of such resources will not prejudice the timely performance of any other contract existing at the date proposed for award of this Contract; 2. the committed resources assigned to this Contract at acceptance of tender will remain assigned to this Contract until released by the Employer's Representative; 3. it will assign the "key personnel" defined in, Key Personnel & CV's, as approved by the Employer's Representative, at award of contract; 4. that in the event of "key personnel" becoming unavailable (due to ill health/resignation of employment or the like) the Tenderer agrees to provide a replacement of equal standard and status within 48 hours of the original "key personnel" becoming ill or giving notice of resignation. 	Option List

Technical Envelope

General Attachments
Not Allowed

Contract Organisation – Section Weight 25%

Question	Description	Question Weight	Question Type
Contract Organisation	<p>Please provide a general outline of your organisation and provide details of 3 (three) previous projects that have been successfully completed by your organisation that are similar in size and scope to the requirements outlined in the 'WS4 Process Improvement Cost Recovery – Procurement Document'.</p> <p>Please upload a zip file if required</p>	100%	Attachment

Key Personnel and CVs – Section Weight 25%

Question	Description	Question Weight	Question Type
Key Personnel and CVs	<p>Please attach here a separate CV for each of the personnel which you proposes to utilise in the performance of this contract:</p> <p>Each CV shall provide at least the following:</p> <ul style="list-style-type: none"> • Proposed role in the project team • Name: • Current home location: (Town only) • Education/Qualifications: • Speak/read/write English language: (yes/no to each) • Present position in your company: • Current employer if not directly employed: • Employment history for last 5 years: (role, employer (including dates), duties, responsibilities, project details, general and specific experience, etc.) • Allocation to project:(if not full time – number of hours/days per week) <p>Please upload as a zip file</p>	100%	Attachment
Key Personnel and CVs	Please indicate the names of the individuals whose CV's are attached.	0%	Text

Technical Submission and Methodology – Section Weight 25%

Question	Description	Question Weight	Question Type
Technical Submission and Methodology	<p>Please provide an explanation of your proposed methodology for completing the services outlined in the 'WS4 Process Improvement Cost Recovery – Procurement Document'.</p> <p>Please include details of the techniques that will be used and the processes to ensure quality and consistency.</p> <p>Please upload as a zip file.</p>	100%	Attachment

Outline Programme – Section Weight 7.5%

Question	Description	Question Weight	Question Type
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Outline Programme	Please submit an Outline Programme in bar chart format showing the major sequence of the various activities required. The programme shall show all significant milestones, activities and durations sufficient and appropriate to complete the required work. The programme shall include any deliverables to be provided by Network Rail (if any)	100%	Attachment
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Data Protection – Section Weight 15%

Question	Description		
Data Protection – Attachment Limitations	For the purposes of answering the questions within the Data Protection section, please ensure each individual response does not exceed two sides of A4. All and any part of a response that exceeds this limit will not be taken into account during evaluation.		
Question	Description	Question Weight	Question Type
Maintaining records of processing activities	For all personal data processing activities covered by this contract, please describe how you will maintain and update a record of all confidential or personal data processing activities.	12%	Attachment
Keeping the personal data secure and preventing unauthorised access or disclosure.	Please describe how you will protect the integrity of confidential or personal data when delivering the services covered by this contract (information security risks associated with IT systems and the physical environment must both be taken into consideration).	11%	Attachment
Reporting/resolving security incidents involving the personal data.	Describe how you will comply with the duty to notify Network Rail without undue delay after becoming aware of a confidential or personal data incident or breach.	11%	Attachment
Identifying privacy and data protection risks/issues.	Provide a copy of a data protection impact assessment (DPIA) for the solution or services described in this contract, risk assessments and compliance monitoring that you will undertake to achieve appropriate compliance levels.	11%	Attachment
Training employees and temporary workers on privacy and data protection issues.	Please describe how you will ensure that all of your employees and temporary workers (including contractors and consultants) with access to confidential or personal data, will be appropriately trained (including high level specialist training where necessary) and that refresher/update training will be provided periodically.	11%	Attachment
Processing and/or transferring personal data outside the European Economic Area (EEA), either directly or via a sub contractor.	Please describe the proposed processing of confidential or personal data; specify the country or countries in which the processing will take place; and provide sufficient evidence that you can meet the relevant requirements of privacy and data protection legislation, particularly Chapter V of the General Data Protection Regulation (GDPR).	11%	Attachment
Supporting Network Rail's obligations to respond to individual's requests under privacy and data protection legislation.	Please describe how you will support Network Rail in meeting its statutory obligations to a request received under privacy and data protection legislation, particularly Articles 15–22 of the General Data Protection Regulation (GDPR). (i.e. the process for locating, retrieving and supplying a copy of the personal data to Network Rail or direct to the requester within agreed timescales).	11%	Attachment
Implementing storage limitation and defined disposal rules for the personal data.	Please describe how you will provide a solution for storage limitation and ensure that any confidential or personal data is securely disposed of in accordance with defined retention periods, if applicable to the services required under this contract.	11%	Attachment
Carrying out privacy and data protection assurance activities.	Please describe the audit/assurance arrangements that will be in place to monitor compliance with relevant legal obligations (whether statutory or contractual) covering the processing of personal data.	11%	Attachment

Sustainability – Section Weight 2.5%

Question	Description	Question Weight	Question Type
Environmental Sustainability	Please attach a copy of your organisation's Sustainability Policy and explain how the measures outlined in this policy will be applied during the term of this contract. If your organisation does not have a Sustainability Policy please explain how Sustainability will be considered when completing the required services.	100%	Attachment

Commercial Envelope

General Attachments
Not Allowed

Pricing Document

Question	Description	Question Type
Pricing Document	Please download, complete and re-attach the Pricing Document	Attachment