

Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of Natural Environment
Research Council – British Antarctic Survey**
Subject UK SBS Provision of Cold Laboratory Replacement
Sourcing reference number UK SBS FM16165

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS
Shared Business Services

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																									
Scoring criteria	For information only																									
Bidder response	<table border="1" style="width: 100%; background-color: yellow;"> <tr> <td colspan="2" data-bbox="399 640 1414 689">Table</td> </tr> <tr> <td data-bbox="399 689 906 748">Bidders full legal name</td> <td data-bbox="906 689 1414 748"></td> </tr> <tr> <td data-bbox="399 748 906 804">Address line 1</td> <td data-bbox="906 748 1414 804"></td> </tr> <tr> <td data-bbox="399 804 906 862">Address line 2</td> <td data-bbox="906 804 1414 862"></td> </tr> <tr> <td data-bbox="399 862 906 918">Address line 3</td> <td data-bbox="906 862 1414 918"></td> </tr> <tr> <td data-bbox="399 918 906 976">Address line 4</td> <td data-bbox="906 918 1414 976"></td> </tr> <tr> <td data-bbox="399 976 906 1032">Town / City</td> <td data-bbox="906 976 1414 1032"></td> </tr> <tr> <td data-bbox="399 1032 906 1090">Country</td> <td data-bbox="906 1032 1414 1090"></td> </tr> <tr> <td data-bbox="399 1090 906 1146">Post code (or equivalent)</td> <td data-bbox="906 1090 1414 1146"></td> </tr> <tr> <td data-bbox="399 1146 906 1205">Bidder contact</td> <td data-bbox="906 1146 1414 1205"></td> </tr> <tr> <td data-bbox="399 1205 906 1261">Telephone No.</td> <td data-bbox="906 1205 1414 1261"></td> </tr> <tr> <td data-bbox="399 1261 906 1312">Email</td> <td data-bbox="906 1261 1414 1312"></td> </tr> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
Address line 1																										
Address line 2																										
Address line 3																										
Address line 4																										
Town / City																										
Country																										
Post code (or equivalent)																										
Bidder contact																										
Telephone No.																										
Email																										

<p>SEL1.2</p>	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
<p>Bidder guidance</p>	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
<p>Scoring Criteria</p>	<p>Mandatory Pass / Fail</p>
<p>Bidder response</p>	<p>Yes / No</p>

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the ITQ, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder	The Bidder shall answer Yes or No

guidance	Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW3.1	<p>In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the attached questions as a validation check prior to the award of any Contract.</p> <p>If the Bidder fails to meet UK SBS' expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</p> <p>The validation check document is located in RFx Attachments and attached to this question.</p> <div style="text-align: center;">  <p>AW3.1 ITQ Validation check.pdf</p> </div>
Bidder guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	<p>Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p>

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>No with justification – In this situation where the Bidder must demonstrate to UK SBS’s satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass.</p> <p>When responding ‘No with justification’ the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a “Yes” or “No” response from the bidder and evaluate the bid accordingly.</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No with justification/ No

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1469 1407 1854"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score																							
£100,000	0	100																							
£120,000	20%	80																							
£140,000	40%	60																							
£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks 40%																								

Bidder response	Yes
-----------------	-----

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW6.2	Please confirm your compliance to the programme within Section 4 Specification sub-section 1.7 and detailed below.
Bidder guidance	Bidders shall confirm whether they comply with the below programme. Contract commencement - Monday 28 th November 2016 Start On Site - Monday 2 nd January 2017 Contract Completion - Friday March 3 rd 2017 The Contractor shall advise if the lead time of any item of supply will exceed the time required for the installation. Final invoicing shall be complete prior to the end of March 2017. The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.1	Please provide details of how you plan to manage continuity through team members for the duration of this contract.
Bidder guidance	<p>Bidders are asked to provide details of how they plan to manage continuity through team members for the duration of this contract.</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> • Within your appointment decisions please identify the appropriate experience that your key members would bring to this project • Cover for staff absence • Dissemination of information / amendments • Procedures and practises <p>Maximum character count 4096</p> <p>Bid responses over 4096 characters will only be scored based on the words within the prescribed limit.</p> <p>An attachment is allowed for this question.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 20%</p>
Bidder response	Free Text

PROJ1.2	Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.
Bidder Guidance	<p>Bidders are asked to identify what they feel are the top 5 risks within the contract and how they plan to mitigate against these.</p> <p>Maximum character count 4096</p> <p>Bid responses over 4096 characters will only be scored based on the words within the prescribed limit.</p> <p>An attachment is allowed for this question.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 20%</p>
Bidder Response	Free Text

PROJ1.3	Please provide details of how you plan to manage the working conditions within the BAS Environment.
Bidder Guidance	Bidders are asked to provide details of how they plan to manage the working conditions within BAS.

	<p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> • Cleaning and Management of areas you would be working within and walking through • How you will manage not impeding on the working environment • How will you ensure that a low level of noise is maintained by suppliers / subcontractor • How will you ensure that nuisance and trespassing is prevented <p>Maximum character count 4096</p> <p>Bid responses over 4096 characters will only be scored based on the words within the prescribed limit.</p> <p>An attachment is allowed for this question.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 20%</p>
Bidder Response	Free Text

PROJ1.4	<p>Please provide a proposed project plan, to include a timetable of major milestones demonstrating your ability to meet the timescales outlined in the specification document. Quantify the number of days and the individuals involved and, where appropriate, identify any sub-contractors and their specific involvement.</p>
Bidder Guidance	<p>Bidders are asked to provide a proposed project plan.</p> <p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> • Timetable of major milestones • Demonstrate your ability to meet timescales • Quantify the number or days and individuals involved • Identifiy any sub-contractors and their involvement <p>Maximum character count 4096</p> <p>Bid responses over 4096 characters will only be scored based on the words within the prescribed limit.</p> <p>An attachment is allowed for this question.</p>
Scoring Criteria	Information only
Bidder Response	Free Text

PROJ1.5	<p>Please indicate the method of dehumidification and cooling of the fresh air supply to the Cold Room. Details of air supply rates and other design data is supplied in the specification, the contractors need not provide any other design figures unless it deviates from the design specification.</p>
----------------	--

Bidder Guidance	<p>Bidders are asked to indicate the method of dehumidification and cooling of the fresh air supply to the Cold room.</p> <p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> • Type of dehumidification system proposed • Moisture content of supply air • Supply air temperature <p>Maximum character count 4096</p> <p>Bid responses over 4096 characters will only be scored based on the words within the prescribed limit.</p> <p>An attachment is allowed for this question.</p>
Scoring Criteria	Information Only
Bidder Response	Free Text

PROJ1.6	Please confirm that you have attended the site visit on Friday 4th November.
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring Criteria	Mandatory Pass/Fail
Bidder Response	Yes/No

PROJ1.7	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Public Liability Insurance = £5,000,000 Professional Indemnity Insurance = £5,000,000 Product Liability Insurance = £5,000,000</p>
Bidder Guidance	<p>It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer Yes or No</p> <p>Yes = Pass</p> <p>No = Fail</p>
Scoring Criteria	Mandatory Pass fail
Bidder	Yes / No

response	
----------	--

PROJ1.8	Please confirm that you can design and install a refrigeration system that complies with the design standards outlined in Section 4 Specification.
Bidder Guidance	<p>Bidders shall confirm that they can design and install a refrigeration system that complies with the following standards:</p> <ul style="list-style-type: none"> • Commercial Refrigeration code of conduct for reducing carbon emissions BS4434: 1997 Safety & Environmental Aspects in the Design, Construction and Installation of Refrigerating Appliances and Systems. • All relevant British Standards and Codes of Practice. • All requirements of the Health and Safety Executive. • The 17th edition of IEE Regulations. • The requirements of the Local Water Authority. • The Building Regulations. • The CDM regulations. • Code of Practice for the Design and Construction of cold store envelopes incorporating insulating panels, Institute of Refrigeration, 1986 and all subsequent amendments • The Fire Precautions Act <p>The Bidder shall answer Yes or No</p> <p>Yes = Pass</p> <p>No = Fail</p>
Scoring Criteria	Mandatory Pass fail
Bidder Response	Yes / No

PROJ1.9	Please confirm that the design, equipment and materials going to be used complies with the most recent issues and revisions of all relevant British Standards outlined in Section 4 Specification.
Bidder Guidance	<p>Bidders shall confirm that the design, materials and equipment complies with the most recent issues and revisions of all the following British Standards:</p> <ul style="list-style-type: none"> • BS 5839 Fire Detection and Alarm Systems in Buildings (All Sections) • BS 5588 Fire Precautions in the Design and Construction of Buildings • BS 5445 Specification for Components of Automatic Fire Detection Systems • BS 3116 Automatic Fire Alarm Systems in Buildings • BS 6207 Mineral insulated cable. • BS 6266 Fire protection for electronic data processing installations. • BS 800 Specification for Radio Interference Limits and

	<p>Measurements for Household Appliances, Portable Tools and Other Electrical Equipment causing Similar Types of Interference</p> <p>The Bidder shall answer Yes or No</p> <p>Yes = Pass</p> <p>No = Fail</p>
Scoring Criteria	Mandatory Pass fail
Bidder Response	Yes / No