

UK Biobank Limited

Procurement Name:

Whole Genome Sequencing

Procurement Reference Number:

UKBB005

Procurement Procedure:

Light Touch

Invitation to Tender (ITT)

Volume 2:

Bidder questionnaire

*The tender documents were uploaded for this tender on 26/1/18. We have had to make minor amendments to the documents and are re-issuing this ITT today 5/2/18. The changes – in wording of the specification in sections 1.4 and 4, which is reflected in the response questions, and to the weightings – are highlighted. Please ensure you use this revised version of the ITT dated 5/2/18 when preparing your tender response. It should be noted that the timetable for tender returns remains unchanged*

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This ITT uses the Crown Commercial Service Standard Selection Questionnaire, as required by the Public Contracts Regulations 2015.

# Standard Selection Questionnaire

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant Bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Procurement Name: Whole Genome Sequencing**

**Procurement Reference Number: UKBB005**

**Procurement Procedure: Light Touch**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-2).
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b)– (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section 1 | Bidding model | | | | |
| Question number | Question | Response | | | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | | |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  | | | |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  | | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ | | | |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | | | |
| Name | |  |  |  |
| Registered address | |  |  |  |
| Trading status | |  |  |  |
| Company registration number | |  |  |  |
| Head Office DUNS number (if applicable) | |  |  |  |
| Registered VAT number | |  |  |  |
| Type of organisation | |  |  |  |
| SME (Yes/No) | |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor | |  |  |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

I accept the conditions and undertakings requested in this Application and I understand and accept that false information could result in our exclusion from this procurement. I understand that UK Biobank reserve the right to terminate any contract forthcoming from this Application if it is discovered that I have made any material misrepresentation in this Application.

I understand and agree that signing any contractual agreement shall not constitute any guarantee that any orders will be placed in performance of the service.

I certify that we have not entered into any agreement with any other person whereby they will refrain from applying, or as to the price amount of any application to be submitted, and we undertake that we will not do at any time before the notification of Application results. I further certify that we have not offered or agreed to pay, or give, any sum of money or consideration, directly or indirectly, to any person for entering into any such agreement in relation to this or any other application for the proposed service.

I declare that I am duly authorised to sign and submit this Application on behalf of my organisation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |  |
| --- | --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion (see annex c for more details) | | |
| Question number | Question | Response | |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | | |
|  | Participation in a criminal organisation. | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. | |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?  (Self Cleaning) |  |

**Part 3: Selection Questions**

|  |  |  |
| --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | |
|  | Question | Response |

|  |  |  |
| --- | --- | --- |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested? | Yes ☐  No ☐ |
|  | If no, can you provide **one** of the following: answer with Y/N in the relevant box. |  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐  No ☐ |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** |

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability** |

|  |  |
| --- | --- |
| **6.1** | **Relevant experience and contract examples………………………………………………**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. Please DO NOT use UK Biobank or UK Biocentre.   The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. .………………………………………………...  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

|  |  |
| --- | --- |
| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |

|  |  |
| --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |

|  |  |  |
| --- | --- | --- |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url  No ☐  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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: | | |
|  | Yes | No |
| Employer’s (Compulsory) Liability Insurance = £5m |  |  |
| Public Liability Insurance = £10m |  |  |
| Professional Indemnity Insurance = £10m |  |  |
| Product Liability Insurance = the higher of £15m and the value of the contract. |  |  |
| \*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. | | |

**2 Award Questions**

Bidders should submit a full response to all of the award questions, to give details required by UK Biobank in respect of the proposed supply of Whole Genome Sequencing services.

Bidders may respond to the Instructions given in the Specification in a format of their choosing, as long as it meets the requirements given in Volume 1 of this ITT.

Responses should be structured to follow the numbering system used in the Specification.

Bidders should ensure that all areas raised in the Specification are included in their response.

Responses should give sufficient detail for a full evaluation to be made, be concise and relevant, and should ideally not exceed 2 sides of A4 per numbered question at minimum font size 10. Bidders should avoid providing excessively long responses to any questions and should avoid including irrelevant material or generic catalogues.

|  |  |
| --- | --- |
| 1 (65%) | **Quality Requirements** |
| 1.1 (2.5%)  (Deleted 5%) | **What bidders will be expected to provide in terms of shipping and storage of samples** |
| Bidders must confirm the proposed plate type and describe both the barcode format and orientation (i.e. long or short side of plate) plus the barcode size (including any spacing or other requirements).  Bidders should detail their shipping process including provision of shipping materials e.g. shipping boxes, labware, plate seals, dry ice and data loggers, to ensure sample and cold chain stability, and confirm their prices include the cost of shipping of samples.  Bidders should detail their procedures for receipt of samples, interim sample storage (prior to processing, including back up storage and temperature monitoring of storage) plus any procedures in place to limit / control physical access to UKB samples.  Bidders must confirm their required DNA concentration and volumes. |
| Response |  |
| 1.2 (37.5%)  (Deleted 45%) | **What bidders will be expected to provide in terms of the generation of sequence data** |
| 1.2.1  Target through-put (2.5%)  (Deleted 15%) | Bidders should provide a detailed method statement as to how they will approach the provision of the whole genome sequencing services at this scale in relation to the technical specification, and include an overview of the technology platform proposed.  Bidders should provide their optimum timeframe for conducting the project, in relation to the two stated targets, which are considered to be desirable but not essential, namely:  - 20% of the genomes sequenced within 6 months of shipment of the first samples;  - 100% of the genomes sequenced within 18 months of shipment of the first samples.  If they wish, Bidders are invited to provide alternative timeframes with different cost profiles.  Bidders should make clear cost implications (if any) of performing the WGS within an 18 month (as opposed to longer) timeframe. |
| Response |  |
| 1.2.2 Read-level and quality control data (17.5%)  (Deleted 15%) | Bidders should describe their ability to meet the data quality requirements, and confirm how evidence of achieving these quality parameters (both data and sample quality control) will be provided. Bidders are asked to describe any quality data generated that are associated with the WGS data files over and above the minimum requirements specified.  Bidders should provide information on data quality control metrics and thresholds that will provide assurance that the data generated are suitable for high quality SV genotyping, for example: thresholds on (i) variance in sequence coverage within genomic intervals of defined size (to avoid ‘waves’ that degrade CNV calling performance), and (ii) for read-pair technologies, the variance of the fragment size distribution.  Bidders should provide details of the proposed read-level data file formats that will be produced, and the ability of this format to meet the requirements stated. Bidders are requested to provide examples of at least 2 publicly available implementations where this open file format is used.  Bidders are requested to provide details of publicly available data that demonstrate the achievable quality of their sequencing technology and its ability to meet the downstream recall and precision requirements specified. These publicly available data should be representative of the quality that UK Biobank may expect for high volume, real world sequencing at the coverage described. |
| Response |  |
| 1.2.3 Existence of  Informatics tool chain (17.5%)  (Deleted 15%) | Bidders should provide details of informatics tool chains that may be used for the generation of SNV and indel calls, and confirm whether these are available as open source tools. Whilst the selection of such an informatics tool chain is not the focus of this tender, it is a requirement that the Bidder can provide evidence that a tool chain exists that can meet the requirements specified. |
| Response |  |
| 1.3 (5%) | **What Bidders will be expected to provide in terms of the provision and transfer of data** |
| Bidders must describe their protocols for data security during generation, temporary storage and transfer to UK Biobank (or nominated third party). Bidders should confirm certifications held that provide assurance to their approach for information security, such as ISO27001:2013.  Bidders must describe in detail what data will be generated and anticipated volumes, and outline their proposed transfer mechanism that will meet the necessary throughput requirements and ensure confidentiality and integrity of the data (including any encryption protocols proposed).  Bidders should confirm that they have sufficient capacity to securely store deliverable data for up to 5,000 whole genomes until UK Biobank has confirmed transfer and receipt. |
| Response |  |

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| --- | --- | --- | --- |
| 1.4 (17.5%)  (Deleted 5%) | **What Bidders will be expected to provide in terms of quality management processes** | | |
| Bidders should describe their approaches to quality management of the entire in-scope sequencing process (from shipping to the provision of data) including validation, procedure, training of staff and data acquisition quality assurance and any subsequent downstream data processing.  Bidders should describe their proposed processes, systems and infrastructure to mitigate risk to the UK Biobank whole genome sequencing vanguard project, including the following specific risks:   * Prevention of loss/degradation of stored batches of DNA dispatched from UK Biobank; * Prevention of cross-contamination of stored samples prior to processing; * Prevention of unauthorised access to the stored batches of DNA; * Systems to maintain a robust data trail from DNA sample to data (read-level data, data quality control, and sample quality control data).   Bidders should provide an analysis of whether there are any distinct quality requirements (and whether there are any cost implications of this) between data generated for research or for use clinically. The sequencing should be of a quality and accuracy that is sufficient to identify actionable variations that would support clinically significant decisions such as potential inclusion in a precision medicine study.  Bidders should provide information on processes in place to monitor and control reagent batch quality plus details of any processes required and in place to ensure that changes of reagent batch / lot do not negatively impact data quality.  Bidders should describe the mechanisms in place to ensure continued supply of services/consumables and reagents (for example, if a batch of reagent fails quality control, how will the sequencing service be continued).  Bidders should list (and provide evidence of) any appropriate internationally recognised quality accreditations. | | |
| Response |  | | |
| 1.5 (2.5%)  (Deleted 5%) | **What Bidders will be expected to provide in terms of project governance** | | |
| Bidders should describe:   * What project management resources they will dedicate to the project; * What project management and project quality management approaches they will use both internally and with UK Biobank; * Who (by job title) will engage at operational and project oversight levels; * Escalation pathways in the event of any issues; * The provider should also detail ongoing quality reporting that will be provided to UK Biobank which must include updates on progress, timelines, sample failures (i.e. report citing samples which do not meet the sequencing provider’s DNA specification, concordance reports, etc.); * The sequencing provider should detail the process for sample failures at the supplier e.g. repeat processing.   Bidders should include in their responses, a high level, indicative project plan that highlights the key steps from project initiation to completion, together with details of the throughput volumes achievable and their ability to meet (or exceed) the notional targets described:   * 20% of genomes to be sequenced within the first 6 months from the date of first shipment of samples from UK Biobank (which is intended to be Q3 of 2018); * 100% of genomes to be sequenced within 18 months from the date of first shipment of samples from UK Biobank.   Bidders should include how they propose to work with UK Biobank and its expert working group (which is made up of ‘non-UK Biobank’ experts from within the UK scientific community).  Bidders should include confirmation that they will be able to conform to the data governance requirements set out in the Contract Terms and Conditions. | | |
| Response |  | | |
| 2 (10%) | **Price** | | |
| 2.1 | Bidders must price for everything necessary for the supply of WGS services from the point of collection of prepared DNA from UK Biobank’s nominated site (including the provision of labware for the formatting of DNA samples by UK Biobank) to the provision of the appropriately formatted genome data to UK Biobank (or nominated third party).  Price includes all prices and fees applicable to performing the service required by UK Biobank under this tender (excluding VAT). Prices must be given in Pounds Sterling.  Bidders are asked to provide pricing in increments of 10k samples up to the maximum number of samples they are prepared to sequence (which does not necessarily have to be an exact multiple of 10k) for the funds available. | | |
| Response |  | **Price (£) per sample**  **excluding VAT** | **Total Price (£) for 10k increments (as indicated) of samples**  **excluding VAT** |
| To complete WGS on 10,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 20,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 30,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 40,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 50,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 60,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 70,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 80,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 90,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on 100,000 samples, inclusive of all associated reagents / consumables and other costs. |  |  |
| To complete WGS on [ ] samples, inclusive of all associated reagents / consumables and other costs. |  |  |
|  |  |  |
| 2.2 | Please give details of any assumptions you have made and any limits or limitations that apply to your offer. | | |
| Response |  | | |
| 2.3 | Please specify any further charges you envisage being made to UK Biobank as part of this agreement not included above. | | |
| Response |  | | |
| 2.4 (Not Scored) | Bidders are also asked for their (non-binding) views on the probable factors which may influence the pricing and the general direction of such pricing for whole genome sequencing over the next 5 years. | | |
| Response |  | | |
| 3 (5%) | **Scale** | | |
|  | Bidders should provide details of their existing technology (including technology on the near-term horizon) and its ability to scale to meet the throughput requirements.  Bidders should outline their existing WGS capacity and estimates for the additional capacity that would be required to achieve these throughput requirements, with estimates of the number of sequencing machines and facility requirements (space, power, cooling) as appropriate.  Bidders should be explicit in identifying any anticipated changes in process, instrument type or technology during delivery of this vanguard phase, and (separately) beyond to the sequencing of the remainder of the cohort.  Bidders should outline the implications of very large scale sequencing that UK Biobank should consider, not limited to the availability and scale of sequencing capacity but also extending to implications in downstream informatics, long-term storage and data access, and the critical success factors that will ensure the success of both the vanguard and main phase. | | |
| Response |  | | |

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| 4 (20%) | **Collaboration** |
| (Questions 4.1 and 4.2 have been merged and score 20% in total)  (Deleted 15% for 4.1 and 5% for 4.2) | UK Biobank is seeking to enter into a relationship with the provider of WGS which is more iterative and collaborative than that contained in a typical customer / supplier arrangement.  Bidders should consider how they can work with UK Biobank in this way for the benefit of this project, for example how they would support the decision-making process in respect of the WGS itself and develop the downstream data formats and the informatics platforms and processes.  (Deleted text: This is a vanguard phase of WGS for UK Biobank. The firm intention (subject to funding) is that the remaining participants will be sequenced in due course as part of a main phase)  This exercise is one of the key objectives (in the field of genetic sequencing) which are articulated in the UK Life Sciences Industrial Strategy [[available here](https://www.gov.uk/government/publications/life-sciences-industrial-strategy)].  Bidders are asked to consider, generally, how their activities and involvement with UK Biobank will contribute to the delivery of the (genetic) goals set out in the UK Life Sciences Industrial Strategy. Outline details on specific initiatives would be welcome, including (by way of example) in the areas of collaborative working between different sequencing initiatives, technological enhancements and skills development, and initiatives that serve to increase related research and development spending generally. |
| Response |  |

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| **Conflict of Interest Declaration**  Please refer to Section 5.6 of ITT Volume 1 for a non-exhaustive list of the situations in which a potential conflict of interests may be perceived to arise. | |
| **Name of Supplier** |  |
| Please outline any potential conflicts of interests identified by the Bidder/consortium member by providing full details here, including what the conflict is and proposals for how it might be resolved.  [If no potential conflict of interests has been identified, please state “No potential conflict of interests has been identified”.] | |
| Completed by: | |
| Contact name |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Confirmation Declaration**  It is the intention of UK Biobank to award a contract. It is also UK Biobank’s intention not to amend or qualify any terms or conditions in the contract. Any other terms or conditions or any general reservations which may be printed on any correspondence issued by you in connection with this Bid or any contract resulting therefrom shall not be applicable.  However, if a Bidder feels that it is unable to accept a condition within the contract, it should identify the relevant condition below. Bidders should note that any qualification to the contract may result in exclusion from the procurement if the Bidder cannot accept a condition that UK Biobank is unwilling to revise.  This is to be considered as subject to English and Welsh law and the exclusive jurisdiction of the English and Welsh Courts | | | |
| **Name of Supplier** |  | | |
| Does your organisation accept the terms and conditions of the contract? | | **Yes** | **No** |
|  |  |
| If no, please identify the section(s), with a description of why you do not agree and/or any proposed amendment with revised wording. Please include with your response a ‘marked up’ version of the Terms and Conditions giving details of any areas where you will **not** be able to comply with the terms of the contract as set out in this Invitation to Tender, giving reasons why and suggesting alternative clauses. Qualifications should **only** be made if you cannot comply with the requirements of the contract at any reasonable price. | | | |
| Completed by: | | | |
| Contact name |  | | |
| Role in organisation |  | | |
| Phone number |  | | |
| E-mail address |  | | |
| Signature (electronic is acceptable) |  | | |
| Date |  | | |

**Appendix 1**

**Mandatory Exclusion Grounds**

**Public Contract Regulations 2015 R57(1), (2) and (3)**

**Public Contract Directives 2014/24/EU Article 57(1)**

**Participation in a criminal organisation**

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

* Section 1 or 1A of the Criminal Law Act 1977 or
* Article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

**Corruption**

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

**Fraud**

Any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

* the common law offence of cheating the Revenue;
* the common law offence of conspiracy to defraud;
* fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
* fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
* fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
* destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
* the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

**Terrorist offences or offences linked to terrorist activities**

Any offence:

* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

**Money laundering or terrorist financing**

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

**Child labour and other forms of trafficking human beings**

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

**Non-payment of tax and social security contributions**

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
* A tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* A failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

**Other offences**

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

**Discretionary exclusions**

**Obligations in the field of environment, social and labour law.**

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:-

* Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
* In the last three years, where the organisation has 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.
* In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
* Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;

**Grave professional misconduct**

Guilty of grave professional misconduct

**Distortion of competition**

Entered into agreements with other economic operators aimed at distorting competition

**Conflict of interest**

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure.**

**Prior performance issues**

Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

**Misrepresentation and undue influence**

The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Additional exclusion grounds

**Breach of obligations relating to the payment of taxes or social security contributions.**

**ANNEX X Extract from Public Procurement Directive 2014/24/EU**

**LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —**

* ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
* ILO Convention 98 on the Right to Organise and Collective Bargaining;
* ILO Convention 29 on Forced Labour;
* ILO Convention 105 on the Abolition of Forced Labour;
* ILO Convention 138 on Minimum Age;
* ILO Convention 111 on Discrimination (Employment and Occupation);
* ILO Convention 100 on Equal Remuneration;
* ILO Convention 182 on Worst Forms of Child Labour;
* Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
* Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
* Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
* Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;

* The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
* If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
* If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-2)
3. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)