

# Request for Proposal



Request for Proposal (RFP) on behalf of **Science and Technology Facilities Council**

Subject **UK SBS FM150040 Upgrade to Access Control System at STFC**

Sourcing reference number **FM150040**

**UK Shared Business Services Ltd (UK SBS)**

[www.ukpbs.co.uk](http://www.ukpbs.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  
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**UKSBS**  
*Shared Business Services*

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## Section 6 – Selection and award questionnaires

### Section 6 – Selection questionnaire

#### 6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

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

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

#### PART 'A' ORGANISATION AND CONTACT DETAILS

<b>SEL1.1</b>	<b>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).</b>																			
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"> <tr> <td colspan="2">Table</td> </tr> <tr> <td>Bidders full legal name</td> <td></td> </tr> <tr> <td>Address line 1</td> <td></td> </tr> <tr> <td>Address line 2</td> <td></td> </tr> <tr> <td>Address line 3</td> <td></td> </tr> <tr> <td>Address line 4</td> <td></td> </tr> <tr> <td>Town / City</td> <td></td> </tr> <tr> <td>Country</td> <td></td> </tr> <tr> <td>Post code (or equivalent)</td> <td></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)	
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<b>SEL1.2</b>	<b>State the Bidders charity registration number (if relevant).</b>	
Bidder guidance	The Bidder should state not applicable where the response is not applicable.	
Scoring	For information only	

criteria	
Bidder response	Free text

<b>SEL1.3</b>	<b>State the Bidders VAT number (if relevant).</b>
Bidder guidance	The Bidder should state not applicable where the response is not applicable.
Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.4</b>	<b>State the name of the Bidders immediate and parent company (if relevant).</b>																				
Bidder guidance	The Bidder should state not applicable where the response is not applicable.																				
Scoring criteria	For information only																				
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<b>SEL1.5</b>	Are you a Micro, Small, Medium or Large organisation?
Bidder guidance	<p>Enter the word 'Micro', 'Small', 'Medium' or 'Large' based on the following Companies House definitions:</p> <p>To be a micro company at least two of the following conditions must be met:</p>

	<p>Annual turnover less than Euro 2 million Fewer than 10 employees Balance sheet total assets less than Euro 2 million</p> <p>To be a small company, at least two of the following conditions must be met:</p> <p>Annual turnover must be Euro 2.1 - 10 million The balance sheet total assets must be Euro 2.1 million – 10 million The average number of employees must be 1 - 50</p> <p>To be a medium-sized company, at least two of the following conditions must be met:</p> <p>Annual turnover must be Euro 10.1 million - 50 million or The balance sheet total assets must be Euro 10.1 million – 43 million The average number of employees must be 51 - 250.</p> <p>To be a large sized company at least two of the following conditions must be met:</p> <p>Annual Turnover above Euro 50.1 million or The balance sheet total assets must be at least Euro 43.1 million The average number of employees must be at least 251</p>
Scoring criteria	For information only
Bidder response	Drop down menu – Micro, Small, Medium, Large

<b>SEL1.6</b>	<b>State the Bidders type of organisation and their Companies House registration number (if relevant)</b>
Bidder guidance	The Bidder should state either - PLC, limited company, LLP, other partnership, sole trader, other (please specify). If the Bidder is a PLC, limited company or LLP please provide Companies House registration number.
Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.7</b>	<b>State the contact details for enquires in relation to your response to this questionnaire.</b>
Bidder guidance	The Bidder should state the contact name, title, postal address, e-mail address and telephone number

Scoring criteria	For information only	
Bidder response	Contact name	Free text
Bidder response	Contact title	Free text
Bidder response	E-mail address	Free text
Bidder response	Telephone number	Number

<b>SEL1.8</b>	<b>State your Company operating address (if different from that of registered office, provided in response to SEL1.1)</b>	
Bidder guidance	The Bidder should provide the postal address for the operating location or respond 'N/A' (not applicable).	
Scoring criteria	For information only	
Bidder response	Free text	

<b>SEL1.9</b>	<p><b>Prime Contractor, Prime Contractor with sub-contractors, Consortia, Special Purpose Vehicles and Sub-Contracting - Governance</b></p> <p>Please indicate how the Potential Provider will perform the contract by selecting options a), b), c), d) or e) below.</p> <p>a) You will provide the solution yourself without the use of third parties (sub-contractors); or</p> <p>b) You are bidding in the role of prime contractor; and intend to use third parties (sub-contractors) to provide <u>some</u> of the requirement or</p> <p>c) You are bidding in the role of prime contractor; and intend to use third parties (sub-contractors) to provide <u>all</u> of the requirement ; or</p> <p>d) You are bidding as part of a consortium or Special Purpose Vehicle and intend to use members only to provide the requirement ; or</p> <p>e) You are bidding as part of a consortium or Special Purpose Vehicle and intend to use third parties (sub-contractors) to provide <u>some</u> of the requirement;</p>	
Bidder guidance	The Bidder shall either respond <b>a, b, c, d</b> or <b>e</b> .	
Scoring	For information only	

criteria	
Bidder response	Drop down menu – a, b, c, d, e

<b>SEL1.10</b>	<p><b>Prime contractor with Sub Contractors, Consortia and Special Purpose Vehicles - Structure</b></p> <p>If you are bidding as a Consortia or Special Purpose Vehicle you must provide the following details for each member:</p> <ul style="list-style-type: none"> <li>- Full Legal Company name, and Trading Name where applicable;</li> <li>- Registered Address;</li> <li>- Company Registration number;</li> <li>- Type of Organisation;</li> <li>- Organisation Size – Small, Medium or Large</li> <li>- the role of each Organisation will take in delivering the requirement; and</li> <li>- the approximate % of contractual obligations assigned to the each member</li> </ul> <p>If you are bidding as a Prime Contractor with Sub Contractors, you must provide the following details for each sub contractor who will play a significant role in the delivery of the requirement:</p> <ul style="list-style-type: none"> <li>- The composition of the supply chain</li> <li>- The Sub Contractors likely to be responsible for specific elements</li> </ul>
Bidder guidance	<p>The Bidder shall either respond to the question or if they are not acting as a <b>Prime contractor with Sub Contractors, Consortia and Special Purpose Vehicles</b> answer 'N/A' (Not applicable).</p> <p>Maximum word count – 4000 characters</p>
Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.11</b>	<p><b>Consortia and Special Purpose Vehicles - Governance</b></p> <p>If you are bidding as part of a consortium or Special Purpose Vehicle you must provide details of:</p> <ul style="list-style-type: none"> <li>- the proposed structure of the entity (e.g. a corporate joint venture, with a new limited liability company established by the consortium, with x and</li> </ul>
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	<p>y as shareholders and guarantors);</p> <ul style="list-style-type: none"> <li>- the percentage shareholdings of each member (if applicable); and</li> <li>- which entities or persons will be signatories to the Contract and directly liable for the obligations of the entity.</li> </ul>
Bidder guidance	The Bidder shall either respond to the question or if they are not acting as a Consortium answer 'N/A' (Not applicable).
Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.12</b>	<p><b>Consortia and Special Purpose Vehicles – Other Bids</b></p> <p>If you are a consortium or Special Purpose Vehicle you must state the full legal names (and Trading names where appropriate) of any members who are also submitting a separate Bid (either in their own name or as part of another consortium/Special Purpose Vehicle or as sub-contractor to another party) as part of this Procurement.</p>
Bidder guidance	The Bidder shall either respond to the question or if they are not a Consortium answer 'N/A' (Not applicable).
Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.13</b>	<p><b>Is your organisation registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in EU Directives) under the conditions laid down by that member state?</b></p>
Bidder guidance	<p>Bidders from the UK shall answer '<b>not applicable</b>'</p> <p>Bidders from outside the UK shall answer either <b>Yes</b> or <b>No</b>.</p> <p>If Bidders answer <b>Yes</b> they should provide a summary of the trade or professional register.</p> <p>If Bidders answer <b>No</b> they should provide a summary of the reason why there is no requirement to be registered as an appropriate trade or professional register in the EU state or other location where it is established.</p>

Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.14</b>	<b>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</b>
Bidder guidance	Bidders from the UK shall answer 'N/A' (not applicable). Bidders from outside the UK shall answer either <b>Yes</b> or <b>No</b> . If Bidders answer <b>Yes</b> they should provide detail of what is required and confirm they have complied with this requirement.
Scoring criteria	For information only
Bidder response	Free text

## PART 'B' – GROUNDS FOR MANDATORY REJECTION

<b>SEL2.1</b>	<p><b>Grounds for mandatory rejection – Bidder guidance – UK SBS is required by law (under the Public Contracts Regulations 2015) to exclude you from participating further in a procurement if you cannot answer ‘no’ to every question in this section (SEL2.2 to SEL2.10.) If you answer “yes” to any of these questions, it is very unlikely that your application will be accepted. You may wish to seek clarification before completing this form.</b></p> <p><b>Any supporting information in response to Q SEL2.2 to SEL2.10 should be provided in SEL2.11.</b></p>
Bidder guidance	Bidders shall answer <b>Yes</b> they understand this requirement
Bidder response	Yes

<b>SEL2.2</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of 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.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer ‘yes’ to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a ‘Yes’ answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.3</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been</b></p>
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	<b>convicted of 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 OR been convicted of the common law offence of bribery.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.4</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of the offence of 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.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.5</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has powers administrative, management or supervisory of representation, decision or control been convicted of the offence of fraud, where the offence relates to fraud affecting the financial interests of the European Communities financial interests of the European Union as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities. In relation to;</b>
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	<p>(a) the common law offence of cheating the Revenue;</p> <p>(b) the common law offence of conspiracy to defraud;</p> <p>(c) 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;</p> <p>(d) 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;</p> <p>(e) 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;</p> <p>(f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</p> <p>(g) 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;</p> <p>(h) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;</p> <p>or</p> <p>(i) 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.</p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.6</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of any offence:</b></p> <p><b>(a) listed—</b></p> <p style="padding-left: 40px;"><b>(i) in section 41 of the Counter Terrorism Act 2008; or</b></p> <p style="padding-left: 40px;"><b>(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; or</b></p> <p><b>(b) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraphs SEL2.6(a) above.</b></p>
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Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.7</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of money laundering within the meaning of Section 340(11) and 415 of the Proceeds of Crime Act 2002.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.8</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of 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.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.9</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of;</b></p> <p><b>(a) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004;</b></p> <p><b>(b) an offence under section 59A of the Sexual Offences Act 2003;</b></p> <p><b>(c) an offence under section 71 of the Coroners and Justice Act 2009;</b></p> <p><b>(d) 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; or</b></p> <p><b>(e) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—</b></p> <p style="padding-left: 40px;"><b>(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or</b></p> <p style="padding-left: 40px;"><b>(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.10</b>	<p><b>Are you in breach of your obligations relating to the payment of taxes or social security contributions and / or has it been established 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 your organisation is established, that your organisation is in breach of obligations related to the payment of tax or social security contributions?</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with</p>

	appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.11</b>	<b>If you have selected Yes to any of the questions SEL2.2 to SEL2.10 you should set out the full facts of the relevant incident and any remedial actions taken. The information provided will be taken into account by UK SBS in considering whether or not your response will be permitted to proceed any further.</b>
Bidder guidance	If the Bidder has answered 'No' to questions SEL2.2 to SEL2.10 they should answer 'Not applicable'.  Maximum character count – 4096 characters
Scoring criteria	Supporting information to SEL2.2 to SEL2.10
Bidder response	Text

<b>SEL2.12</b>	<p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to</p>
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	<p>universities, charities, and public sector organisations.</p> <p>Further details are available at:</p> <p><a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p>
Bidder guidance	<p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> <li>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> <li>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.</li> <li>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</li> </ul> <p>Bidders can answer</p> <p><b>Yes</b> – the Cyber Essential Certificate is currently in place</p> <p><b>No</b> – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of ‘<b>Yes</b>’ or ‘<b>Intend</b>’ will result in a <b>pass</b> and a response of ‘<b>No</b>’ will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

## PART 'C' – GROUNDS FOR DISCRETIONARY REJECTION

SEL3.1	<p><b>Grounds for discretionary rejection – UK SBS is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot provide a compliant answer to questions SEL3.2 to 3.8, it is possible that your application might not be accepted. In the event that any of the following do apply, please add an attachment as a response to the question detailing the full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by UK SBS in considering whether or not you will be able to proceed any further in respect of this procurement.</b></p>
Bidder guidance	Bidders shall answer Yes they understand this requirement
Bidder response	Drop down menu - Yes

SEL3.2	<p><b>Within the past three years has your organisation maintained compliance with the applicable obligations referred to in Regulation 56(2) 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 Public Contracts Directive as amended from time to time.</b></p>
Bidder guidance	<p>Bidders shall answer Yes or no</p> <p>Yes- Pass</p> <p>No – Please provide supporting information as an attachment to this question.</p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

SEL3.3	<p><b>Please confirm you are not an economic operator who is bankrupt or is the subject of insolvency or winding-up proceedings, where its 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.</b></p>
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Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.4</b>	<b>Please confirm that within the past three years your organisation has not been found guilty of grave professional misconduct, which renders its integrity questionable.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.5</b>	<b>Please confirm that, as an economic operator you have not entered into any agreements or arrangements with other economic operators that would result in a distortion of competition, nor are you aware as an economic operator of anything that may create a conflict of interest within the meaning of Regulation 24, that cannot be remedied by other, less intrusive, measures</b>  <b>This declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Please provide supporting information as an attachment to this question. No – Pass
Scoring	Mandatory Pass/ Fail

Criteria	
Bidder response	Drop down menu – Yes / No

<b>SEL3.6</b>	<b>The economic operator confirms that within the last three years, no distortion of competition, as referred to in Regulation 41, exists as a result of any and all prior involvement that the economic operator has been party to during the preparation of the procurement procedure that cannot be remedied by other, less intrusive, measures.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.7</b>	<b>The economic operator confirms that, within the last three years, they have not been party to a prior public contract that was terminated early or resulted in damages or other comparable sanctions as a result of significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract by the economic operator.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder	Drop down menu – Yes / No

response	
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<b>SEL3.8</b>	<p>The economic operator confirms that, within the past three years;</p> <p>(a) it has not been 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; or</p> <p>(b) it has not withheld such information or is able to submit supporting documents required under Regulation 59 (as amended from time to time); or</p> <p>(c) it has not undertaken to—</p> <p style="padding-left: 40px;">(i) unduly influence the decision-making process of the contracting authority; or</p> <p style="padding-left: 40px;">(ii) obtain confidential information that may confer upon it undue advantages in the procurement procedure; or</p> <p>(d) it has not negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>
Bidder guidance	<p>Bidders shall answer Yes or no</p> <p><b>Yes- Pass</b></p> <p><b>No – Please provide supporting information as an attachment to this question.</b></p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

**PART ‘D’ – ECONOMIC AND FINANCIAL STANDING REGULATION 24**

<b>SEL4.1</b>	<p>We are required to make an assessment of your Economic and Financial standing.</p> <p>To facilitate this we may conduct a credit check based on your Organisation and where applicable your Parent and / or Holding Company.</p> <p>We will also require to see <u>at least one</u> of the following documents</p> <p>Note - if you have been trading for more than 3 years we <u>will</u> require you to produce Document 1</p> <p>Document 1 - A copy of your audited accounts for the most recent two years.</p> <p>Document 2 - A statement of your turnover, profit &amp; loss account and cash flow for the most recent year of trading</p> <p>Document 3 - A statement of your cash flow forecast for the current</p>
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	<p><b>year and a bank letter outlining the current cash and credit position</b></p> <p><b>Document 4 - Alternative means of demonstrating financial status if trading for less than a year</b></p> <p><b>Document 5 - Parent Company accounts (if applicable)</b></p> <p><b>Document 6 - Deeds or guarantee</b></p> <p><b>Document 7 - Accountants references</b></p> <p><b>Document 8 - Financial projections including cash flow forecasts</b></p> <p><b>Document 9 - Details and evidence of previous contracts</b></p>
Bidder guidance	<p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p><b>Pass</b> – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p><b>Fail</b> – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down – Yes I have enclosed Attachment(s)

<b>SEL4.2</b>	<p><b>Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least, £5m . Can you confirm that you have this in place or whether you intend to have it in place for commencement of the contract</b></p>
Bidder guidance	<p>The Bidder can answer:</p> <p><b>Yes</b> – the insurance is currently in place</p> <p><b>No</b> – the insurance is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the insurance is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring	Mandatory Pass / Fail

criteria	
Bidder response	Drop down menu – Yes / No / Intend

<b>SEL4.3</b>	<b>Public Liability of at Least £5m Can you confirm that you have this in place or whether you intend to have it in place for commencement of the contract</b>
Bidder guidance	<p>The Bidder can answer:</p> <p><b>Yes</b> – the insurance is currently in place</p> <p><b>No</b> – the insurance is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the insurance is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

<b>SEL4.4</b>	<b>Product Liability of at Least £5m Can you confirm that you have this in place or whether you intend to have it in place for commencement of the contract</b>
Bidder guidance	<p>The Bidder can answer:</p> <p><b>Yes</b> – the insurance is currently in place</p> <p><b>No</b> – the insurance is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the insurance is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder	Drop down menu – Yes / No / Intend

response	
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<b>SEL4.5</b>	<b>Professional Indemnity Insurance of at least £2m] Can you confirm that you have this in place or whether you intend to have it in place for commencement of the contract</b>
Bidder guidance	<p>The Bidder can answer:</p> <p><b>Yes</b> – the insurance is currently in place</p> <p><b>No</b> – the insurance is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the insurance is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

## PART 'E' - TECHNICAL AND PROFESSIONAL ABILITY

<b>SEL5.1</b>	<b>Please provide brief details of the Bidders principal areas of business activity, main products and services.</b>
Bidder guidance	<p>A response which demonstrates the Bidders principle areas of business activity, main products and services are in alignment with the scope of the procurement will pass.</p> <p>A response which fails to demonstrate the Bidders principle areas of business activity, main products and services are in alignment with the scope of the procurement will fail.</p> <p>Maximum word count– 2000 characters</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Free text

<b>SEL5.2</b>	<b>Please provide details of the technicians or technical services available to the Bidder to carry out the works or provide the goods or services in the requirement, particularly those involved with quality control, whether or not they are independent of the Bidder.</b>
Bidder guidance	<p>A response which demonstrates the supplier has the appropriate scale of technicians and technical advisors available within its Organisation or supply chain to meet the scope of the procurement will pass.</p> <p>A response which does not demonstrate the supplier has the appropriate scale of technicians and technical advisors available within its Organisation or supply chain to meet the scope of the procurement will fail.</p> <p>Maximum character count – 2000 characters</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Free text

<b>SEL5.5</b>	<p>The Bidder shall include reference details of a maximum of 3 contracts relevant to this particular activity, which are still running or have been completed within the last five years (works) and three years (goods / services).</p> <p>Where a Bidder is unable to provide 3 references for their current organisation they <b>are</b> permitted to provide 3 references relevant to this particular activity, which are still running or have been completed within the last five years (works) and three years (goods/services)</p> <p>The bidder shall support the reference(s) with the following information:  Reference Company Name  Reference Company Contact name  Reference Company Contact Telephone No  Name of contract + Description of the work carried out and how it relates to the scope of this procurement (please use a separate attachment to respond to this requirement)  Approximate annual contract value (£)  Contract start date  Contract end date</p>	
Bidder guidance	<p>The Bidder shall ensure all reference(s) comply with the requirements of having a similar scope and value to this procurement are still running or have been completed in the last five years (works) and three years (goods / services) to achieve a pass.</p> <p>Bidders who are unable to provide appropriate reference(s) which have a similar scope and value to this procurement, which have been completed within five years (works) or three years (goods /services) of the date of the OJEU Notice will fail.</p> <p>UK SBS makes no commitment to contact the reference; it does however reserve the right to contact the reference at any time in the procurement to validate the content of the Bidders answer.</p>	
Scoring criteria	Mandatory pass /fail	
Bidder response	Reference 1 Company Name	Free text
	Reference 1 Company Contact details	Free text
	Reference 1 Description of the work carried out and how it relates to the	Free text

	scope of this procurement. Maximum word count - 2000 characters	
	Reference 1 Approximate annual contract value (£)	Number
	Reference 1 Contract start and end date	Free text
Bidder response	Reference 2 Company Name	Free text
	Reference 2 Company Contact details	Free text
	Reference 2 Description of the work carried out and how it relates to the scope of this procurement. Maximum word count - 2000 characters	Free text
	Reference 2 Approximate annual contract value (£)	Number
	Reference 2 Contract start and end date	Free text
Bidder response	Reference 3 Company Name	Free text
	Reference 3 Company Contact details	Free text
	Reference 3 Description of the work carried out and how it relates to the scope of this procurement. Maximum word count - 2000 characters	Free text
	Reference 3 Approximate annual contract value (£)	Number
	Reference 3 Contract start and end date	Free text

<b>SEL5.6</b>	<b>How many full time equivalent staff does the Bidder (including consortia members or named sub-contractors where appropriate) employ relevant to the carrying out of services and/or delivery of goods similar to those required under this contract?</b>
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Bidder guidance	Please provide a number of staff Maximum word count (excluding images) – 2000 characters
Scoring criteria	For information only
Bidder response	Multi line text

<b>SEL5.7</b>	<b>Does the Bidder have a written Health and Safety Policy which complies with the Health and Safety at Work etc Act 1974?</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>Not applicable – fewer than 5 employees</b> – Pass <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No / Not applicable – fewer than 5 employees

<b>SEL5.9</b>	<b>Is it the Potential Provider’s policy as an employer to comply with all Equality related legislation, and is it your policy not to treat any one group of people less favourably than others because of their age, disability, gender, race, religion/belief or sexual orientation?</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.10</b>	<i>Your answers to these questions will form part of any contract between your company and UK SBS.</i>  <i>This Declaration shall be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership e.g. Finance Director, Director or, in the case of a partnership, a senior or controlling partner.</i>
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	<p>I declare to the best of my knowledge having reviewed the content, that the answers submitted in this RFP are correct at the time of completion. Any changes relevant to this requirement will be notified to the UK SBS contact concerned without undue delay. I understand that the information will be used in the process to assess my organisation's suitability to be invited to award stage of the procurement and I am signing on behalf of my organisation. I understand that UK SBS may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I also declare that there is no conflict of interest in relation to UK SBS's requirement.</p> <p>Name:</p> <p>Role in organisation:</p> <p>Date:</p>
Bidder guidance	Bidders shall answer Yes they make this declaration.
Bidder response	Drop down menu - Yes

FOI1.1	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></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.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p><b>Please complete this section <u>only</u> if you have agreed for you information to be disclosed under the FOIA or EIR in FOI1.1</b></p> <p><b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</b></p> <p>If you have agreed for your information to be disclosed under the FOIA 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 shall note that if UK SBS believes that the suggested exemptions or exceptions have not been applied properly, 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</p>

	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.	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

## Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

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

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

### COMMERCIAL QUESTIONNAIRE

#### RFP Governance

<b>AW1.1</b>	<b>FORM OF BID</b>  <b>I declare that to the best of my knowledge the answers submitted in this RFP 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 UK SBS may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</b>  <b>I understand that the Government’s transparency agenda requires that sourcing documents, including RFP 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 RFP, and any contract entered into by UK SBS or its Customers with its preferred supplier once the procurement is complete.</b>  <b>By submitting a response to this RFP I agree that our participation may be made public.</b>  <b>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</b>  <b>By submitting a response to this RFP I agree and accept the justification for the UK SBS’s evaluation criteria.</b>  <b>By submitting a response to this RFP 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.</b>  <b>By submitting a response to this RFP I agree and accept that nothing</b>
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	<p><b>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.</b></p> <p><b>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.</b></p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW1.2</b>	<p><b>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</b></p> <p><b>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</b></p> <p><b>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</b></p> <p><b>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</b></p> <p><b>We understand that you are not bound to accept the lowest or any Bid you may receive.</b></p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail

Bidder response	Drop down menu - Yes / No
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AW1.3	<p><b>CERTIFICATE OF BONA FIDE BID</b></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"> <li>(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;</li> <li>(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;</li> <li>(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.</li> </ul> <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 /</p>
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	<b>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.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

## Executive summary

<p><b>AW2.1</b></p>	<p><b>Please provide an executive summary of your bid.</b></p> <p>The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder <b>(but excluding all pricing/financial information)</b></p> <p>The objective of the executive summary is to provide UK SBS with a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</p> <p>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</p> <p>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</p> <p>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</p>
<p>Bidder guidance</p>	<p>Maximum character count –<b>4096</b> characters</p>
<p>Scoring criteria</p>	<p>For information only</p>
<p>Bidder response</p>	<p>Text</p>

## Compliance to the Contract Terms

<b>AW4.1</b>	<b>Please confirm your acceptance of the attached Contract Terms.</b> <b>NEC3</b>
Bidder guidance	The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b> <b>Yes – Pass</b> <b>No with justification</b> – 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 to achieve a Pass. See question AW4.2 for the supplier to create a justification. <b>No – Fail</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

<b>AW4.2</b>	<b>Where a Bidder has answered question AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause.</b>
Bidder guidance	The Bidder shall provide a Contract mark up utilising track changes detailing the relevant clause, a summary of the proposed mark up of the clause and the justification for the mark up of the clause.  Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' they must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.  Where a proposed mark up, rejection of a clause or justification for change has been provided UK SBS will consider if it considers the request justifiable. In the event that UK SBS does not consider the response justifiable the response will receive a Fail and not be considered.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

## PRICE QUESTIONNAIRE

<b>AW5.1</b>	<b>Please confirm your price shall remain firm and fixed for full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

<b>AW5.2</b>	<b>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</b>  <b>All prices shall be exclusive of VAT.</b>  <b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b>
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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 score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 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 x 50 = 40) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest score possible is 0.

	For example, assuming the lowest bid is £100,000.																								
	<table border="1"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</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 at Award stage	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 at Award stage	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	<p>Maximum Marks <b>60 %</b></p> <p> Copy of AW5 2 Price schedule.xls</p>																								
Bidder response	Drop down menu – Yes I have downloaded the Price schedule from RFX attachments, completed the Price Schedule and attached it to this question.																								

<b>AW5.3</b>	<b>Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc).</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes - we will provide open book costing – Pass</b></p> <p><b>No - we will not provide open book costing – Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, , No

<b>AW5.5</b>	<b>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b>
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	<p><b>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your preferred method of e-payment.</b></p>  <p>AW5.5 ISupplier fact sheet.pdf</p> <p><b>ISupplier</b></p>
<b>Bidder guidance</b>	<p>The Bidder shall answer Yes or No</p> <p>Yes we will utilise an e-invoicing option – Pass No we will not utilise an e-invoicing option – Fail</p>
<b>Scoring criteria</b>	Mandatory Pass / Fail
<b>Bidder response</b>	Drop down menu – Yes, No

<b>AW5.6</b>	<b>Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.</b>
<b>Bidder guidance</b>	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
<b>Scoring criteria</b>	Mandatory Pass / Fail
<b>Bidder response</b>	Drop down menu - Yes, No

#### QUALITY QUESTIONNAIRE

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

<b>PROJ1.1</b>	<b>Please give details of your methodology for documenting the system and delivering the project.</b>
<b>Bidder guidance</b>	The bidder must clearly demonstrate the methodology they will use to deliver the project with regard to the following 3 areas: A) Migrate and integrate systems including emergency roll-back. B) Document the specification and configuration of locks and card readers for all 512 doors and all local control panels on existing RAL/DLS system. C) Maintain imports from and exports to staff database 'common data repository'.

	Scoring will be based on a 0 -100 scoring methodology Maximum Character Count – 4096 characters
Scoring criteria	Maximum Marks 40%
Bidder response	Long Text  Attachments are permitted for this question

<b>PROJ1.2</b>	All staff employed delivering the full spectrum of services under this agreement must be accredited members of the relevant professional organisation, and compatible with Tyco Software house hardware or equivalents.
Bidder guidance	Bidder Guidance: The bidder can answer Yes or No:  - Yes, our staff are accredited to the relevant professional body(ies) = Pass;  - No, our staff are not accredited to the relevant professional body(ies) = Fail.
Scoring criteria	Scoring Criteria: Mandatory Pass/Fail
Bidder response	Yes / No selection

<b>PROJ1.3</b>	Completion of a non-disclosure agreement will be required before work can begin as the contactor will handle STFC data. Please confirm your agreement to completing the standard STFC Non-disclosure agreement post-award.
Bidder guidance	Bidder Guidance: The bidder can answer Yes or No:  - Yes, I agree to complete the NDA post award = Pass;  - No, I do not agree to complete the NDA post award = Fail.
Scoring criteria	Scoring Criteria: Mandatory Pass/Fail

Bidder response	Yes / No selection
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