

Mini Competition

Questions



Department for Energy Security & Net Zero

Mini Competition against an existing Framework Agreement (MC)
on behalf of **Department for Energy Security and Net Zero**

Subject: NZM Off-Model Research

Sourcing Reference Number: BE24199

Section 6 – Response Evaluation Questionnaire

Bidders should note that the response evaluation questionnaire is located within the eSourcing questionnaire.

Guidance on how to register and use the e-sourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

QUALIFICATION QUESTIONNAIRE

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| SEL1.1 | Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted). | | | | | | | | | | | | | | | | | | | | | | | |
| Bidder Guidance | The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a group/consortium bid is being submitted). This is the legal entity with whom we will Contract if successful. | | | | | | | | | | | | | | | | | | | | | | | |
| Scoring Criteria | For information only | | | | | | | | | | | | | | | | | | | | | | | |
| Answer Type | <div style="background-color: yellow;"> Text <table border="1" style="width: 100%;"> <tr><td>(a)Bidders full legal name</td><td></td></tr> <tr><td>(b)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> <tr><td>(c)Bidder contact</td><td></td></tr> <tr><td>(d)Telephone No.</td><td></td></tr> <tr><td>(e)Email</td><td></td></tr> </table> </div> | | (a)Bidders full legal name | | (b)Address line 1 | | Address line 2 | | Address line 3 | | Address line 4 | | Town / City | | Country | | Post code (or equivalent) | | (c)Bidder contact | | (d)Telephone No. | | (e)Email | |
| (a)Bidders full legal name | | | | | | | | | | | | | | | | | | | | | | | | |
| (b)Address line 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 4 | | | | | | | | | | | | | | | | | | | | | | | | |
| Town / City | | | | | | | | | | | | | | | | | | | | | | | | |
| Country | | | | | | | | | | | | | | | | | | | | | | | | |
| Post code (or equivalent) | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)Bidder contact | | | | | | | | | | | | | | | | | | | | | | | | |
| (d)Telephone No. | | | | | | | | | | | | | | | | | | | | | | | | |
| (e)Email | | | | | | | | | | | | | | | | | | | | | | | | |

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| SEL1.4 | Please state the relevant classification of your organisation (state whether you fall within one of these, and if so which one) | |
| Bidder Guidance | <p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A <p>Where options A, B,C and D are not applicable to your organisation please respond with option E</p> | |
| Scoring Criteria | For information only | |
| Answer Type | <div style="background-color: yellow;"> Option List <ul style="list-style-type: none"> A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A </div> | |

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| SEL1.5 | Please state the size of your organisation at the time of bid submission | |
| Bidder Guidance | <p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. Micro – fewer than 10 persons employed | |

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| | B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed |
| Scoring Criteria | For information only |
| Answer Type | Option List A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed |

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| SEL2.12 | <p>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</p> <p>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</p> <p>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Schedule 20 – Processing Data.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Contract to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS.</p> <p>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/</p> |
| Bidder Guidance | <p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p>Yes – We can demonstrate full compliance as is required by the UK GDPR</p> |

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| | now and will adhere to the processing obligations detailed within Schedule 20 – Pass No – We will not be compliant prior to any award – Fail |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Yes – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Schedule 20 – Pass No – We will not be compliant prior to any award – Fail |

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| SEL2.13 | Data Storage Please confirm where UK GDPR data, as detailed within the Schedule 20, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract. |
| Bidder Guidance | Bidders are required to confirm where UK GDPR data, as detailed within the Annex 1 of Schedule 20, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract. Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award. |
| Scoring Criteria | For Information Only |
| Answer Type | Text |

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| SEL2.14 | The General Data Protection Regulation Assurance Questionnaire |
| Bidder Guidance | Bidders are required to complete the General Data Protection Regulation Assurance Questionnaire for Contractors which can be located within the instructional attachments |
| Scoring Criteria | For Information Only |
| Answer Type | Attachment |

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

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| FOI1.2 | <p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</p> |
| Bidder Guidance | <p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p> |
| Scoring Criteria | For information only |
| Answer Type | Confidential Information and justification for exemption/exception under FOI Act |
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| | Commercially sensitive information and justification for exemption/exception under FOI Act |
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| AW1.1 | <p><u>FORM OF BID</u></p> <p>I declare that to the best of my knowledge the answers submitted in this Mini Competition 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 the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this Mini Competition if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including Mini Competition templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the Request for Quotation, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this Mini Competition, I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this Mini Competition, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this Mini Competition I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this Mini Competition, I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p> |
| Bidder Guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail |

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| Answer Type | Option List Yes – Pass No – Fail |
| AW1.3 | <p><u>CERTIFICATE OF BONA FIDE BID</u></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority 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 the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information/documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p> |
| Bidder Guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |

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| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes – Pass No – Fail |

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| AW3.2 | Conflict of Interest Declaration Bidders are to complete the attached Conflict of Interest Declaration to confirm that you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables. |
| Bidder Guidance | By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project. The Bidder shall complete the Conflict of Interest Declaration located within the instructional attachment and upload a completed version in response to this question. Bidders are to note that if your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared. |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Attachment |

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| AW4.1 | Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question. |
| Bidder Guidance | The Bidder shall answer Yes, No with justification or No Yes – Pass We accept the special terms and condition in their entirety No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered. |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes, we accept the terms and condition in their entirety – Pass No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail |

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| AW4.2 | <p>Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</p> |
| Bidder Guidance | <p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>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.</p> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above will not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Attachment |

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| AW4.3 | <p>Public Procurement Policy Note 01/22 - Contracts with suppliers from Russia or Belarus</p> <p>The Government introduced its Public Procurement Policy Note 01/22 'Contracts with suppliers from Russia or Belarus' (PPN 01/22) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> |
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| | <p>The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 01/22.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states.</p> <p>Mandatory Information questions:</p> <p>Question 1- Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p>Question 2- Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency</p> <p>Bidders are to complete the document provided in the instructional attachment and state Yes or No to each question.</p> <p>If you answer Yes to either of the questions in this table above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 01/22 apply.</p> |
| Bidder Guidance | <p>The Bidder shall replicate the above 2 questions in an attachment and answer Yes or No to each of the above, along with an explanation to any question answered as Yes.</p> <p>A failure to provide a Yes or No response will result in your exclusion from further consideration under this procurement.</p> <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek further clarification from any bidder in regards to any attachment provided, that seeks to rely upon any exemptions provided in PPN 01/22.</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Attachment |

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| AW6.1 | Please confirm your compliance to the requirements of Section 4 Specification and all supporting appendices. |
| Bidder Guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes – Pass No – Fail |

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| AW6.2 | Variable Bids |
| Bidder Guidance | The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below. The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass |

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| SEL5.2 | 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) |
| Bidder Guidance | 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) |
| Scoring Criteria | For Information Only |

TECHNICAL QUESTIONNAIRE

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| PROJ1.1 | <p><u>Approach and Methodology</u></p> <p>Bidders are to outline their Approach and Methodology to deliver the Departments requirements as detailed within Section 4 Specification of the Mini Competition document.</p> |
| Bidder guidance | <p>Bidders are encouraged to think innovatively in terms of how they propose to address the required outputs.</p> <p>As a minimum your response should include, but not limited to:</p> <ul style="list-style-type: none"> • Your understanding of the requirement • Your approach to achieving the desired outputs. • Demonstrate your adaptability and understanding to the potential National Zoning Model workstream policy changes and how you will ensure that the modelling remains consistent with the latest policy intent. • Demonstrate your understanding of heat networks, energy systems, project management methodologies, business analysis, energy modelling and technical or user-based writing. • Detail how you plan to collaborate with DESNZ and with other suppliers supporting the workstream to ensure smooth delivery of the required services. • Your approach to quality assurance of the services provided. <p>Bidders should attach their response as a PDF attachment to this question.</p> <p>This question is limited to 10 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p><i>Any bidder which achieves a score of 60 or less for this question will not be considered for appointment.</i></p> <p>Maximum Mark: 50.00%</p> |
| Bidder response | Document Upload |
| PROJ1.2 | <p>Staff to Deliver</p> <p>Please demonstrate the skills and expertise of your proposed team and how they will support the delivery of the contract.</p> |
| Bidder Guidance | <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Details of the proposed project team's relevant expertise and capabilities and how they meet the Departments requirements set out within Section 4 specification. • Identify the individual(s) who will be responsible for the overall |

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| | <p>management of the work and services being provided.</p> <ul style="list-style-type: none"> • Provide details of any Subcontractors you intend to use and highlight the role and expertise they would bring to benefit the project delivery. • Demonstrate your ability to provide services remotely using Microsoft Teams and to attend meetings with DESNZ and other stakeholders at alternative locations including London. • How you will ensure that contingency planning is in place throughout to ensure sustainability of services, this should also include how will you support changing needs/ requirements/ flexible resources and cover for unplanned and planned staff absence. <p>Bidders should attach their response as a PDF.</p> <p>This question is limited to 5 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring Criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p><i>Any bidder which achieves a score of 60 or less for this question will not be considered for appointment.</i></p> <p>Maximum Mark: 25.00%</p> |
| Answer Type | Document Upload |

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| PROJ1.3 | <p><u>Project Plan and Timescales</u></p> <p>Please outline your proposed project plan and timescales and how this will ensure the successful and timely delivery of the project.</p> |
| Bidder Guidance | <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Your approach to mobilisation and management of the required resource to support the successful delivery of the project objectives and outputs. • Provide a Risk register relating to the requirement and a description of the probability occurring, the impact of the risk, and your risk management process for delivering the service. Bidders should include the Consideration of any ethical risks and mitigations along with any risks which could impact or delay the delivery of the required outputs and how these risks will be managed. • Approach to project management, including details of how you will ensure that you keep the project on track and how any changes or issues that could affect the delivery will be communicated to the project team at Department for Energy Security and Net Zero. • Demonstrate your ability to deliver in complex environments to tight deadlines when taking over the existing delivery. • How you will minimise disruption and impact on delivery timeframes by adapting delivery approaches to work within the existing project structures, methodologies, and dynamics as much as possible. |

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| | <ul style="list-style-type: none"> • How you will ensure that the key milestones detailed within section 4 specification are met. • Provide timescales covering the contract term in the form of a Gantt Chart. <p>Bidders should attach their response as Zip folder to this question as Jaggaer does not allow for more than 1 attachment unless in the form of a zip.</p> <p>This question is limited to 5 sides of A4 plus a Gantt Chart and risk register in a Word table or Excel sheet. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring Criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p><i>Any bidder which achieves a score of 60 or less for this question will not be considered for appointment.</i></p> <p>Maximum Mark: 25.00%</p> |
| Answer Type | Document Upload |

COMMERCIAL QUESTIONNAIRE

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| AW5.1 | <p>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> |
| Bidder Guidance | <p>Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 4 Specification.</p> <p>As per Section 5 of the Mini Competition document the price submitted in response to AW5.1 shall be used to calculate the bidders overall PQP Score.</p> <p>Please refer to Section 5 of the Mini Competition document for further guidance on how your score will be calculated.</p> |
| Scoring Criteria | PQP Scoring as per Section 5 of the Mini Competition document. |
| Answer Type | Numeric |

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| AW5.2 | <p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> |
| Bidder Guidance | <p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p> |
| Scoring Criteria | For Information Only |
| Answer Type | Attachment |

| | |
|-----------------|---|
| AW5.3 | Please confirm your price shall remain firm and fixed for the full term of the Contract. |
| Bidder Guidance | The Bidder shall answer Yes or No |

| | |
|------------------|--|
| | Yes – Pass No – Fail |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes – Pass No - Fail |

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| AW5.4 | <p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £110,000.00 ex VAT for the initial contract term.</p> <p>Please confirm that your final price submitted within AW5.2 will fall within this budget.</p> |
| Bidder Guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes – Pass No – Fail |