

# Procurement Document Library

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## Mini Competition Questions

### Version Control

Date	Version	Section affected	Reason for change	Changed by
20.03.15	1.0	All	Branding – Version Control	
28/09/2015	1.1	AW5.2	Bidder answer changed to “yes”	Tom Ellis
13/07/2016	1.2	All	Document Review	Tom Ellis
15/03/2017	1.3	All	Document Review	Alun Stephens

### PLEASE NOTE

This page is for internal use only and is used for change control. It must be removed before this document is sent outside of UK SBS.



# Mini Competition

questions

**Mini Competition against an existing Framework Agreement (MC)  
on behalf of **Natural Environment Research Council (NERC)****

**Subject UK SBS **Evaluation of support for early career researchers  
(ESRs)****

**Sourcing reference number **FWMRCR17053NERC****

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

## COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	<p>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).</p> <p>This is the legal entity with whom we will Contract if successful.</p>																									
Scoring criteria	For information only																									
Bidder response	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="408 680 1404 712">Table</th> </tr> </thead> <tbody> <tr> <td data-bbox="408 721 906 775">Bidders full legal name</td> <td data-bbox="912 721 1404 775"></td> </tr> <tr> <td data-bbox="408 784 906 837">Address line 1</td> <td data-bbox="912 784 1404 837"></td> </tr> <tr> <td data-bbox="408 846 906 900">Address line 2</td> <td data-bbox="912 846 1404 900"></td> </tr> <tr> <td data-bbox="408 909 906 963">Address line 3</td> <td data-bbox="912 909 1404 963"></td> </tr> <tr> <td data-bbox="408 972 906 1025">Address line 4</td> <td data-bbox="912 972 1404 1025"></td> </tr> <tr> <td data-bbox="408 1034 906 1088">Town / City</td> <td data-bbox="912 1034 1404 1088"></td> </tr> <tr> <td data-bbox="408 1097 906 1151">Country</td> <td data-bbox="912 1097 1404 1151"></td> </tr> <tr> <td data-bbox="408 1160 906 1214">Post code (or equivalent)</td> <td data-bbox="912 1160 1404 1214"></td> </tr> <tr> <td data-bbox="408 1223 906 1276">Bidder contact</td> <td data-bbox="912 1223 1404 1276"></td> </tr> <tr> <td data-bbox="408 1285 906 1339">Telephone No.</td> <td data-bbox="912 1285 1404 1339"></td> </tr> <tr> <td data-bbox="408 1348 906 1402">Email</td> <td data-bbox="912 1348 1404 1402"></td> </tr> </tbody> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
Address line 1																										
Address line 2																										
Address line 3																										
Address line 4																										
Town / City																										
Country																										
Post code (or equivalent)																										
Bidder contact																										
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Email																										

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

AW1.1

**FORM OF BID**

**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 UK SBS'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.**

**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 UK SBS, including the Request for Quotation, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.**

**By submitting a response to this Mini Competition I agree that our participation may be made public.**

**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).**

**By submitting a response to this Mini Competition I agree and accept the justification for the Contracting Authority's evaluation criteria.**

**By submitting a response to this Mini Competition 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.**

**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. 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.**

**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.**

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	Yes / No

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/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
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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	Yes / No

### PRICE QUESTIONNAIRE

AW5.2	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</b></p> <p><b>All prices shall be exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>  <p>AW5.2 Price Schedule FWMRCR17</p>
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: <math>\text{Score/Total Points multiplied by 50}</math> (<math>80/100 \times 50 = 40</math>)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p>

	<b>Bid Price</b>	<b>Differential to the lowest price which meets the mandatory pass criteria at Award stage</b>	<b>Score</b>
	£100,000	0	100
	£120,000	20%	80
	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum Marks <b>40%</b>		
Bidder response	Yes		

AW5.5	<p><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></p> <p><b>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance 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><b>Yes</b> we will utilise an e-invoicing option - Pass <b>No</b> we will not utilise an e-invoicing option - Fail</p>
<b>Scoring criteria</b>	Mandatory Pass / Fail
<b>Bidder response</b>	Yes / No

AW5.6	<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>	Yes / No

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</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	Yes / No

<b>PROJ1.1</b>	<b>Understanding</b>  Please demonstrate that you have a clear and thorough understanding of the requirements and environment detailing outputs of this specification including the broader context for meeting these.
Bidder guidance	Bidder guidance – Scoring shall be based on 0-100 scoring methodology.  Please attach your answer as a pdf document limited to two sides of A4 – <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b>
Scoring criteria	Scoring criteria Maximum Mark: 15%
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

<b>PROJ1.2</b>	<b>Project Plan and Risk Management</b>  Please provide a project plan detailing milestones, deliverables, and timescales.  Please identify key risks to the project and how these risks will be mitigated.  Bidders should include how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost.
Bidder	Bidder guidance – Scoring shall be based on 0-100 scoring

guidance	<p>methodology.</p> <p>Please attach your answer as a pdf document limited to two sides of A4  <b>– Any additional content provided beyond this will not be considered or scored during the evaluation process.</b></p>
Scoring criteria	Scoring criteria Maximum Mark: 15%
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

<b>PROJ1.3</b>	<b>Methodology</b>
	Please clearly explain your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder guidance	<p>Bidder guidance – Scoring shall be based on 0-100 scoring methodology.</p> <p>Please attach your answer as a pdf document limited to two sides of A4  <b>– Any additional content provided beyond this will not be considered or scored during the evaluation process.</b></p>
Scoring criteria	Scoring criteria Maximum Mark: 15%
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

<b>PROJ1.4</b>	<b>Project Team and Capability to Deliver</b>
	Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project.
Bidder guidance	<p>Bidder guidance – Scoring shall be based on 0-100 scoring methodology.</p> <p>Please attach your answer as a pdf document limited to four sides of A4  <b>– Any additional content provided beyond this will not be</b></p>

	<b>considered or scored during the evaluation process.</b>
Scoring criteria	Scoring criteria Maximum Mark: 15%
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.