



Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of **Science and Technology
Facilities Council**

Subject UK SBS **UK SBS WBD Operations Support**

Sourcing reference number **RE160488**

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

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UKSBS
Shared Business Services

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																								
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																								
Scoring criteria	For information only																								
Bidder response	<table border="1"> <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> <tr> <td>Bidder contact</td><td></td></tr> <tr> <td>Telephone No.</td><td></td></tr> <tr> <td>Email</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)		Bidder contact		Telephone No.		Email	
Table																									
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SEL1.2	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or; In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?
Bidder guidance	The Bidder shall answer Yes or No Yes – Fail No – Pass *If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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 applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk 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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS 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) 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)	
Bidder guidance	The Bidder shall provide details of their proposed exemptions/exception in the table below. 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. 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.	
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 ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the ITQ, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete. By submitting a response to this ITQ 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 ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria. By submitting a response to this ITQ I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part. By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process. 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 Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	CERTIFICATE OF BONA FIDE BID 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. 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: (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. 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. 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. 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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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

AW4.1	Please confirm your acceptance of the attached Contract Terms.  RE160488 AW4.1 Terms and Conditions
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – Pass. See question AW4.2 for details of what amounts to a valid justification. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause.
Bidder guidance	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). 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) UK SBS considers both the following requirements are satisfied: • 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 UK SBS and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ it 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.
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

AW2.1	Please provide an executive summary of your bid. The executive summary must include the Firm Fixed Price offered for this work, including staff time, travel and other recurrent costs. Please note that any costs not indicated here that arise at a later date may not be accepted. The bidder must provide pricing in Pounds and Euros, including the Pound/Euro exchange rate used. Within the executive summary bidder must confirm that they are using the ESA's PSS-A1, PSS-A2, PSS-A8 and PSS-A15.1 forms. 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. 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.
Bidder guidance	Maximum character count – 4096 characters Any information submitted over and above the specified limit will be disregarded and not evaluated
Scoring criteria	For information only
Bidder response	Text

AW2.2	Bidders are required to submit a total Firm Fixed Price for this Contract. All prices shall be exclusive of VAT and submitted in GBP.																								
Bidder guidance	Bidders shall confirm they have entered a price. 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 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. For example, assuming the lowest bid is £100,000. <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria</th><th>Score</th></tr><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></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
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£100,000	0	100																							
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£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks, 5%																								
Bidder response	Text																								

AW5.5	UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing. There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.  AW5.5 ISupplier fact sheet.pdf  AW5.5 Science Warehouse fact shee XML (for Science Warehouse Contracts only) ADI Consolidated Data Upload ISupplier
Bidder guidance	The Bidder shall answer Yes or No Yes - we will utilise an e-invoicing option - Pass No - we will not utilise an e-invoicing option - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.6	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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

CASE STUDY QUESTIONNAIRE

CS7.1	Case Studies Please provide details of a maximum of two or a minimum of 1 case studies where you have performed a similar ESA work. These may be still running or have been completed within the last three years and should be of similar size and subject matter to this contract. Each case study should be no more than two sides of A4 and please ensure each includes • the title of the contract; • who or which government department or company commissioned the contract • the start and end dates, • a description of the work carried out and how it demonstrates your capability to deliver this contract.
Bidder guidance	The Bidder shall answer Yes or No Yes I have attached up to 2 case studies relevant to the project No I have not attached any case studies relevant to the project Please attach your answer as a PDF document limited to two sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. UKSBS and the customer reserve the right to review the case studies provided and assess their relevance to the project.
Scoring criteria	For information only
Bidder response	Yes / No

STAFFING QUESTIONNAIRE

STAFF1.1	Please submit the details of any persons of note who will be involved in the servicing of this contract including but not limited to; ❖ relevant employment history; ❖ professional and academic qualifications; and ❖ examples of past history working with the ESA and STFC. Please note that this question is for information only and is not included within the Evaluation.
Bidder guidance	The Bidder shall answer with attachments.
Scoring criteria	For information only
Bidder response	Yes, I have attached the required information

STAFF1.2	Please submit through text and attachments a proposal for how your organisation will inter-work with the WBD PI and the WBD Operations Team. Responses should provide a realistic outline of how you will establish a working relationship with the WBD PI and the WBD Operations Team, including how the Bidder will set up appropriate working level interfaces which will not add undue latency to the Cluster weekly planning cycle and associated deadlines. The Bidder should demonstrate that they have the capabilities and processes in place to manage staff assigned to this task which would enable the Bidder to comply with the KPIs detailed in the Special Conditions of the Terms and Conditions.
Bidder guidance	Maximum character count – 4096 characters Any information submitted over and above the specified limit will be disregarded and not evaluated Attachments are allowed in your response.
Scoring criteria	Scored by evaluation, maximum score 15%
Bidder response	Yes, I have attached the required information

QUALITY QUESTIONNAIRE

AW6.1	Please submit a summary showing that you have a good understanding of the scientific, technical and operation context in which the requested work must be done. Responses should show: ❖ a general understanding of the scientific goals and successes of the Cluster mission and its future plans ❖ a general understanding of the Cluster ground segment, including JSCO, ESOC and ESAC ❖ a specific understanding of the scientific, technical and operational constraints of the WBD instruments ❖ demonstrate that you have understood the Applicable Document listed in the Statement of Work and how they apply to the work being offered ❖ demonstrate that you have the expertise, knowledge and tools to carry out this work
Bidder guidance	Maximum character count – 8,192 characters Any information submitted over and above the specified limit will be disregarded and not evaluated Attachments are allowed in your response.
Scoring criteria	Scored by evaluation, maximum score 15%
Bidder response	Yes, I have attached the required information

AW6.2	Please complete the attached document (RE160486 AW6.2 Evaluation Matrix - Tasks) showing that you have understood the Tasks listed in the Statement of Work and how you will carry out the work. This evaluated question is to test the Bidders' understanding of the tasks to be carried out by the subcontractor in order to deliver WBD science operations and for the Bidder to demonstrate how they will be able to perform each task. Bidders are requested to carefully read section '4 Tasks' of the Statement of Work and to include in the justification column of the matrix: ❖ technical data ❖ processes in place or planned ❖ system capabilities ❖ any relevant information which best shows the ability of the Bidder to perform the work to the most satisfactory outcome The Bidder must note that the matrix provided is a template to completing the question and that the Tasks listed - as found in the Statement of Work – will be evaluated as a whole and not as individual components.  AW6.2 Evaluation Matrix - Tasks.xlsx
Bidder guidance	Maximum character count – 4,096 characters (exclusive of characters already given) Any information submitted over and above the specified limit will be disregarded and not evaluated Attachments are allowed in your response.
Scoring criteria	Scored by evaluation, maximum score 20%
Bidder response	Yes, I have attached the required information

AW6.3	Please complete the attached document (RE160486 AW6.3 Evaluation Matrix - Requirements) showing that you have understood the Requirements listed in the Statement of Work and what system capabilities you have in place. This evaluated question is to test the Bidders' understanding of the requirements relevant to the subcontractor's: ❖ procedures ❖ software and processing systems ❖ response times ❖ documentation Bidders are requested to carefully read section '5 Requirements' of the Statement of Work and to include in the justification column of the matrix: ❖ technical data ❖ processes in place or planned ❖ system capabilities ❖ any relevant information which best shows the ability of the Bidder to perform the work to the most satisfactory outcome The Bidder must note that the matrix provided is a template to completing the question and that the Tasks listed - as found in the Statement of Work – will be evaluated as a whole and not as individual components.  AW6.3 Evaluation Matrix - Requirement:
Bidder guidance	Maximum character count – 4,096 characters (exclusive of characters already given) Any information submitted over and above the specified limit will be disregarded and not evaluated Attachments are allowed in your response.
Scoring criteria	Scored by evaluation, maximum score 20%
Bidder response	Yes, I have attached the required information

AW6.4	Please complete the attached document (RE160486 AW6.4 Evaluation Matrix - Deliverables) showing that you have understood the Deliverables required listed in the Statement of Work and how you will carry out the work. This evaluated question is to test the Bidders' understanding of the deliverables required and for the subcontractor to demonstrate how they will be able to be responsible for delivery the KPIs to JSOC. Bidders are requested to carefully read section '6 Deliverables' of the Statement of Work and to include in the justification column of the matrix: ❖ technical data ❖ processes in place or planned ❖ system capabilities ❖ any relevant information which best shows the ability of the Bidder to perform the work to the most satisfactory outcome The Bidder must note that the matrix provided is a template to completing the question and that the Tasks listed - as found in the Statement of Work – will be evaluated as a whole and not as individual components.  AW6.4 Evaluation Matrix - Deliverables.
Bidder guidance	Maximum character count – 4,096 characters (exclusive of characters already given) Any information submitted over and above the specified limit will be disregarded and not evaluated Attachments are allowed in your response.
Scoring criteria	Scored by evaluation, maximum score 20%
Bidder response	Yes, I have attached the required information

AW6.5	Cyber security and data management is key to ensuring that the information-handling this contract requires is safe and secure and that the subcontractor will be able to meet the KPIs. Please submit a proposal showing that you have understood the importance of this and how you will maintain the data safely and securely.
Bidder guidance	Maximum character count – 4,096 characters Any information submitted over and above the specified limit will be disregarded and not evaluated Attachments are allowed in your response.
Scoring criteria	Scored by evaluation, maximum score 5%
Bidder response	Yes, I have attached the required information