

Request for Proposal

Questions



Request for Proposal (RFP) on behalf of **Natural Environment Research Council**

Subject **CRDS Analysers**

Sourcing reference number **RE160394**

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.uksbs.co.uk/services/procure/Pages/supplier.aspx>

Part 1: Potential supplier Information

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

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	Bidders are required to complete the below table. 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). Scoring criteria - For information only; Full name of the potential supplier submitting the information Registered office address (if applicable) Registered website address (if applicable) Date of registration in country of origin Company registration number (if applicable) Charity registration number (if applicable) Head office DUNS number (if applicable) Registered VAT number Trading name(s) that will be used if successful in this procurement	
SEL1.2	Please select from the below options to indicate your trading status Bidder Guidance - the Bidder shall select from the following options; i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) Third Sector vii) Other (Please Specify your trading status) Scoring Criteria - For information only)	

SEL1.3	SEL1.3 If applicable is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? Bidder guidance - The bidder shall answer Yes or No Yes - If you responded yes, please provide the relevant details, including the registration number(s). No - no further information required Scoring Criteria - For Information Only	Yes ☐ No ☐ N/A ☐
SEL1.4	SEL1.4 Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? Bidder Guidance - The bidder shall answer Yes or No Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this. No - no further information required Scoring Criteria - For Information Only	Yes ☐ No ☐
SEL1.5	Please select from the below options to indicate whether any of the following classifications apply to you Bidder Guidance - The bidder shall select from the following options i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Other (Please Specify in the comments) Bidder Guidance See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ Scoring Criteria - For information only	i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Other (Please Specify in the comments)

SEL1.6	SEL1.6 - Please detail information concerning Persons of Significant Control (PSC) by uploading an attachment with the following information; i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A (Please enter N/A if none of the above are applicable) Bidder guidance -The Bidder shall complete the below table. Guidance on PSC can be found at https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships Scoring criteria - For information only	i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A
SEL1.7	SEL1.7 Please provide details of your immediate Parent Company (if applicable) by completing the below table. Bidder Guidance - The bidder shall complete the table or answer N/A Scoring Criteria - for information only	i) Full Name of Immediate Parent Company ii) Registered Office Address iii) Registration Number iv) Head Office DUNS number v) Head Office VAT Number
SEL1.8	SEL1.8 Please provide details of your Ultimate Parent Company (if applicable) by completing the below table. Bidder Guidance - The bidder shall complete the table or answer N/A	i) Full Name of Ultimate Parent Company ii) Registered Office Address iii) Registration Number

	Scoring Criteria - for information only	iv) Head Office DUNS number v) Head Office VAT Number
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Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant control in them.

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

Section 1	Bidding model	
Question number	Question	Response
SEL1.9	SEL1.9 Are you bidding as the lead contact for a group of economic operators? Bidder Guidance - The Bidder Shall answer Yes or no Yes - If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3. No - If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13. Scoring Criteria - For Information Only	Yes ☐ No ☐ If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3. If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.
SEL1.10	SEL1.10 Please provide the name and details of group of economic operators (if applicable) Bidder Guidance - the bidder shall include details of the following Name of group of economic operators and the proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. Scoring Criteria - For Information Only	
SEL1.11	SEL1.11 Are you or, if applicable, the group of economic operators proposing to use sub-contractors? Bidder Guidance - The Bidder Shall answer yes or no	Yes ☐ No ☐

Scoring Criteria - For Information Only																																																													
SEL1.12	SEL1.12 If you responded Yes to SEL1.11, please provide additional details for each subcontractor as follows as an attachment to this question, we shall ask them to complete this form as well; If you responded no- please select N/A																																																												
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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SEL1.13	Contact details and declaration I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.
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	I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation. Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements. Scoring criteria Mandatory Pass / Fail
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SEL1.13	Contact details and declaration
Question	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

Part 2: Exclusion Grounds

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

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
SEL2.1	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.	
SEL2.2	SEL2.2 - Participation in a criminal organisation Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.3	SEL2.3 - Corruption Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass	Yes ☐ No ☐ If Yes please provide details at

	Scoring Criteria - Mandatory Pass/Fail	
SEL2.4	SEL2.4 - Fraud Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.5	SEL2.5 - Terrorist Offences or offences link to terrorist activities Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.6	SEL2.6 - Money laundering or Terrorist financing Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass	Yes ☐ No ☐ If Yes please provide details

	Scoring Criteria - Mandatory Pass/Fail	
SEL2.7	SEL2.7 - Child Labour and other forms of trafficking in human beings Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No – Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.8	If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement. Scoring Criteria - Mandatory Pass/fail	Yes ☐ No ☐
SEL2.9	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? Bidder Guidance - The bidder shall answer Yes or No Yes - Fail No - Pass In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should also confirm you have paid, or have entered into a binding arrangement with a view to paying, the	Yes ☐ No ☐

	outstanding sum including where applicable any accrued interest and/or fines. Please Note: The authority reserves the right to use its sole discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions. Scoring Criteria - Mandatory Pass/fail	
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SEL3.1	SEL3.1 - Grounds for discretionary rejection – UK SBS is entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further. If you cannot provide a compliant answer – (No) to the above questions, it is possible that your application might not be accepted. In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement. The detailed grounds for discretionary exclusion of an organisation are set out on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance	Yes ☐
SEL3.2	SEL3.2 - Breach of environmental obligations? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the	Yes ☐ No ☐ If yes please provide details

	procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	
SEL3.3	SEL3.3 - Breach of social obligations? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.4	SEL3.4 - Breach of labour law obligations? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.5	SEL3.5 - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes ☐ No ☐ If yes please provide details

	Scoring Criteria - Pass/fail	
SEL3.6	SEL3.6 Guilty of grave professional misconduct? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.7	SEL3.7 Entered into agreements with other economic operators aimed at distorting competition? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.8	SEL3.8 Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to	Yes ☐ No ☐ If yes please provide details

	demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	
SEL3.9	SEL3.9 Been involved in the preparation of the procurement procedure within the meaning of Regulation 41 of the Public Contracts Regulations 2015 (as amended) Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.10	Prior Performance issues Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.11	SEL 3.11 The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes ☐ No ☐ If Yes please provide details

	Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	
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SEL3.12	SEL3.12 The organisation has withheld such information as described in SEL3.11 Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	Yes ☐ No ☐ If Yes please provide details
SEL3.13	SEL3.13 The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended). Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	Yes ☐ No ☐ If Yes please provide details
SEL3.14	SEL3.14 The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material	Yes ☐ No ☐ If Yes please provide details

	influence on decisions concerning exclusion, selection or award. Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	
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Part 3: Selection Questions¹

Section 4	Economic and Financial Standing	
	Question	Response
SEL4.1	SEL4.1 - Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following; a. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. c. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). Bidder Guidance - UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder. 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. Pass – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement. Fail – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement. Bidders are invited to embed their attachments to this question in the 'Bidder response' section. Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐
SEL4.2	SEL4.2 Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out. Bidder guidance: The authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.	Yes ☐ No ☐

##¹ See Action Note 8/16 Updated Standard Selection Questionnaire##

	The authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder. Pass – The authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement. Fail – The authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement. Bidders are invited to embed their attachments to this question in the 'Bidder response' section. Scoring Criteria - Mandatory pass/fail	
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SEL4.3	SEL4.3 Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its relationship to you. If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage? If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) Bidder Guidance - If this question does not apply, please respond "N/A". Please provide your response in the text box below UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder. 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. Pass – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement. Fail – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement. Bidders are invited to embed their attachments to this question in the 'Bidder response' section. Any information submitted over and above the specified limit will be disregarded and not evaluated	Yes ☐ No ☐
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	Scoring Criteria – Mandatory Pass/fail	
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Technical and Professional Ability			
SEL5.1	SEL5.1 - Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. Bidder Guidance - 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 (supplies / services) to achieve a pass. If you cannot provide at least one example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. Scoring Criteria - Mandatory Pass/Fail		
	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description			

of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

SEL5.2	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) 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) Bidder guidance – Free text Scoring Criteria - For Information Only
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	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
SEL5.3	SEL5.3 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015? Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No. Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4 Scoring Criteria - For Information Only	Yes ☐ N/A ☐
SEL5.4	SEL5.4 If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015? If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded. Bidder Guidance - The bidder shall respond Yes or No Yes - Please provide relevant URL or attachment No - Please provide an explanation as an attachment Scoring Criteria - Mandatory Pass/fail	Yes ☐ Please provide relevant the url ... No ☐ Please provide an explanation

Additional Questions

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

	Insurance
SEL4.4	SEL4.4 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Product Liability Insurance = £500,000 Employer's (Compulsory) Liability Insurance = £5,000,000 Bidder Guidance - It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. The Bidder shall answer yes or no Yes= Pass No= Fail Scoring Criteria - Mandatory Pass/fail

	Skills and Apprentices
SEL4.5	Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Which can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PP_N_vfinal.pdf Please confirm if you will be supporting apprenticeships and skills development through this contract. If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? Bidder guidance - The bidder shall answer Yes or No Yes - You confirm you will be supporting apprenticeships and skills development through the contract and can provide evidence at a later stage to support your commitment to developing and investing in skills, development and Yes ☐ No ☐

	apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation. No - you confirm you will not be support apprenticeships and Skills development. Scoring Criteria - For Information only	
SEL4.6	SEL4.6 Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with Procurement Policy Note 14/15 and can provide evidence if requested? Bidder Guidance - The Bidder shall answer Yes or No Yes - There is a process in place to ensure our supply chain supports skills, development and apprenticeships, and we can evidence on request. No - We do not have a process in place Scoring Criteria - For Information Only.	Yes ☐ No ☐

	Steel
SEL4.7	SEL4.7 - Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management in relation to PPN16/15 - Procuring steel in major projects which can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf Bidder guidance - Bidder shall detail in the below text box or as an attachment - maximum character count 4096 Scoring Criteria - For Information Only
SEL4.8	SEL4.8 - In relation to PPN 16/15 - Procuring steel in major projects. Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. Bidder Guidance - bidders shall provide the details in the below text box or as an attachment - Maximum character count 4096. Scoring Criteria - For information only

SEL4.9	SEL4.9 - In relation to PPN16/15 - Procuring steel in major projects. Have there been any previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both: (i) Your company (ii) All your supply chain members involved in the production or supply of steel Bidder Guidance - The bidder shall answer Yes or No Yes - Please provide an attachment detailing each breach. No - no further information required. Scoring Criteria - For Information only.
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Suppliers' Past Performance		
SEL4.10	Suppliers' Past Performance in relation to PPN 04/15 - Taking Account of Suppliers' Past Performance. https://www.gov.uk/government/publications/procurement-policy-note-0415-taking-account-of-suppliers-past-performance Can you supply a list of your relevant principal contracts for Supplies and/or Services provided in the last three years to in scope organisations? Bidder Guidance - The bidder shall answer Yes + supply the list as an attachment or No Yes - Bidders may, on request, be asked to provide a certificate from the customers on the list (or an explanation as to why they cannot provide a certificate) If the certificate states that supplies and /or services supplied were not satisfactory, bidders will be asked to supply information which shows why this will not recur in this contract if they are awarded it. Bidders may also be asked to supply this information for sub-contractors or consortium members that they will rely upon to perform this contract. No - please explain in an attachment why you cannot provide a list of your relevant principal contracts for Supplies and/or Services provided. Scoring Criteria - For Information Only.	Yes ☐ No ☐

SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.6	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	The Bidder Shall answer yes or no Yes = *Fail No = Pass If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. UK SBS will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/Fail

SEL5.7	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
Bidder Guidance	The Bidder shall answer yes or no Yes – Fail* No – Pass If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. UK SBS will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/fail

Bidder response	Drop down menu - Yes / No
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SEL5.8	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	The Bidder Shall answer yes or no Yes = Pass No = Fail
Scoring Criteria	Mandatory Pass/fail

SEL5.9	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	Drop down menu - Yes / No

SEL5.10	If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors 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;
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	In the last three years, has any of your subcontractors 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 sub-contractors, 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 by your sub-contractors to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOIA) 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. 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 http://ico.org.uk 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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder	Yes / No

response		
FOI1.2	FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1 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) 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).	
Bidder guidance	The Bidder shall provide details of their proposed exemptions/exception in the table below. 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. 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 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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

AW1.1	FORM OF BID 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. 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. By submitting a response to this RFP I agree that our participation may be made public. 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)). By submitting a response to this RFP I agree and accept the justification for the UK SBS's evaluation criteria. 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. By submitting a response to this RFP 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	The Bidder shall answer Yes or No

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

AW1.2	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. We undertake to carry out the requirements specified within the period stated in the enquiry letter. Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids. Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any Bid you may receive.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - 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
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	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	Drop down menu - Yes / No

Executive summary

AW2.1	Please provide an executive summary of your bid. The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder (but excluding all pricing/financial information) 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. 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. 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. 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.
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

Compliance to the Contract Terms

AW4.1	Please confirm your acceptance of the attached Contract Terms. RE160394 AW4.1 Terms and Conditions
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – In this situation 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. 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	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

AW5.2	Bidders are required to complete the Cost Model for Essentials tabs of the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool. All prices shall be exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.  RE160394 AW5.2 Price Schedule.xlsx																								
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><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><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 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	Maximum Marks 59.5%																								
Bidder	Drop down menu – Yes																								

response	
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AW5.3	Bidders are required to complete the Cost Model for Desirables tab of the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool. All prices shall be exclusive of VAT.  RE160394 AW5.2 Price Schedule.xlsx
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule.
Scoring criteria	For information only
Bidder response	Drop down menu – Yes

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 preferred method of e-payment.   AW5.5 Science Warehouse fact shee AW5.5 ISupplier fact sheet.pdf 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	Drop down menu – 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	Drop down menu - Yes, No

AW5.7	Please confirm the discount you will offer for invoices correctly submitted and paid within 10 days of receipt.
Bidder guidance	The Bidder shall answer % discount The scoring methodology for this question shall be as follows: 0 marks – no discount Each 0.5% discount – 10 Up to a maximum of 5% discount – 100
Scoring criteria	Maximum Marks 0.5%
Bidder response	Selection

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4.1 Essentials of the Specification (4.1.1 – 4.1.11)  RE160394 Specification.pdf
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

GEN1.1	Please confirm that you have attached a technical specification of your offering. Please note that UK SBS reserve the right to use your specification to verify any of your responses in this questionnaire
Bidder guidance	The Bidder shall answer: Yes, I have attached a specification
Scoring criteria	For information only
Bidder response	Drop down menu – Yes

GEN1.2	Please state how the device will be mounted in the following scenarios: - Mobile laboratory with racking (modified horsebox) (4.2.1.1) - Standard laboratory with racking (4.2.1.2) - Deployed in the field via movement on a small trolley (4.2.1.3)
Bidder guidance	The Bidder shall answer with text and attachments
Scoring criteria	For information only
Bidder response	Text and attachments

GEN1.3	Please confirm that the weight of the machine is less than 30kgs and designed for a 19-inch rack-mount (4.2.1.2)
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

GEN1.5	Please confirm that the lead-time for delivery is no longer than 6 weeks (4.2.2) from the contract award date.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

HARD1.1	Please provide the processes for drop and vibration testing which the devices you intend to offer have undergone (4.3.1).
Bidder guidance	Bidders are asked to provide details of their processes for drop and vibration testing which the device you are offering will have undergone as detailed in 4.3.1 within the specification. The Bidder shall answer with test data as attachments Maximum word count: 400 words . Bid responses over 400 words will only be scored based on the words within the prescribed limit.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 25%
Bidder response	Text and attachments

HARD1.2	Please confirm that the power requirements of the analyser, not including any peripherals, is <300W (4.3.2)
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

HARD1.3	Please confirm that your offering is within the parameters for GHG guaranteed precision as set out in 4.3.3-4.3.6 The bidder must attach data sheets to show that they are within the specification
Bidder guidance	Bidders are asked to confirm that their proposed offering is within the parameters for GHG guaranteed precision as set out in 4.3.3 – 4.3.6. In addition to this the bidder is asked to provide evidence by way of data sheets which show that they are within the specification limits. An attachment is allowed for this question. The Bidder shall make a declaration that they have provided the requested information in the form and content as required.
Scoring criteria	For information only
Bidder response	Drop down menu – Yes, I have attached data sheets

HARD1.7	Please provide details of the in-factory service support you are able to offer. Please describe the processes that you have in place for Quality Assurance measures (4.3.7).
Bidder guidance	Bidders are asked to provide details of the in-factory service support that they are able to offer. Within your response please ensure that you cover, as a minimum , the process that you have in place for Quality Assurance measures as detailed in 4.3.7 of the specification. The Bidder shall answer with text and attachments Maximum word count: 400 words. Bid responses over 400 words will only be scored based on the words within the prescribed limit.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 7.5%
Bidder response	Text and attachments

HARD1.8	Please confirm that your offering can fully integrate with the Li-Cor LI-8100A Multiplex System linked to LI-8100 chambers (4.3.8)
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No

SOFT1.1	Please attach information on which software packages your offering will use
Bidder guidance	The Bidder shall answer with texts and attachments
Scoring criteria	For information only
Bidder response	Text and attachments

SOFT1.2	Please provide details of the remote service support you are able to offer (4.4.1)
Bidder guidance	Bidders are asked to provide details of the remote service support that they are offering based of the specification criteria 4.4.1 The Bidder shall answer with texts and attachments Maximum word count: 400 words. Bid responses over 400 words will only be scored based on the words within the prescribed limit.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 7.5%
Bidder response	Text and attachments