

Request for Proposal



Request for Proposal (RFP) on behalf of The Department for Business Innovation and Skills (BIS)

Subject UK SBS Study China student visit programme

Sourcing reference number PS16052

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

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UKSBS
Shared Business Services

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>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

PART 'A' ORGANISATION AND CONTACT DETAILS

SEL1.1	Please complete the below table																							
Bidder guidance	Bidders should answer “not applicable” where a response is not applicable																							
Scoring criteria	For information only																							
Bidder response	<table border="1"><tr><td colspan="2">Table</td></tr><tr><td>Full Name of the Supplier Completing the RFP</td><td></td></tr><tr><td>Registered Company Address line 1</td><td></td></tr><tr><td>Registered Company Address line 2</td><td></td></tr><tr><td>Registered Company Address line 3</td><td></td></tr><tr><td>Registered Company Address line 4</td><td></td></tr><tr><td>Registered Company Address line 5</td><td></td></tr><tr><td>Registered Company Address line 6</td><td></td></tr><tr><td>Bidders Company Number</td><td></td></tr><tr><td>Bidders Charity Number</td><td></td></tr><tr><td>Bidders VAT Number</td><td></td></tr></table>		Table		Full Name of the Supplier Completing the RFP		Registered Company Address line 1		Registered Company Address line 2		Registered Company Address line 3		Registered Company Address line 4		Registered Company Address line 5		Registered Company Address line 6		Bidders Company Number		Bidders Charity Number		Bidders VAT Number	
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SEL1.2	Name of the Bidders immediate and parent company + Ultimate Parent Company
Bidder guidance	The Bidder should state not applicable where the response is not applicable. Any information submitted over and above the specified limit will be disregarded and not evaluated
Scoring criteria	For information only
Bidder Response	Free text

SEL1.3	Please Select from the below options to indicate your trading status
Bidder Guidance	The Bidder should 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) Other (please specify in the comments box)
Scoring Criteria	For information only
Bidder Response	Selection

SEL1.4	Please select from the below options to indicate whether any of the following classifications apply to you
Bidder guidance	Please select from the following options: i) Voluntary, Community and Social Enterprise (VCSE) ii) Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Public service mutual *See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-

	analysis/sme-definition/
Scoring criteria	For information only
Bidder response	Selection

SEL1.5	State the contact details for enquires in relation to your response to this questionnaire.	
Bidder guidance	The Bidder should state the contact name, title, postal address, e-mail address and telephone number	
Scoring criteria	For information only	
Bidder response	Contact name	Free text
Bidder response	Contact title	Free text
Bidder response	E-mail address	Free text
Bidder response	Telephone number	Number

SEL1.6	Please select from the options below to indicate whether you are a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself or b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services t or c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services ; or d) Bidding as a consortium but not proposing to create a new legal entity; or e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).;	
Bidder guidance	The Bidder shall either respond a, b, c, d or e. If the bidders selects an option other than A, please provide details of your proposed bidding model as an attachment that includes members of the	

	supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. If your response is d please provide details of your consortium members and your lead member. If your response is e, please provide the details of d and the name of your Special Purpose Vehicle
Scoring criteria	For information only
Bidder response	Drop down menu – a, b, c, d, e

SEL1.7	If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).
Bidder guidance	Bidders from the UK shall answer 'not applicable' Bidders from outside the UK shall answer either Yes or No. If Bidders answer Yes they should provide the registration number in the comment box Any information submitted over and above the specified limit will be disregarded and not evaluated
Scoring criteria	For information only
Bidder response	Free text

SEL1.8	Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?
Bidder guidance	Bidders shall answer either Yes or No. If Bidders answer Yes please provide additional details within the comment box of what is required and confirmation that you have complied with this.

	Any information submitted over and above the specified limit will be disregarded and not evaluated
Scoring criteria	For information only
Bidder response	Free text

PART 'B' – GROUNDS FOR MANDATORY REJECTION

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

SEL2.2	Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.
Bidder guidance	Bidders shall answer Yes or No If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL2.3	Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the
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	Prevention of Corruption Act 1906 OR been convicted of the common law offence of bribery.
Bidder guidance	Bidders shall answer Yes or No If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL2.4	Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of the offence of bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983.
Bidder guidance	Bidders shall answer Yes or No If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL2.5	Within the past five years, has your organisation or any directors or partner or any other person who has powers administrative, management or supervisory of representation, decision or control been convicted of the offence of fraud, where the offence relates to fraud affecting the financial interests of the European Communities financial interests of the European Union as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities. In relation to; (a) the common law offence of cheating the Revenue; (b) the common law offence of conspiracy to defraud; (c) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern
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	Ireland) Order 1978; (d) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; (e) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; (f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; (g) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; (h) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or (i) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act.
Bidder guidance	Bidders shall answer Yes or No If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

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

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

SEL2.8	Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.
Bidder guidance	Bidders shall answer Yes or No If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder	Drop down menu - Yes / No.

response	
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SEL2.9	Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of; (a) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004; (b) an offence under section 59A of the Sexual Offences Act 2003; (c) an offence under section 71 of the Coroners and Justice Act 2009; (d) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or (e) any other offence within the meaning of Article 57(1) of the Public Contracts Directive— (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.
Bidder guidance	Bidders shall answer Yes or No If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

SEL2.10	Are you in breach of your obligations relating to the payment of taxes or social security contributions and / or has it been established by a judicial or administrative decision, having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established, that your organisation is in breach of obligations related to the payment of tax or social security contributions?
Bidder guidance	Bidders shall answer Yes or No If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring	Mandatory Pass / Fail

criteria	
Bidder response	Drop down menu - Yes / No.

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

SEL2.12	Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance. Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations. Further details are available at: https://www.cyberstreetwise.com/cyberessentials/
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Bidder guidance	Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate: i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier. ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier. iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme. Bidders can answer Yes – the Cyber Essential Certificate is currently in place No – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract Intend – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract. A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

PART 'C' – GROUNDS FOR DISCRETIONARY REJECTION

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

SEL3.2	Within the past three years has your organisation violated applicable obligations referred to in Regulation 56(2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time.
Bidder guidance	Bidders shall answer Yes or no Yes- Please provide supporting information as an attachment to this question. No – Pass
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

SEL3.3	Please confirm within the past three years your organisation is not bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.
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Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

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

SEL3.5	Please confirm that your organisation has not entered into any agreements or arrangements with other economic operators aimed at distorting competition. This declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail

Bidder response	Drop down menu – Yes / No
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SEL3.6	Please confirm that, within the past three years if your organisation has had a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures, this declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.
Bidder Guidance	Bidders shall answer Yes or no Yes – Please provide supporting information as an attachment to this question No - Pass UK SBS may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in an attachment to this question. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

SEL3.7	You confirm that the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;
Bidder guidance	Bidders shall answer Yes or no Yes- Please provide supporting information as an attachment to this question. No – Pass UK SBS may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge

	obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met. In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

SEL3.8	Within the past three years, has your organisation has 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	Bidders shall answer Yes or no Yes- Please provide supporting information as an attachment to this question. No – Pass
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

SEL3.9	Within the past three years, has your organisation; (i) been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015;Or (iii) Undertaken to; (a) unduly influence the decision-making process of the contracting authority, or (b) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure
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	(iv) negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
Bidder guidance	Bidders shall answer Yes or no Yes- Please provide supporting information as an attachment to this question. No – Pass
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

SEL3.10	From 1 April 2013 onwards, have any of your company's tax returns submitted on or after 1 October 2012; i) Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; or ii) Been found to be incorrect as a result of: a. HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or b. A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or c. The failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.
Bidder Guidance	The bidder shall answer yes or no Yes= Fail No= Pass You may provide details of any mitigating factors that you consider relevant and that wish the authority to take into consideration. This can include, for example: • Corrective action undertaken by the Supplier to date; • Planned corrective action to be taken; • Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or • Changes in financial, accounting, audit or management

	procedures since the OONC. In order that the authority can consider any factors raised by the Supplier, the following information should be provided: • A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc. • Where the OONC relates to a DOTAS, the number of the relevant scheme. • The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended. • The level of any penalty or criminal conviction applied
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

SEL3.11	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	The Bidder shall choose from the following options; A. N/A – our turnover is less than £36M B. Yes – information attached C. No (with justification) – we are not compliant but will be prior to commencement of a contract D. No – we are not and will not be compliant at the time of award of the contract
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

PART ‘D’ – ECONOMIC AND FINANCIAL STANDING REGULATION 24

SEL4.1	Please provide one of the following to demonstrate your economic/financial standing;
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	a. A copy of the audited accounts for the most recent two years b. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position d. 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
Bidder response	Drop down – Yes I have enclosed Attachment(s)

SEL4.3	Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name in the text box below and provide Ultimate / parent company accounts if available. 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?) If no, please response N/A
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Bidder Guidance	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.
Scoring Criteria	Pass/fail

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: Employer's (Compulsory) Liability Insurance = £5 million per claim Public Liability Insurance = £5 million per claim Professional Indemnity Insurance = £2 million per claim
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
Bidder response	Drop down menu – Yes / No

PART 'E' - TECHNICAL AND PROFESSIONAL ABILITY

SEL5.1	Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the authority's requirement. Contracts for supplies or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years, and VCSEs may include samples of grant funded work. The named customer contact provided should be prepared to provide written evidence to the authority 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 will 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 principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.	
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 (goods / services) to achieve a pass. Bidders who are unable to provide appropriate reference(s) which have a similar scope and value to this procurement, which have been completed within five years (works) or three years (goods /services) of the date of the OJEU Notice will fail. UK SBS makes no commitment to contact the reference; it does however reserve the right to contact the reference at any time in the procurement to validate the content of the Bidders answer. If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this in the comment box below e.g. your organisation is a new start-up.	
Scoring criteria	Mandatory pass /fail	
Bidder response	Reference 1 Name of customer organisation	Free text
	Reference 1 Point of contact in customer organisation Position in the organisation E-mail address	Free text

	Reference 1 In no more than 2000 Characters, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	Free text
	Reference 1 Approximate annual contract value (£)	Number
	Reference 1 Contract start and end date	Free text
Bidder response	Reference 2 Name of customer organisation	Free text
	Reference 2 Point of contact in customer organisation Position in the organisation E-mail address	Free text
	Reference 2 In no more than 2000 Characters, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	Free text
	Reference 2 Approximate annual contract value (£)	Number
	Reference 2 Contract start and end date	Free text
Bidder response	Reference 3 Name of customer organisation	Free text
	Reference 3 Point of contact in customer organisation Position in the organisation E-mail address	Free text
	Reference 3 In no more than 2000 Characters, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	Free text
	Reference 3 Approximate annual contract value (£)	Number

	Reference 3 Contract start and end date	Free text
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SEL5.2	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	
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	

SEL5.3	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	
Scoring Criteria	Mandatory Pass/Fail	

SEL5.4	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

SEL5.5	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

SEL5.6	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
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SEL5.7	If you use sub-contractors, do you have processes in place to check whether any of the circumstances in SEL5.6 apply to these other organisations?
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

SEL5.8	I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions. I also declare that there is no conflict of interest in relation to the authority's requirement. Name: Role in organisation: Date:
Bidder guidance	Bidders shall answer Yes they make this declaration. And complete the table below. <i>Your answers to these questions will form part of any contract between your company and UK SBS.</i> <i>This Declaration shall be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership e.g. Finance Director, Director or, in</i>

	<i>the case of a partnership, a senior or controlling partner.</i>
Bidder response	Drop down menu - Yes

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 response	Yes / No

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 you
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	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.
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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

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 proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was
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	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.  PS16052 - S2 - Services contract.doc
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted to achieve a Pass. See question AW4.2 for the supplier to create a justification. 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'.
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PRICE QUESTIONNAIRE

AW5.1	Please confirm your price shall remain firm and fixed for the full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.
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

AW5.2	Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool. All prices shall be exclusive of VAT. All prices shall be in GBP. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.  AW5.2 PS16052 Price Schedule STUDY
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 20%																								
Bidder response	Drop down menu – Yes																								

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

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
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

AW6.2	Understanding and Methodology Please demonstrate a full understanding of the requirements and your proposed methodology for service delivery including a detailed project plan. Please ensure you include within your response; • How you will accommodate large numbers of students on the study visit - please briefly describe the envisaged accommodation • Details of the language tuition you will offer • Details of education links you would utilise to facilitate future study in China • Details of business links you would utilise to enhance the students' employment prospects • Details of the proposed cultural programme • How Chinese partner institutions/businesses will be utilised to introduce students to key aspects of business practice and provide information about the economy as well as practical advice on identifying and securing work in China
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	• Ideas for social and networking opportunities to benefit both UK and Chinese students • How you will make the programme a valuable mutual learning experience for both UK and Chinese students, including promoting further study in both countries.
Bidder Guidance	Scoring will be based on 0-100 scoring methodology. Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response. Attachments are permitted.
Scoring criteria	Maximum score 30%
Bidder response	Text

AW6.3	Project team Please outline the proposed project team and demonstrate their operational capacity and expertise relevant to the successful delivery of the study visit.
Bidder guidance	Scoring will be based on 0-100 scoring methodology Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response. Attachments are permitted.
Scoring criteria	Maximum score 20%
Bidder response	Text

AW6.4	Quality Plan Please provide an assessment of potential risks in terms of their likelihood and severity. Please set out the various management strategies which will be implemented to mitigate these risks.
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Bidder guidance	Scoring will be based on 0-100 scoring methodology Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response. Attachments are permitted.
Scoring criteria	Maximum score 10%
Bidder response	Text

AW6.5	Advertising, Promotion and Selection Plan. Please outline your specific plans for advertising the programme on a national level. Within your response please demonstrate; • How you will ensure equal opportunities policy in the selection process. • How you will promote the programme to target students who have no or little experience of China or of international travel or study opportunities. • How you will share the outcomes and lessons learned with students and organisations already involved in or those wishing to get involved in student mobility between the UK and China. • How you will disseminate the outcomes of the visits to a wide audience in the UK, including using Study China alumni.
Bidder guidance	Scoring will be based on 0-100 scoring methodology Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response. Attachments are permitted.
Scoring criteria	Maximum score 20%
Bidder response	Text