**APPENDIX 5**

RESPONSE TO THE SPECIFICATION**(To be completed by the Bidder)**

The Customer’s requirements are detailed in Section 4, this Appendix 5 and the Specification. Bidders are required to provide details about their proposed approach by answering the questions in this section.

In the event that the same response is given to more than one question, please do not cross-refer to another answer, but copy and paste the response accordingly. This will help the evaluation panel to make sure they are evaluating the appropriate response.

1. **Method Statements –**

Bidders’ responses to these questions will be evaluated and scores allocated according to the weightings shown. These scores will in total comprise the Bidder’s score for service delivery. These scores will be reviewed and adjusted as appropriate following the Bidders presentations.

**PLEASE NOTE:**

* **Written responses for each question 1 to 7 should not exceed more than 3 sides of A4 using a 12pt font. Any material provided over this stated page limit will NOT be evaluated. Please provide images or artwork if they are referenced in your response (these are not included in the page limit).**
* **Responses should specifically reference the requirement in this RFQ - DO NOT include generic marketing or promotional material as part of your response. This will NOT be evaluated.**

**Rejection Thresholds**

If the response to any individual question is scored 0, or if the total weighted score for service delivery (technical) is less than 7.5% out of 30%, the Quote shall be rejected in its entirety. See section 4 of this Invitation to Quote for further information on evaluation.

**A1** - **Goods Quality (Scored) (50% weighting)**

|  |  |
| --- | --- |
| **Goods Quality Question 1 (Scored)** **(10% Weighting)** | **Weighting** |
| Please provide details of the life expectancy on the trolleys. Could you please confirm, what materials do you use to ensure the robustness and strength?    **(Maximum Word Count: 1,000 words)** | 10% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 2 (Scored) (10% Weighting)** |  |
| Please provide the details on how easy the trolleys can be cleaned? What is the cleaning recommendation to avoid the impact on the robustness of the material?    **(Maximum Word Count: 1,000 words)** | 10% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 3 (Scored) (10% Weighting)** |  |
| Please provide the safety details that relates to the wheels.  ***(Maximum Word Count: 1,000 words)*** | 10% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 4 (Scored) (10% Weighting)** |  |
| Please provide the details on the safety of the plug in board/ surge protection? How easy it is to manoeuvre this trolley?    **(Maximum Word Count: 1,000 words)** | 10% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 5 (Scored) (10% Weighting)** |  |
| Please provide the details on the weight of the trolley itself? What is the weight limit of the equipment for the trolley to hold and are there any limitation if needed to push/ move around it? Is it easy to move the fully equipped trolley around the Trust?  **(Maximum Word Count: 1,000 words)** | 10% |
| ***Bidders must write their response in this box*** |  |

**B1 -** **Social Value (Scored) (10% weighting)**

|  |  |
| --- | --- |
| **Environmental and Social Value Question 6 (Scored) (5% Weighting)** |  |
| Please outline your strategy to achieve a sustainable and environmentally friendly approach to medical trolleys. Explaining how you will: encourage, support and ensure environmental considerations throughout your supply chain.  ***(Maximum Word Count: 800 words)*** | 5% |
| ***Bidders must write their response in this box*** |  |
| **Environmental and Social Value Question 7 (Scored) (5% Weighting)** |  |
| Please describe how you will help the Trust in COVID-19 recovery and how the impact/ challenges of the COVID-19 can be reduced if any?  ***(Maximum Word Count: 500 words)*** | 5% |
| ***Bidders must write their response in this box*** |  |