

Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of The Natural Environment
Research council**

Subject UK SBS Fibre Optic Requirement

Sourcing reference number FM16157

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

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UKSBS
Shared Business Services

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																									
Scoring criteria	For information only																									
Bidder response	<table border="1"> <thead> <tr> <th colspan="2">Table</th> </tr> </thead> <tbody> <tr> <td>Bidders full legal name</td> <td></td> </tr> <tr> <td>Address line 1</td> <td></td> </tr> <tr> <td>Address line 2</td> <td></td> </tr> <tr> <td>Address line 3</td> <td></td> </tr> <tr> <td>Address line 4</td> <td></td> </tr> <tr> <td>Town / City</td> <td></td> </tr> <tr> <td>Country</td> <td></td> </tr> <tr> <td>Post code (or equivalent)</td> <td></td> </tr> <tr> <td>Bidder contact</td> <td></td> </tr> <tr> <td>Telephone No.</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </tbody> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
Address line 1																										
Address line 2																										
Address line 3																										
Address line 4																										
Town / City																										
Country																										
Post code (or equivalent)																										
Bidder contact																										
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Email																										

SEL1.2	<p>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;</p> <p>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?</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail</p> <p>No – Pass</p> <p>*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.</p> <p>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.</p> <p>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.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	<p>Mandatory Pass / Fail</p>
Bidder response	<p>Yes / No</p>

<p>FOI1.2</p>	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>	
<p>Bidder guidance</p>	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
<p>Scoring criteria</p>	<p>For information only</p>	
<p>Bidder response</p>	<p>Confidential Information</p>	<p>Justification for exemption/exception under FOI Act</p>
<p>Bidder response</p>	<p>Commercially sensitive information</p>	<p>Justification for exemption/exception under FOI Act</p>

AW1.1	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the ITQ, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>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.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p>

	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<p>AW1.3</p>	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
<p>Bidder guidance</p>	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
<p>Scoring criteria</p>	<p>Mandatory Pass / Fail</p>
<p>Bidder response</p>	<p>Yes / No</p>

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

AW4.1	<p>Please confirm your acceptance of the attached Contract Terms.</p>  <p>FM16157 AW4.1 NEC3 Terms.doc</p>
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>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 shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass.</p> <p>When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly.</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No with justification/ No

AW4.2	<p>Please complete the attached NEC3 Supply Short Contract Contractors Offer</p>  <p>FM16157 AW4.2 Suppliers Offer..docx</p>
Bidder guidance	The Bidder shall attach the complete 'Contractors Offer' section of the NEC3 Supplier short contract
Scoring criteria	Mandatory Pass / Fail
Bidder response	<p>Completed offer attached = Pass</p> <p>Failure to attach offer = Fail</p>

PRICE QUESTIONNAIRE

AW5.1	Please confirm that your submitted price is not more than £60,000.00 Excluding VAT
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>  <p>FM16157 AW5.2 Pricing Schedule.xls</p>
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p>

	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score
	£100,000	0	100
	£120,000	20%	80
	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum Marks = 40% of overall bid		
Bidder response	Yes		

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

AW5.6	Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	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	Yes / No

PROJ1.1	Please confirm your ability to meet the delivery deadlines associated with this project – 600 metres of downhole multicore optic fibre cable on or before October 24th 2016, all remaining cable by February 20th 2017.
Bidder guidance	The Bidder shall answer Yes or No Yes – Both delivery dates will be met by the supplier = Pass No – Either or both of the delivery dates are not achievable = Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.2	Please confirm that your proposed downhole and surface cable is electrically insulated to avoid conflict with other sensors.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.3	Please Confirm that your proposed cable can survive downhole conditions to a depth of at least 500 Metres
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.4	Please confirm that you will be happy to provide advice as needed on the installation of the cables, should the client require it.
Bidder guidance	The Bidder will provide information surrounding the cost of this advice. An attachment is allowed when answering this question Any cost quoted in response to this question, should NOT be included in your response to AW5.2
Scoring criteria	For Information Only.
Bidder response	Free Text (An attachment is allowed when answering this question)

PROJ1.5	Please confirm the expected lifespan of the fibre and cable armour, given the conditions that it will be installed in?
Bidder guidance	The Bidder should provide information surrounding the expected lifespan of their proposed cable, including the armoured casing. An attachment is allowed when answering this question.
Scoring criteria	For information only.
Bidder response	Free Text (An attachment is allowed when answering this question)

PROJ1.6	Please provide information surrounding the signal to noise ratio and the sensitivity of the recommended interrogator box for Distributed Temperature Sensing (DTS) and Distributed Acoustic Sensing (DAS)
Bidder guidance	The Bidder should provide information surrounding the signal to noise ratio and the sensitivity of the recommended interrogator box. An attachment is allowed when answering this question.
Scoring criteria	For information only.
Bidder response	Free Text (An attachment is allowed when answering this question)

PROJ1.7	Please provide information on splicing the surface cables and downhole cables, so that only one interrogator box is required for DTS and on for DAS
Bidder guidance	The Bidder should provide information surrounding the splicing of the downhole and surface cables, to ensure that only one interrogator box is required.
Scoring criteria	For information only
Bidder response	Free Text (An attachment is allowed when answering this question)

PROJ1.8	Please provide details on the cabling that you are proposing – in this instance consider the temperature that the cable will be used to detect.
Bidder guidance	<p>The bidder should include, but not limit their response to;</p> <ul style="list-style-type: none"> • What is the minimum sensing interval for temperature downhole? • What is the minimum signal that can be detected in an array formed by three wells in an equilateral triangle with sides of 50 m in passive and active mode? • What is the current signal to noise ratio for distributed temperature sensing (DTS) using this fibre? • What is the expected depth of penetration for DTS in a single well? • Is there any signal loss at the termination of the cable at the bottom of the well (over what interval and what is the reduction in quality?) • Would Passive or Active mode achieve a better SNR? • Can the cables be spliced together such that only one interrogator box is needed to monitor all wells? <p>Maximum word count = 1,200 any words over the upper limit will not be scored as part of the final evaluation.</p> <p>An attachment is allowed when responding to this question.</p>
Scoring criteria	Scoring is based on the 0 – 100 Scoring Methodology Maximum Marks = 25.00% of overall bid
Bidder response	Free Text (An attachment is allowed when answering this question)

PROJ1.9	Please provide details on the cabling that you are proposing – in this instance consider the acoustic performance of the cable for DAS
Bidder guidance	<p>The bidder should include, but not limit their response to;</p> <ul style="list-style-type: none"> • What is the minimum sensing interval for acoustic signal downhole? • What is the minimum signal that can be detected in an array formed by three wells in an equilateral triangle with sides of 50 m in passive and active mode? • What is the current signal to noise ratio for distributed acoustic (DAS) sensing using this fibre? • What is the expected depth of penetration for DAS in a single well? • Is there any signal loss at the termination of the cable at the bottom of the well (over what interval and what is the reduction in quality?) • Can the fibre be used in both Passive and Active mode? • Can the cables be spliced together such that only one interrogator box is needed to monitor all wells? <p>Maximum word count = 1,200 any words over the upper limit will not be scored as part of the final evaluation.</p> <p>An attachment is allowed when responding to this question.</p>
Scoring criteria	<p>Scoring is based on the 0 – 100 Scoring Methodology</p> <p>Maximum Marks = 25.00% of overall bid</p>
Bidder response	Free Text (An attachment is allowed when answering this question)

PROJ1.10	Please confirm your complete understanding of the requirement of the Natural environment research council.
Bidder guidance	The bidder should include a document that explains their full understanding of what NERC require, the document should include descriptions on the products used in fulfilling this requirement.
Scoring criteria	<p>Scoring is based on the 0 – 100 Scoring Methodology</p> <p>Maximum Marks = 10.00% of overall bid</p>
Bidder response	Attached Document

PROJ2.1	<p>Please confirm that you understand that by submitting your completed bid response, should you be awarded this contract, the pricing schedule will be non-negotiable.</p> <p>There will be no allowance for lack of information or understanding of requirement.</p> <p>Should you be awarded this Contract without having clarified any part of NERC's requirement that you are unsure of and then find that there will be additional costs that you have not allowed for, these will have to be covered by your company.</p> <p>For this reason we strongly advise that you submitted any clarification questions to gain complete clarity of the requirement</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No - Fail</p>
Scoring criteria	<p>Mandatory Pass / Fail</p>
Bidder response	<p>Yes / No</p>