

# Request for Proposal

Question bank



## Department for Science, Innovation & Technology

**Request for Proposal (RFP) on behalf of the Department for Science, Innovation & Technology (DSIT) – Office for Life science (OLS)**

**Subject: The Provision of an Annual Bioscience and Health Technology Life Sciences Data Set for 2023 to 2025**

**Sourcing Reference Number: PS23184**

## Section 6 – Response Evaluation Questionnaires

### Introduction

Bidders should note that the response evaluation questionnaire is located within the **Jaggaer eSourcing portal**.

Guidance on how to register and use the eSourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## THE PROVISION OF AN ANNUAL BIOSCIENCE AND HEALTH TECHNOLOGY LIFE SCIENCES DATA SET FOR 2023 TO 2025

**PS23184**

### OPEN ABOVE THRESHOLD PROCEDURE

#### **Bidder Guidance notes for completion for Parts 1, 2, 3 and definitions for all sections**

1. The “authority” or “we” or “us” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable organisations to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (as amended) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1 & 2 and potentially 3 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection **must** complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the

questions on behalf of the consortium and or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

## Section 6 – Evaluation Response Questionnaires

### 6.1. Qualification / Selection Questionnaire

- 6.1.1 Bidders should note that the Qualification / Selection Questionnaire is located within the **Jaggaer eSourcing Portal**.

**Guidance on how to register and use the Jaggaer eSourcing portal is available at**

**<https://beisgroup.ukp.app.jaggaer.com/>**

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## 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.

Bidder guidance – If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.

Bidder guidance If you are in doubt as to how to answer any question in the procurement documents, please ensure that you seek a formal clarification with the Contracting Authority.

Any reference to “supplier(s)”, “bidder(s)”, organisation(s) shall mean those named, providing a submission in this procurement procedure.

| Section 1       | Potential Supplier Information                                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Question Number | Question                                                                                                                                                                                                                                                                                                                                                                                                       | Response                                                               |
| 1.1 (a)         | <p>Name (if, registered, please give the registered name).</p> <p>Bidder guidance – Part 1 (Section1) Mandatory PASS / FAIL</p> <p>Questions are all Mandatory completion including a confirmation of Not Applicable (N/A) (as applicable if the question is not applicable to your organisation) A Failure to answer a question or provide information as applicable and requested will result in a FAIL.</p> |                                                                        |
| 1.1 (b) – (i)   | Registered address (if applicable) or head office address                                                                                                                                                                                                                                                                                                                                                      |                                                                        |
| 1.1 (b) – (ii)  | Registered website address (if applicable)                                                                                                                                                                                                                                                                                                                                                                     |                                                                        |
| 1.1 (c)         | <p>Trading status</p> <ul style="list-style-type: none"> <li>a) public limited company</li> <li>b) private limited company</li> <li>c) limited liability partnership</li> <li>d) other partnership</li> <li>e) sole trader</li> <li>f) third sector</li> <li>g) other (please specify your trading status)</li> </ul>                                                                                          |                                                                        |
| 1.1 (d)         | Date of registration (if applicable) or date of formation                                                                                                                                                                                                                                                                                                                                                      |                                                                        |
| 1.1 (e)         | Registration number (company, partnership, charity, etc - if applicable)                                                                                                                                                                                                                                                                                                                                       |                                                                        |
| 1.1 (f)         | Registered VAT number                                                                                                                                                                                                                                                                                                                                                                                          |                                                                        |
| 1.1 (g)         | Are you registered with the appropriate professional or trade register(s) specified for this procurement and as set out in the procurement documents in the member state where your organisation is established?                                                                                                                                                                                               | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                          |
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|                | If YES please provide the relevant details, including the name of the register and registration number(s) and, if evidence of registration is available electronically, please give the website address, issuing body and reference number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                          |
| 1.1 (h)(i)     | <p>For procurements for <b>services</b> only, is it a legal requirement in the country where you are established for you to:</p> <p>a) possess a particular authorisation, or<br/>b) be a member of a particular organisation, to provide the requirements specified in this procurement?</p> <p>If YES please provide additional details of what is required and confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.</p>                                                                                                                                                                                                                                                                     | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>                                   |
| 1.1 (h)(ii)    | If you have answered Yes to 1.1(h)(i) please provide this detail in this section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |
| 1.1 (i) – (i)  | <p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <p>a. Voluntary Community Social Enterprise (VCSE)<br/>b. Sheltered Workshop<br/>c. Public service mutual</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>a) <input type="checkbox"/></p> <p>b) <input type="checkbox"/></p> <p>c) <input type="checkbox"/></p> |
| 1.1 (i) – (ii) | If you have answered Yes to a) b) c) in 1.1(j)(i) please provide this detail in this section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                          |
| 1.1 (j)        | <p>Are you a Small, Medium or Micro Enterprise (SME)?</p> <p>Bidder guidance – See :<br/><a href="https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en">https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>                                   |
| 1.1 (k)        | <p>Details of Persons with Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Date of birth</li> <li>- Nationality</li> <li>- Country, state or part of the UK where the PSC usually lives</li> <li>- Service address</li> <li>- The date he or she became a PSC in relation to the company ;</li> <li>- Which conditions for being a PSC are met: <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%</li> <li>- More than 50% and less than 75%</li> <li>- 75% or more</li> </ul> </li> </ul> <p>Bidder guidance - UK companies, Societies European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep</p> |                                                                                                          |

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|           | <p>a PSC register, and must file the PSC information with the central public register at Companies House. See <a href="#">PSC guidance</a>. Overseas bidders are required to provide equivalent information.</p> <p>Bidder guidance - Only information that relates to the persons with powers of representation, decision or control within the meaning of PCR regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only</p>                                                                                                                                                                                                                                                                                                                                                                         |                                                             |
| 1.1 (l)   | <p>Details of your immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of immediate parent company</li> <li>- Registered or head office address</li> <li>- Registration number (if applicable)</li> <li>- VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                             |
| 1.1 (m)   | <p>Details of your ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of immediate parent company</li> <li>- Registered or head office address</li> <li>- Registration number (if applicable)</li> <li>- VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |
| 1.1 (n)   | <p>Are you bidding as a single supplier or as part of a group or consortium?</p> <p>Bidder guidance -<br/>         Yes - bidding as a single supplier<br/>         No - not bidding as a single supplier but as a group or consortia</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 1.1(o)(i) | <p>Are you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please tell us:</p> <ul style="list-style-type: none"> <li>a) The name of the group/consortium.</li> <li>b) The proposed structure of the group/consortium, including the legal structure where applicable.</li> <li>c) The name of the lead member in the group/consortium.</li> <li>d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).</li> <li>e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for.</li> </ul> | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |

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|             | Bidder guidance – If you answer Yes to 1.1(o)(i) please ensure you provide supporting information under section 1.1(o)(ii).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                     |
| 1.1(o)(ii)  | Bidder to add supporting information to 1.1(o)(i)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| 1.1 (p)     | <p>If you are proposing to use a supply chain please provide the following details for each subcontractor/supply chain member.</p> <p>Name<br/>Registration number<br/>Registered or head office address<br/>Trading status</p> <ul style="list-style-type: none"> <li>a) public limited company</li> <li>b) private limited company</li> <li>c) limited liability partnership</li> <li>d) other partnership</li> <li>e) sole trader</li> <li>f) third sector</li> <li>g) other (please specify your trading status)</li> </ul> <p>Bidder guidance –<br/>Yes – we are proposing to use a supply chain if so provide details of the supply chain in 1.1(p)(i) below and replicate for each supply chain utilised.<br/>No – we are not proposing to use a supply chain</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Yes <input type="checkbox"/><br/>No <input type="checkbox"/></p> |
| 1.1 (p)(i)  | If you have answered Yes to 1.1(p) please list the supply chain details in this section covering a) to g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| 1.1 (p)(ii) | <p>Bidder guidance please provide a response to each of the following questions for each subcontractor/supply chain member.</p> <ul style="list-style-type: none"> <li>1)Registered VAT number</li> <li>2)SME?</li> <li>3)The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables.</li> <li>4)The approximate % of contractual obligations assigned to each subcontractor</li> <li>5)Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?</li> </ul> <p>Bidder guidance - This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for</p> |                                                                     |



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|  | contracts to advertise the subcontracting opportunity, as set out in PPN 01/18.<br><br>Bidder guidance – Replicate 1) to 5) for each subcontractor /supply chain member |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| Section 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Question                                                                                                                                                                                                                                                                                                                                                                                              | Response                                                                                                                                                |
| <b>Part 2 Questions (Exclusion Grounds Questions)</b><br><b>Grounds for mandatory exclusion</b><br><br>Bidder guidance – Part 2 Questions are all Mandatory completion bidder must answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable).<br><br>Bidder guidance – If any bidder is found to be non compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure. |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                         |
| 1.2 (a) - (i)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Within the past five years, anywhere in the world, have you or any person who <ul style="list-style-type: none"> <li>is a member of the supplier's administrative, management or supervisory body; or</li> <li>has powers of representation, decision or control in the supplier<sup>1</sup></li> </ul> been convicted of any of the offences within the summary below and listed in full in Annex D? | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>Bidder guidance - If Yes, please ensure you provide details against each listed question |
| 1.2 (a) - (ii)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Participation in a criminal organisation                                                                                                                                                                                                                                                                                                                                                              | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                                                                             |
| 1.2 (a) - (iii)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Corruption                                                                                                                                                                                                                                                                                                                                                                                            | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                                                                             |
| 1.2 (a) - (iv)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Terrorist offences or offences linked to terrorist activities                                                                                                                                                                                                                                                                                                                                         | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                                                                             |
| 1.2 (a) - (v)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Money laundering or terrorist financing                                                                                                                                                                                                                                                                                                                                                               | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                                                                             |
| 1.2 (a) - (vi)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Child labour and other forms of trafficking in human beings                                                                                                                                                                                                                                                                                                                                           | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                                                                             |
| 1.2 (a) - (vii)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Any other offence within the meaning of Article 57(1) of the Directive as defined by the                                                                                                                                                                                                                                                                                                              | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                                                                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | law of any jurisdiction outside England, Wales or Northern Ireland.                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>If you have answered YES to any of the questions on mandatory exclusion grounds please provide further details, including;</p> <ul style="list-style-type: none"> <li>- date of conviction and the jurisdiction</li> <li>- which of the grounds listed the conviction was for</li> <li>- the reasons for conviction</li> <li>- the identity of who has been convicted</li> </ul>                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>If the relevant documentation is available electronically please provide:</p> <ul style="list-style-type: none"> <li>- the web address</li> <li>- issuing authority</li> <li>- precise reference of the documents</li> </ul>                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Bidder guidance - If you have answered Yes to any part of the questions on mandatory exclusion grounds please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion (Self cleaning)</p> <p>Bidder guidance- bidders should also Explain the offence along with the date of the offence and a sufficient overview of the offence committed</p> |  |
| <p>Bidder guidance - For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities There are two categories of persons and entities:</p> <p>The first category is members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.</p> <p>The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights.</p> <p>Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

## Part 2: Exclusion Grounds Questions

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

| Section 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Mandatory and discretionary grounds relating to the payment of taxes and social security contributions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Question Number                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Response                                                    |
| <p>Bidder guidance – Part 2 Questions are all Mandatory completion; bidders shall answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>Bidder guidance – If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                             |
| 2.1 (a)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Bidder Guidance</p> <p>The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D, and should be referred to before completing these questions..</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |
| 2.1 (a) - (i)                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 2.1 (a) - (ii)                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Bidder guidance - If you have answered <b>Yes</b> to this question :</p> <p>If documentation is available electronically please provide-</p> <ul style="list-style-type: none"> <li>- the web address,</li> <li>- issuing authority,</li> </ul> <p>precise reference of the documents.</p> <p>If you have answered <b>No</b> to this question please provide further details including the following-</p> <ul style="list-style-type: none"> <li>- Country concerned,</li> <li>- the amount concerned</li> <li>- how the breach was established, i.e. through a judicial or administrative decision or by other means,</li> <li>- if the breach has been established through a judicial or administrative decision please</li> </ul> |                                                             |

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|                                                                                                                                                                                                                                                                                                             | <p>provide the date of the decision, if the breach has been established by other means please specify the means.</p> <p>Bidder guidance - Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying the outstanding sum including, where applicable, any accrued interest and/or fines.</p> |  |
| <p>Please Note: The contracting authority reserves the right to use its 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.</p> |                                                                                                                                                                                                                                                                                                                                              |  |

| Section 3                                                                                                                                                                                                                                                                                                                                                                                                                                        | Part 2 Questions (Exclusion Grounds Questions) Grounds for discretionary exclusion                                                                          |                                                                                                      |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Question                                                                                                                                                    | Response                                                                                             |
| <p><b>Bidder guidance</b> – Part 2 Questions are all Mandatory completion. Where requested to do so all bidders must provide sufficient supporting information (as applicable).</p> <p>If any bidder is found to be non-compliant with any discretionary exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p> |                                                                                                                                                             |                                                                                                      |
| 3.1                                                                                                                                                                                                                                                                                                                                                                                                                                              | The detailed grounds for discretionary exclusion of an organisation are set out in Annex D, and should be referred to before completing these questions.    |                                                                                                      |
| 3.1 (a)                                                                                                                                                                                                                                                                                                                                                                                                                                          | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you?           | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (b)                                                                                                                                                                                                                                                                                                                                                                                                                                          | Breach of environmental law obligations?<br>Bidder guidance - To note that environmental law obligations include Health and Safety obligations. See Annex D | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (c)                                                                                                                                                                                                                                                                                                                                                                                                                                          | Breach of social labour law obligations?                                                                                                                    | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (d)                                                                                                                                                                                                                                                                                                                                                                                                                                          | Breach of labour law obligations?                                                                                                                           | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (e)                                                                                                                                                                                                                                                                                                                                                                                                                                          | Bankruptcy or subject of insolvency?                                                                                                                        | Yes <input type="checkbox"/>                                                                         |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                      |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | No <input type="checkbox"/><br>If yes, please provide details at 3.2                                 |
| 3.1 (f) | Guilty of grave professional misconduct?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (g) | Distortion of competition?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (h) | Conflict of interest?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (i) | Been involved in the preparation of the procurement procedure?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes, please provide details at 3.2 |
| 3.1 (j) | Prior performance issues?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes, please provide details at 3.2 |
| 3.1 (k) | Do any of the following statements apply to you?<br><ul style="list-style-type: none"> <li>You have 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?</li> <li>You have withheld such information.</li> <li>You are not able, without delay, to submit supporting documents if/when required.</li> <li>You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon your undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</li> </ul> | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes, please provide details at 3.2 |
| 3.1 (l) | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                          |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                             |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
|            | <p>or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation, please confirm:</p> <ul style="list-style-type: none"> <li>• you have published a statement as required by Section 54 of the Modern Slavery Act (MSA)</li> <li>• that the statement complies with the requirements of Section 54 and any guidance issued under S54.</li> </ul> <p>Bidder Guidance - The bidder shall provide the relevant URL or attachment in 3.1(l)(i).</p> <p>Bidder guidance -</p> <p>Yes - This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>No - response is a statement that the bidder is not subject to section 54 of the MSA and provides a confirmation attachment to this effect (e.g. turnover is less than £36 million) and will achieve a PASS for this section only, for both UK and Non UK suppliers for all non Central Departmental procurements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | If Yes, please provide details at 3.1(l)(i) |
| 3.1 (l)(i) | <p>Bidder to provide relevant URL or attachment to question 3.1(l)</p> <p>Bidder guidance – Bidder that answered No to question 3.1(l) that it is not subject to section 54 of the MSA provides a confirmation attachment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |
| 3.2        | <p>Bidder Guidance to Modern Slavery Question Scoring Criteria - Mandatory Pass / Fail</p> <p>Bidder guidance - If you are captured by the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded</p> <p>Bidder guidance - If your organisation If your organisation answers No and is currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act at the time of an award decision then this will achieve a PASS. A failure to be compliant at the time of the award decision will result in a FAIL. Please ensure that you make this assurance and confirmation statement in the attachment section.</p> <p>Bidder guidance - If your organisation answers No and is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL. Please ensure that you make this confirmation statement in the attachment section.</p> <p>Bidder guidance - If your organisation is captured by the Modern Slavery Act and answers No, then without demonstrating self cleaning or a refusal to comply with the act under any potential award this will result in a FAIL. Please ensure that you make this confirmation statement in the attachment section.</p> |                                             |

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|        | <p>Bidder guidance - If you answer No as a UK based supplier and this is because you are not captured by the Modern Slavery Act by not having a minimum turnover of at least £36 million, then you need to confirm this in writing in the attachment section to achieve a PASS.</p> <p>Bidder guidance -<br/>It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> |
| 3.2(i) | <p>Bidder guidance - If you have answered <b>YES</b> to any of the questions relating to grounds for discretionary exclusion (or <b>NO</b> to the Modern Slavery Act question above), (if applicable to you by the above guidance) please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion? (Self-cleaning).</p>                                                                                                                                                                                                                                                             |



## Part 3: Questions (Selection Criteria Questions)

### Cabinet Office set Questions

| Section 4       | Economic and Financial Standing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                         |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question Number | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Response                                                                                                                                                |
| 4.1 (a)         | <p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>- the web address</li> <li>- issuing authority</li> <li>- precise reference of the documents.</li> </ul> <p>Bidder guidance- Bidder shall answer :</p> <p>Yes - provide all three details for 4.1(a) above in 4.3</p> <p>No - we do not have financial statements filed with companies house stating the reason why in 4.3.</p> <p>No - we do not have financial statements filed with companies house e.g. we have financial statements filed with the following organisation re overseas / other national state based organisation and provide this information in 4.3.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes, please provide details at 4.3</p>                                     |
| 4.1(b)          | <p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also please provide for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing a copy of their detailed accounts for the last two years (audited if required by law).</p> <p>Bidder guidance- Bidder shall answer</p> <p>Yes provide in section 4.3</p> <p>No provide an explanation as to why you do not have detailed audited accounts for the last two years in 4.3</p>                                                                                                                               | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes, please provide details at 4.3</p>                                     |
| 4.1(c)          | <p>If you cannot provide an electronic link to your audited accounts in 4.1(a) and cannot provide a copy in 4.1(b), please provide any of the following alternatives:</p> <p>(a) A statement of your annual turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</p> <p>(b) Alternative information to evidence economic and financial standing if any of the above are not available (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals</p>                                                                                | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p>If Yes, please provide details at 4.3</p> |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                     |
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|     | accounts or an alternative means of demonstrating financial status).                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                     |
|     | <p>Bidder guidance- Bidder shall answer</p> <p>Yes provide in section 4.3</p> <p>No provide an explanation as to why you do not have an answer to 4.19(c) (a) or (b) below in 4.3</p> <p>(N/A if not applicable if you have answered yes to 4.1(a) or (b) above)</p>                                                                                                                                                                                                                                                             |                                                                                                                     |
| 4.2 | <p>Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required.</p> <p>Bidder guidance- Bidder shall answer</p> <p>Yes - provide information in section 4.3</p> <p>No - we are not relying on any security to meet the selection criteria for financial standing</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes, please provide details at 4.3</p> |
| 4.3 | <p>Bidder guidance - please use this section to provide links, Information or upload documents requested against this Economic and Financial standing section. The Contracting Authority must satisfy itself that any bidder has a suitable level of Economic and Financial standing in order to consider any bidder for an award under this procurement.</p> <p>Bidders must clearly denote as to which of the Economic and Financial standing question(s) is being answered in this section</p>                                |                                                                                                                     |

| Section 6       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Technical and Professional Ability |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Question Number | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Response                           |
| 6.1             | <p><b>Relevant experience and contract examples.</b></p> <p>Bidder guidance – Section 6 Questions are all Mandatory completion. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>Please provide details of up to three contracts to meet the technical and professional ability criteria set out in the procurement documents, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> |                                    |

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>For consortium bids, or where you have indicated that you are relying on a particular member or a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/particular member/subcontractors have 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 members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).</p> <p>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 subcontractor(s) who will deliver the contract.</p> <p><b>For each contract please provide the following information</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation who signed the contract.</li> <li>- Name of supplier who signed the contract.</li> <li>- Point of contact of the customer.</li> <li>- Position in the customer's organisation.</li> <li>- E-mail address.</li> <li>- Description of contract.</li> <li>- Contract Start date.</li> <li>- Contract completion date.</li> <li>- Estimated contract value.</li> </ul> <p>If you cannot provide at least one example of previous contracts that are relevant to our requirement, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> <p>Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).</p> <p>The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes)</p> |
| 6.2 | <p>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)</p> <p>The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Section 7 | Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                             |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 7.1       | <p><b>Insurance</b></p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £1 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:<br/> <a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a>.</p> <p>Bidder guidance Mandatory Pass / Fail question</p> <p>Yes = Pass<br/>No = Fail</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

Bidder guidance - 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.

| Section 8 | Data Protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
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| 8.1       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 8.1 (a)   | <p>Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.</p> <p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>• to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>• to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>• to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> </ul> |  |

|  |                                                                                                                                                                                                                                                                                                                                                                |
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|  | <ul style="list-style-type: none"> <li>• to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place);</li> <li>• to maintain records of personal data processing activities; and</li> <li>• to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul> |
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| Section 8  | Health and Safety                                                                                                                                                                                                                                      |                                                             |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 8.2        | Question                                                                                                                                                                                                                                               | Response                                                    |
| 8.2 (a)    | Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words. | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 8.2 (a)(i) | Bidders to provide supporting information relevant to a Yes reply to 8.2(a)                                                                                                                                                                            |                                                             |

| Section 8  | Central Government Only - <u>Tackling Modern Slavery in Supply Chains</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |
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| 8.3        | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Response |
| 8.3 (a)(i) | <p>If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, and if your latest statement is available electronically please provide:</p> <ul style="list-style-type: none"> <li>• the web address,</li> <li>• precise reference of the documents.</li> </ul> <p>If your latest statement is not available electronically, please provide a copy.</p> <p>Bidder guidance - as per section 3.1(l)</p> <p>If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation to any published statements on modern slavery or other relevant documents containing information of a similar type/level.</p> <p><u>Central Departmental Procurements</u><br/>Bidder guidance - All <u>non UK suppliers</u> with a Turnover of at least £36million must have stated state No in section 3.1(l) and then shall complete this section.</p> <p>Bidder guidance – Pass / Fail<br/>A failure to complete either of the following sections 8.3 (a)(i) or 8.3 (a)(ii) in order to satisfy the selection criteria and any Contracting Authorities requests for further clarity or verification of any and all information provided if required, will result in a Fail</p> |          |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                            |
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|             | <p>Any modern slavery statement or other statement or document should contain at least the following information:</p> <ul style="list-style-type: none"> <li>a. the organisation's structure, its business and its supply chains;</li> <li>b. its policies in relation to slavery and human trafficking;</li> <li>c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;</li> <li>d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;</li> <li>e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;</li> <li>f. the training and capacity building about slavery and human trafficking available to its staff; or</li> </ul> <p>If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award.</p> <p>Bidder guidance - If your organisation is a non-UK supplier, you must have provided a link to an equivalent statement or document which demonstrates information relating to a-f above.</p> <p>Bidder guidance –</p> <p>Yes – A link to an equivalent statement and or document has been provided to meet the requirements of a-f (subject to meeting the Contracting Authorities satisfaction) will achieve a Pass.</p> <p>N/A – Bidder cannot provide a current statement or link that meets the requirements of a-f, to the Contracting Authorities satisfaction, but will complete 8.3 (a)(ii) (subject to meeting the Contracting Authorities verification requirements), will achieve a Pass for this question 8.3 (a)(i) only.</p> | <p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>                                    |
| 8.3 (a)(i)  | Bidder guidance – Bidders must provide a link to an equivalent statement or document which demonstrates information relating to a-f above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                            |
| 8.3 (a)(ii) | <p>Bidder guidance – Pass / Fail</p> <p>If the bidder has not completed 8.3(a)(i), the bidder must provide a satisfactory explanation and assurances that the requirements outlined in 8.3(a)(i) a-f will be met before contract award, this will be sufficient to achieve a Pass, but</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
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|  | <p>will be subject to verification by the Contracting Authority prior to an award decision.</p> <p>Bidder guidance<br/>Yes – we have provided a satisfactory explanation and assurances as an attachment (subject to meeting the Contracting Authorities verification requirements) will achieve a Pass.</p> <p>No – we have not provided a Yes answer to 8.3(a)(i) and cannot provide a satisfactory explanation and assurance to the Contracting Authority for 8.3 (a)(ii) prior to any award decision, will result in a Fail.</p> <p>N/A - we have already provided an answer that satisfies section 3.1(l) as a UK based organisation subject to Section 54 of the Modern Slavery Act 2015 will achieve a Pass.</p> <p>A failure by any bidder to verify this selection criteria within a reasonable time set by Contracting Authority prior to the award decision being made, will result in a Fail.</p> |  |
|  | <p>Bidder guidance – Bidders must provide satisfactory explanation and assurances that requirements outlined in 8.3(a)(i) a-f (subject to meeting the Contracting Authorities verification requirements) will be met in this section to achieve a Pass.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

## Part 3: Questions (Selection Criteria Questions)

### UKSBS specific questions.

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>SEL1.10</b>   | <b>Information Security</b><br><br>The following information security requirements are mandatory for this procurement:<br><br>1. Cyber Essentials certification or<br>2. Cyber Essentials Plus certification                                                                                                                                                                                                                                                                                                                   |
| Bidder Guidance  | Bidders can answer<br><br><b>Yes</b> – the requirements are currently in place<br><br><b>Intend</b> – the requirements are not in place and we intend to have them in place for commencement of the contract.<br><br><b>No</b> – the requirements are not in place and we have no intention of having them in place for commencement of the contract<br><br>A response of ' <b>Yes</b> ' or ' <b>Intend</b> ' will result in a <b>pass</b> and a response of ' <b>No</b> ' will result in a <b>fail</b> against this question. |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Answer Type      | <b>Options List</b><br><br><b>Yes</b> – the requirements are currently in place<br><br><b>Intend</b> – the requirements are not in place and we intend to have them in place for commencement of the contract.<br><br><b>No</b> – the requirements are not in place and we have no intention of having them in place for commencement of the contract                                                                                                                                                                          |

  

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| <b>SEL1.10.1</b> | <b>Supporting Documentation for SEL1.10</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Bidder Guidance  | Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate.<br><br>This information should be provided as an attachment to this question.<br><br>Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered.<br><br>Bidders that responded "Intend" to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder. |



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| Scoring Criteria | For Information Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SEL 2.19</b>  | <p><b>Public Procurement Policy Note 01/22 - Contracts with suppliers from Russia or Belarus</b></p> <p>The Government introduced its Public Procurement Policy Note 01/22 'Contracts with suppliers from Russia or Belarus' (PPN 01/22) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> <p>The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 01/22.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states.</p> <p>Mandatory Pass / Fail questions:</p> <p><b>Question 1-</b> Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p><b>Question 2-</b> Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency</p> <p>If you answer Yes to either of the questions above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 01/22 apply.</p> |
| Bidder Guidance  | <p>The Bidder shall replicate the above 2 questions in an attachment and answer <b>Yes</b> or <b>No</b> to each of the above, along with an in-depth explanation to any question answered as <b>Yes</b> to achieve a Pass, subject to the satisfaction of the Contracting Authority during its evaluation process and any clarity sought.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                  | <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>An answer of <b>No</b> is based upon no direct supplies, suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states. This statement of <b>No</b> for each question will achieve a Pass</p> <p>A failure to provide a Yes or No upload response may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek at its own discretion further clarification from any bidder in regard to any attachment provided, that seeks to rely upon any exemptions provided in PPN 01/22.</p> |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Answer Type      | Document upload                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| FOI1.1           | <p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></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.</p> <p>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 <a href="http://ico.org.uk">http://ico.org.uk</a></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 <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Answer Type      | <p>Option List</p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| FOI1.2           | <p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></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?</p>                                                                                                                                                                                                                                                                                                          |
| Bidder Guidance  | <p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority 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>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p> |
| Scoring Criteria | For information only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Answer Type      | Confidential Information and justification for exemption/exception under FOI Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                  | Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                  | Commercially sensitive information and justification for exemption/exception under FOI Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                  | Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

  

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|  | <p><b>DECLARATION</b></p> <p>I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database in any country free of charge or the contracting authority already possesses the documentation.</p> |
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|  | <p>I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.</p> <p>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.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p><b>Signature (electronic is acceptable)</b></p> <p><b>Date</b></p> |
|  | <p>Contact details of those making the declaration</p> <p>Contact name</p> <p>Name of organisation</p> <p>Role in organisation</p> <p>Phone number</p> <p>E-mail address</p> <p>Postal address</p>                                                                                                                                                                                                                                                                                                                          |

## Section 6 – Evaluation Response Questionnaires

### 6.2. Technical and Commercial Questionnaire

6.2.1 Bidders should note that the Technical and Commercial Questionnaire is located within the **Jaggaer eSourcing Portal**.

Guidance on how to register and use the Jaggaer eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## COMMERCIAL QUESTIONNAIRE

## RFP Governance

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| AW1.1           | <p><b><u>FORM OF BID</u></b></p> <p>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 the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this RFP 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 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 the Contracting Authority, including the RFP, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP, I agree that our participation may be made public.</p> <p>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)).</p> <p>By submitting a response to this RFP, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this RFP I agreed and accept that the Contracting Authority 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 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. The Contracting Authority 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 the Contracting Authority or contracts with its suppliers fall to be disclosed The Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p> |
| Bidder Guidance | The Bidder shall answer <b>Yes</b> or <b>No</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                  | <b>Yes – Pass</b><br><b>No - Fail</b>                |
| Scoring Criteria | Mandatory Pass / Fail                                |
| Answer Type      | Option List<br><b>Yes – Pass</b><br><b>No – Fail</b> |

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| <b>AW1.2</b>     | <b>BID VALIDITY PERIOD</b><br><br>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.<br><br>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us. |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes – Pass</b><br><b>No - Fail</b>                                                                                                                                                                                                                 |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                        |
| Answer Type      | <b>Yes – Pass</b><br><b>No – Fail</b>                                                                                                                                                                                                                                                                        |

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| <b>AW1.3</b> | <b>CERTIFICATE OF BONA FIDE BID</b><br><br>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.<br><br>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:<br><br><ul style="list-style-type: none"> <li>(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;</li> <li>(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;</li> <li>(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</li> </ul> |
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|                  | <p><b>said supply / service any act or thing of the sort described above.</b></p> <p><b>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</b></p> <p><b>We acknowledge that the Contracting Authority 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 the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</b></p> <p><b>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</b></p> |
| Bidder Guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Answer Type      | <p>Option List</p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>AW3.2</b>    | <p><b>Conflict of Interest</b></p> <p><b>Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</b></p>                                                                                                                                                                                                                                                              |
| Bidder Guidance | <p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No with justification</b>.</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass</p> |



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|                  | <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via Jaggaer eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.</p> |
| Scoring Criteria | Mandatory Pass/Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Answer Type      | <p>Option List</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.</p>                                                                                                                                                                                           |

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| <b>AW3.2.1</b>  | <p><b>Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</b></p> <p><b>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</b></p> <p><b>Where a bidder has responded 'Yes' to AW3.2 you are not required to respond to this question.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Bidder Guidance | <p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via Jaggaer eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the project.</p> <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</p> |

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|                  | <p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p> <p>Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### Compliance to the Contract Terms

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| <b>AW4.1</b>     | <b>Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question.</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Bidder Guidance  | <p>The Bidder shall answer <b>Yes</b>, <b>No with justification</b> or <b>No</b></p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are <b>not</b> required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p> |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Answer Type      | <p>Option List</p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p>                                                                                                                                                                                                                                                                                                     |

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| <b>AW4.2</b>    | <p><b>Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</b></p>                        |
| Bidder Guidance | A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply |

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|                  | <p>with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>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.</p> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p> |
| Scoring Criteria | Mandatory Pass/Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## TECHNICAL QUESTIONNAIRE

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| <b>AW6.1</b>     | <b>Please confirm your compliance to the requirements of Section 4 Specification</b>         |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass<br><b>No</b> – Fail |
| Scoring Criteria | Mandatory Pass / Fail                                                                        |
| Answer Type      | Option List<br><br><b>Yes</b> – Pass<br><b>No</b> – Fail                                     |

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| <b>AW6.2</b>     | <b>Variable Bids</b><br><br><b>The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.</b>                                                 |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> - We have provided a variable bid only – <b>Fail</b><br><b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b> |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                    |
| Answer Type      | Option List<br><br><b>Yes</b> - We have provided a variable bid only – <b>Fail</b><br><b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>                                     |

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| <b>PROJ1.1</b>  | <b><u>Knowledge of the UK and global life sciences sector</u></b><br><br>Demonstrate your understanding of the UK life sciences environment, what subsectors operate in this environment and the wider impact they have on the UK economy and health outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Bidder guidance | As a minimum your response should include: <ul style="list-style-type: none"> <li>• Details of knowledge into what sectors comprise the UK and global life sciences sectors and how that understanding fits with the segmentation outlined in the OLS Bioscience and health technology sector statistics</li> <li>• Details of knowledge into how the life sciences sectors operate including what activities they partake in and how this contributes to the wider economy and health outcomes</li> <li>• Any plan for further accumulation of knowledge and intelligence on the sector and how this will be maintained throughout the contract</li> </ul> <p>This question is limited to <b>2</b> sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation</b></p> |

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|                  | <b>process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm. |
| Scoring criteria | Scoring shall be based on 0-100 scoring methodology.<br><br><b>Maximum Mark: 10.00%</b>                                                  |
| Answer Type      | Attachment                                                                                                                               |

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| <b>PROJ1.2</b>   | <p><b><u>Methodology and Approach to delivering a dataset capturing all life sciences activity in the UK</u></b></p> <p>Please clearly explain and give reasoning for your proposed methodology and approach to identifying all life science companies in the UK and their activities</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Bidder guidance  | <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• A detailed description of how life sciences companies operating in the UK will be identified.</li> <li>• A detailed plan about what data will be collected for these companies in relation to the requirement and priorities set out in section 4.1 in the specification. Please specify all fields that will be collected. This should include details of what sources will be used and the plan to validate the data.</li> <li>• Please specify any techniques you intend to use and their strengths and limitations. Please indicate any expected impact on coverage and accuracy of the dataset provided.</li> <li>• A proposal for how missing data within the proposed sources will be treated. A specific plan must be outlined for companies who are under the mandatory reporting thresholds for supplying information to Companies House. It is expected the supplier will have an approach for sourcing or estimating this data where it has not been reported or available in the proposed sources.</li> </ul> <p>This question is limited to 4 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring criteria | Scoring shall be based on 0-100 scoring methodology.<br><br><b>Maximum Mark: 20.00%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Bidder response  | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>PROJ1.3</b> | <p><b><u>Ability to deliver (resource, risk management and expertise)</u></b></p> <p>Please demonstrate how your skills and knowledge will ensure that you deliver the requirements necessary for a successful delivery of this project.</p> <p>This section should cover your project team expertise and project management skills.</p> |
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|                  | Please explain how you will maintain your ability to deliver these through the lifetime of the project and outline how you will mitigate any risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Bidder guidance  | <p>Bidders are asked to demonstrate their knowledge of the skills and expertise that are essential to the successful delivery of this project. Within your response, please explain how you will maintain your ability to deliver these through the lifetime of the project.</p> <p>This section should cover your project team expertise and project management skills. Please outline the job titles of the key members of your project team and demonstrate their skills and expertise essential to the delivery of this project.</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> <li>• Identifying the appropriate expertise that your key members would bring to this project</li> <li>• An indication of how each individual will contribute to the project in terms of days and responsibilities</li> <li>• Indicate how the project will be monitored to ensure it is delivered in terms of quality, timeliness, and cost. Detailing milestones, deliverables, and timescales, bidders are asked to identify the key risks to this project and how you would plan to mitigate against these.</li> </ul> <p>This question is limited to <b>2</b> sides of A4 plus a risk register in a Word table or Excel sheet – <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 20.00%</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Bidder response  | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| PROJ1.4         | <p><b><u>Risk management and quality assurance processes</u></b></p> <p>Please provide a comprehensive plan for ensuring the dataset provided will meet the required standards outlined in the UKSA code of practice</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Bidder Guidance | <p>The dataset will be used by OLS as part of an official statistics publication and this must comply with the UK Statistics Authority (UKSA) code of practice: <a href="https://code.statisticsauthority.gov.uk/the-code/">https://code.statisticsauthority.gov.uk/the-code/</a>. This outlines the requirements needed to ensure standards in trustworthiness, quality and value.</p> <p>As a minimum your response should cover:</p> <ul style="list-style-type: none"> <li>• How the proposed sources used for the dataset are of suitable quality and the proposed process for validation</li> <li>• How any quality or coverage limitations will be feedback to OLS for consideration</li> </ul> |

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|                  | <ul style="list-style-type: none"> <li>• A detailed plan for quality assuring the dataset and any associated outputs to minimise errors</li> <li>• A plan for providing OLS with full transparency on methods and process used for OLS to assess and approve</li> </ul> <p>This question is limited to <b>3</b> sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p> |
| Scoring Criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 10.00%</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>PROJ1.5</b>   | <p><b>Approach to segmentation of the life science sector</b></p> <p>Please provide details of how companies will be classified according to the existing segmentation scheme</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Bidder Guidance  | <p>OLS use an existing classification scheme for disseminating the life sciences sector into segments and defining what activities they carry out. This can be found at: <a href="https://www.gov.uk/government/statistics/bioscience-and-health-technology-sector-statistics-2021/bioscience-and-health-technology-sector-statistics-2021-background-quality-and-user-guide#sector-segment">https://www.gov.uk/government/statistics/bioscience-and-health-technology-sector-statistics-2021/bioscience-and-health-technology-sector-statistics-2021-background-quality-and-user-guide#sector-segment</a></p> <p>At a minimum your response should cover:</p> <ul style="list-style-type: none"> <li>• A detailed plan for what processes you will use to classify companies according to the existing segmentation</li> <li>• Details of any sources you intend to use to find information on companies classifications and activities</li> <li>• How you will validate and quality assure any assigned classifications</li> </ul> <p>This question is limited to <b>3</b> sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p> |
| Scoring Criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 10.00%</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>PROJ1.6</b>  | <p><b>Project Plan and Timescales</b></p> <p>Please outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met.</p> |
| Bidder Guidance | <p>As a minimum your response should cover:</p>                                                                                                                              |

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|                  | <ul style="list-style-type: none"> <li>• A detailed timetable for carrying out the work based on your proposed approach and method. This should include a breakdown of tasks and the associated time allocated to each individual for these.</li> <li>• Highlight key milestones and deadlines, including suggested meetings and progress reports. It is important that BEIS are kept informed of emerging findings and project progress.</li> <li>• A detailed delivery plan including: tasks, milestones, roles allocated to tasks and their seniority, and allocated number of days of each member of staff. This must include a plan to demonstrate that the bidder is able to deliver the deliverables stated.</li> <li>• Sufficient time allocated to proof reading, quality assurance and peer review.</li> </ul> |
| Scoring Criteria | For Information Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>PROJ1.7</b> | <p><b>Social Value – Tackling Economic Inequality MAC 3.3</b></p> <p><b>For the Theme &amp; Measure detailed in the bidder guidance below, please describe the commitment(s) your organisation will make. You should include:</b></p> <ul style="list-style-type: none"> <li>- a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.</li> <li>- a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.</li> <li>- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)</li> </ul> <p><b>Planned Metrics are provided below, your commitments to social value should align to one or more of these metrics. If you believe that alternative metrics would be more effective at achieving the Theme / Measure, please outline them in your proposal with a clear explanation of the comparable benefit.</b></p> <p><b>For each theme, we will be assessing the qualitative aspects and outcomes of your commitments. Priority should be given to incremental value that you will commit to as a direct result of being awarded this contract. If you are not in a position to commit to specific Social Value deliverables directly related to this contract</b></p> |
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|                  | <b>award, you must demonstrate your corporate track record of delivering Social Value that aligns with the Theme and Measure below.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Bidder Guidance  | <p>Bidders are to describe the commitment(s) their organisation will make for the theme and measure below.</p> <p>Theme: Tackling Economic Inequality</p> <p>Measure: MAC 3.3: Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity.</p> <p>Award Criteria:</p> <ul style="list-style-type: none"> <li>• Modernising delivery and increasing productivity</li> <li>• Understanding of scalable and future-proofed new methods to drive greater modernisation of delivery and increase productivity</li> <li>• Approach to organisational learning and continuous improvement</li> <li>• Creation of a design and tendering environment that is conducive to the development of scalable and future-proofed new methods to modernise delivery and increase productivity. Illustrative examples: outcomes-based specifications enabling alternative approaches to be offered; co-design with users and communities; approaches that invite innovative approaches to be proposed and developed; activities that promote collaboration to access new technologies/green technologies and/or approaches</li> </ul> <p>Planned Metrics:</p> <ul style="list-style-type: none"> <li>• Percentage annual cost reduction during the term of the contract (i.e. commitment to achieve 2% savings per annum)</li> <li>• The number of feasible ideas generated / proposed to improve productivity within the contract (supplier must provide sufficient detail in their proposals to demonstrate feasibility)</li> </ul> <p>This question is limited to <b>4</b> sides of A4, font 11pt Arial. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> |
| Scoring Criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 10.00%</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## COMMERCIAL QUESTIONNAIRE

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| <b>AW5.1</b>     | <p><b>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Bidder Guidance  | <p>Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 4 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>Price will be evaluated using proportionate pricing (lowest bid / bid * mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.</p> <p>For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:</p> <p>(Maximum marks available in this example being 12.5)</p> <p>Bidder A Score = <math>50000/50000 \times 12.5 = 12.5</math><br/> Bidder B Score = <math>50000/80000 \times 12.5 = 7.81</math><br/> Bidder C Score = <math>50000/100000 \times 12.5 = 6.25</math></p> <p>This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.</p> |
| Scoring Criteria | <b>Maximum Marks 20.00%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Answer Type      | <b>Numeric</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>AW5.2</b>     | <p><b>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to provide a full breakdown of all the costs that make up their final bid price.</b></p> <p><b>The breakdown must include:</b></p> <ul style="list-style-type: none"> <li>• <b>Costs of any data sources needed including any subscriptions</b></li> <li>• <b>Rates, grade / roles, activity being undertaken, and the number of days attributed for each activity.</b></li> </ul> <p><b>All prices shall be in £ GBP and inclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>                                                                                                                                                                                                                                                                                                                                                                                   |
| Bidder Guidance  | Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                  | <p>required to provide a full breakdown of all the costs that make up their final bid price.</p> <p>The breakdown must include:</p> <ul style="list-style-type: none"> <li>• Events / Marketing</li> <li>• Materials</li> <li>• Facilities</li> <li>• Rates, grade / roles, activity being undertaken, and the number of days attributed for each activity.</li> <li>• Cost of the five work packages</li> </ul> <p>All prices shall be in £ GBP and inclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p> |
| Scoring Criteria | For Information Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Answer Type      | Attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>AW5.3</b>     | <b>Please confirm your price shall remain firm and fixed the full term of the Contract.</b>          |
| Bidder Guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail                                                                                |
| Answer Type      | <p>Option List</p> <p><b>Yes</b> – Pass<br/><b>No</b> - Fail</p>                                     |

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| <b>AW5.4</b>     | <p><b><u>Maximum Budget</u></b></p> <p><b>As stated within the tender documents, the maximum budget for this requirement will be £330,000.00 ex VAT.</b></p> <p><b>Please confirm that your final price submitted within AW5.2 will fall within this budget.</b></p> |
| Bidder Guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>                                                                                                                                                                 |
| Scoring Criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                |
| Answer Type      | Option List                                                                                                                                                                                                                                                          |

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|  | <b>Yes – Pass</b><br><b>No – Fail</b> |
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