

Jaggaer Question Set Guidance

FOR THE SUPPLY OF FITNESS TRAINERS

LSL/DC/0135

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*Questions will be pre-populated if;

- Bidder has completed the extended profile questions or,
- Bidder has previously responded to a tender that included these questions.

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1. QUALIFICATION QUESTIONS

1.1. Tender Documentation

Question	Guidance	Answer Type	Score Type
Please confirm that the Bidder has read and understood all of the attached tender documentation.	Please see attached a zip file containing all relevant tender documentation.	Yes/No	<p>PASS – Yes, The Bidder has read and understood all attached tender documentation.</p> <p>FAIL – No, The Bidder has not read or understood all attached tender documentation.</p>

1.2. Company Information

Question	Guidance	Answer Type	Score Type
Please select the appropriate statement from the list provided in the system.	Inform Leidos Supply Ltd (LSL) of the intended structure to be used if Bidder is Awarded the Contract/Framework.	Option List	Information only.

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1.3. Company Information – Location

Question	Guidance	Answer Type	Score Type
Is The Bidder(s) based outside of the UK?	Inform LSL if the Bidder(s) is UK based or not.	Yes/No	Information only.

1.4. *Company Information – Non UK (Response required if answered Yes to previous question. If No skip to question 1.5.)

Question	Guidance	Answer Type	Score Type
Is the business bidding for the tender registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state?	Inform LSL if the Bidder(s) need to be registered with any trade or professional bodies outlined in Directive 2004/18/EC.	Yes/No/Not Applicable	N/A

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If the business is bidding for the tender registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state), please provide evidence of registration to that professional/trade body.	If Bidder(s) is registered with a trade or professional body please provide details.	Text	N/A
Is it a legal requirement in the State where the organisation is established for them to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	Inform LSL if Bidders State requires a license or to be a member of an organisation in order to provide this requirement.	Yes/No	N/A
If it is a legal requirement in the State where the organisation is established for them to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement, please provide evidence of bidders' membership/license to the required organisation.	If Bidders State requires a license or to be a member of an organisation in order to provide this requirement please provide details.	Text	N/A

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Attach evidence of membership/licence here.		Attachment	N/A
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1.5. Company Information - Economic and Financial Standing

Question	Guidance	Answer Type	Score
(Recommended)			
Please attach a statement of the Bidder's turnover, profit & loss account and cash flow for the most recent year of trading.	<p>The Bidders' financial ability to meet this requirement will be assessed on a risk basis, and the Bidder's financial accounts will be evaluated by Leidos.</p> <p>Considerations:</p> <ul style="list-style-type: none"> - Holding company or subsidiary of the Bidders - Auditor's opinion - Reports from Company Watch, and Dunn and Bradstreet. <p>If not provided by the Bidder, Team Leidos' Finance Team may require the Statement of Turnover to be provided during evaluation, via Clarification Question.</p>	Attachment	<p>PASS: Leidos considers that the financial risk is acceptable.</p> <p>FAIL: Leidos considers that the financial risk is unacceptable.</p>
Confirm the Bidder has attached a statement of the Bidder's turnover, profit & loss account and cash flow.	Bidder to confirm they have attached the required documentation.	Option List	<p>PASS: Required Documents attached.</p> <p>FAIL: Required documents not attached.</p>
AND (Required)			

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<p>Please confirm that the Bidder(s) has Employer's liability insurance for a minimum of £5 million by providing an acceptable certificate.</p>	<p>Employer's liability insurance is a legal requirement (except for businesses employing only the owner/close family members), and this should be at least £5 million.</p>	<p>Attachment</p>	<p>PASS: An acceptable certificate has been supplied.</p> <p>FAIL: A certificate has been supplied but is insufficient OR a certificate has not been supplied.</p>
<p>Please confirm that the Bidder(s) has Employer's liability insurance for a minimum of £5 million, and has provided an acceptable certificate.</p>		<p>Option List</p>	<p>PASS: Required Documents attached, or this question doesn't apply to bidder.</p> <p>FAIL: Required documents not attached but question does apply.</p>
<p>Please complete and upload the attached SMT document.</p>	<p>Completion of this document is optional at tender stage, but will be required once preferred bidder(s) identified.</p>	<p>Attachment</p>	<p>Information only.</p>

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1.6. – 1.7. Company Information - Economic and Financial Standing Continued

Question	Guidance	Answer Type	Score
Please attach a copy of the Bidder's audited accounts for the most recent two years, or for the period that is available if the Bidder has been trading for less than two years.	The Bidders' financial ability to meet this requirement will be assessed on a risk basis and the Bidders' financial accounts will be evaluated by Leidos. Considerations: <ul style="list-style-type: none"> - Holding company or subsidiary of the Bidder(s) - Auditor's opinion - Reports from Company Watch, Dunn and Bradstreet, and/or Experian. 	Attachment	<p>PASS: Leidos considers that the financial risk is acceptable.</p> <p>FAIL: Leidos considers that the financial risk is unacceptable.</p>
Confirm the Bidder has attached a copy of the Bidder's audited accounts.	Bidder to confirm they have attached the required documentation.	Option List	<p>PASS: Required Documents attached, OR Bidder is exempt and has responded to the 2 questions below).</p> <p>FAIL: Required documents not attached.</p>
OR			
If the Bidder's company meets HMRC's exemption criteria, meaning that the Bidder is not required to have the Bidder's accounts audited, please attach the Bidder's unaudited accounts for the past two years.	Provide company's unaudited accounts for the past two years, if the company meets the HMRC exemption criteria.	Attachment	<p>PASS: Leidos considers that the financial risk is acceptable, or this question does not apply to supplier.</p> <p>FAIL: Leidos considers that the financial risk is unacceptable.</p>

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Confirm the Bidder has attached the Bidder's unaudited accounts.	Bidder to confirm they have attached the required documentation if applicable.	Option List	<p>PASS: Required Documents attached, or this question doesn't apply to bidder.</p> <p>FAIL: Required documents not attached but question does apply.</p>
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1.8. *Grounds for Mandatory Rejection

Question	Guidance	Answer Type	Score Type
Contracting authorities shall exclude an economic operator from participation in a procurement procedure where they have established, by verifying in accordance with regulations 59, 60 and 61, or are otherwise aware, that that economic operator has been convicted of any of the following offences:—			
conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
the common law offence of bribery;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply

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bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
the common law offence of cheating the Revenue;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
the common law offence of conspiracy to defraud;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply

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fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply

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in section 41 of the Counter Terrorism Act 2008;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply

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an offence under section 59A of the Sexual Offences Act 2003;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
an offence under section 71 of the Coroners and Justice Act 2009;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994;		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply
created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		Option List	PASS: Bidder has confirmed the statement does not apply FAIL: Bidder cannot confirm the statement does not apply

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1.9. *Compliance - Grounds for Discretionary Rejection

Question	Guidance	Answer Type	Score Type
Leidos is entitled to exclude a Bidder(s) from consideration if any of the following apply. If the Bidder answers 'yes' to any question it is possible that the Bidder's application may not be accepted.			
Leidos reserves the right to use its discretion to exclude Bidder(s) where it can demonstrate the Bidder(s) non-payment of taxes/social security contributions where no binding legal decision has been taken			
The Bidder's organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract as defined by the Concession Contracts Regulations 2016, which led to early termination of that prior contract, damages or other comparable sanctions;	As described at the start of this section.	Yes/No	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>
Has been guilty of serious misrepresentation in supplying the information required by this statement;	As described at the start of this section.	Yes/No	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>

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The Bidder's organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;	As described at the start of this section.	Yes/No	PASS: Answered 'No' OR No concerns over answers to questions. Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.
The prior involvement of the Bidder's organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures other than exclusion from the procedure;	As described at the start of this section.	Yes/No	PASS: Answered 'No' OR No concerns over answers to questions. Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.
The Bidder's organisation is guilty of grave professional misconduct, which renders its integrity questionable;	As described at the start of this section.	Yes/No	PASS: Answered 'No' OR No concerns over answers to questions. Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.
The Bidder's organisation has entered into agreements with other economic operators aimed at distorting competition;	As described at the start of this section.	Yes/No	PASS: Answered 'No' OR No concerns over answers to questions. Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.

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<p>The Bidder's organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;</p>	<p>As described at the start of this section.</p>	<p>Yes/No</p>	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>
<p>Been found to be incorrect as a result of: HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR), or the "Halifax" abuse principle; or a Tax Authority, in a jurisdiction in which the legal entity is established, successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR; the "Halifax" abuse principle; or the failure of an avoidance scheme, which the potential Commodity Supplier was involved in and which was (or should have been) notified under the Disclosure of Avoidance Scheme (DOTAS), or any equivalent/similar regime in a jurisdiction in which the organisation established;</p>	<p>As described at the start of this section.</p>	<p>Yes/No</p>	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>

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The Bidder's organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where the Bidder's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;	As described at the start of this section.	Yes/No	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>
Given rise to a criminal conviction for tax-related offences which is unspent, or to a civil penalty for fraud or evasion;	As described at the start of this section.	Yes/No	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>
The Bidder's organisation has undertaken to unduly influence the decision-making process of Leidos, or obtained confidential information that may confer upon it undue advantages in the procurement procedure; or	As described at the start of this section.	Yes/No	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>

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The Bidder's organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	As described at the start of this section.	Yes/No	<p>PASS: Answered 'No' OR No concerns over answers to questions.</p> <p>Discretionary FAIL: Answered Yes, which has been regarded as grounds for exclusion.</p>
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1.10. Compliance - Corporate Social Responsibility (CSR)

Question	Guidance	Answer Type	Score Type
Please confirm that where the Bidder's company uses 'zero hour contracts', there are no exclusivity clauses in place.		Option List	<p>PASS: Bidder has confirmed no 'zero hour contracts' are used, or where they are used there are no exclusivity clauses.</p> <p>FAIL: Bidder confirms that exclusivity clauses are used in zero hour contracts.</p>

1.11. Compliance with Supplier Manual

Question	Guidance	Answer Type	Score Type
Please read the attached extract from the Supplier Manual, and confirm the Bidder and bidding organisation understand and confirm compliance with the supplier manual.	<p>Bidders should also note that Leidos requires full compliance with the Terms and Conditions of the Contract.</p> <p>To view the full manual follow the below link: https://www.leidos-supply.uk/supplier-manual</p>	Option list	<p>PASS: Confirmation of Compliance to the Supplier Manual has been provided.</p> <p>Discretionary FAIL: Confirmation of Compliance to the Supplier Manual has not been provided.</p>

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1.12. T&C's Compliance

Question	Guidance	Answer Type	Score Type
Has the Bidder read and understood the Terms and Conditions of the Agreement?	Bidders should also note that Leidos requires full compliance with the Terms and Conditions of the Contract.	Yes/No	PASS: Confirmation Bidder(s) have read and understood the T&C's Discretionary FAIL: Bidder does not confirm they have read and understood the T&C's
Does the Bidder(s) confirm acceptance to the Terms and Conditions of the Agreement?	Bidders should note that Leidos requires full compliance with the Terms and Conditions of the Contract.	Option List	PASS: Confirmation of Compliance to the Terms and Conditions have been Provided. Discretionary FAIL: Confirmation of Compliance to the Terms and Conditions has not been provided.
Please confirm the Bidder's Unqualified Acceptance to the Statement of Requirement.		Option List	PASS: Confirmation of Compliance to the Statement of Requirement have been Provided. Discretionary FAIL: Confirmation of Compliance to the Statement of Requirement has not been provided.

1.13. T&C's Non Compliance

Question	Guidance	Answer Type	Score Type
If NO to T&C's Compliance question, please outline the section(s) not accepted and the reason for Non-compliance. (This question will only need to be completed if bidder has responded NO to 1.10.3)		Text	PASS: Confirmation of Compliance to the Terms and Conditions have been Provided. Discretionary FAIL: Confirmation of Compliance to the Terms and Conditions has not been provided.

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1.14. Bona Fide Tendering

Question	Guidance	Answer Type	Score Type
Please confirm that the offered price has not been divulged to any person.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.
Please confirm no arrangement has been made with any person that they should refrain from tendering.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.
Please confirm no arrangement with any person has been made to the effect that they will refrain from bidding on a future occasion.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.
Please confirm no discussion with any person has taken place concerning the details of either's proposed price.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.

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The Bidder and bidding organisation hereby certify that the offer made in connection with the tender is intended to be genuinely competitive. No aspect of the price has been fixed or adjusted by any arrangement with any third party.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.
The Bidder and the bidding organisation understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.
The Bidder and bidding organisation understand that any instances of illegal cartels or market sharing arrangements suspected by Leidos will be referred to the Office of Fair Trading for investigation, and may be subject to action under the Restrictive Trade Practices Act 1976.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.
Collusive Behaviour: Does the Bidder and bidding organisation confirm they understand and accept the requirements of the Competition Act 1998 Part 1.		Option List	PASS: Bidder has responded 'I confirm'. FAIL: Bidder has responded 'No'.

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Please confirm no arrangement has been made with any person otherwise to limit genuine competition.		Option List	<p>PASS: Bidder has responded 'I confirm'.</p> <p>FAIL: Bidder has responded 'No'.</p>
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1.15. Trade Compliance

Question	Guidance	Answer Type	Score Type
Can the Bidder confirm that if the Bidder is awarded this tender, all goods will be delivered under the incoterm Delivered Duty Paid 2020 (DDP) (as that term is defined by the International Chamber of Commerce (ICC))?	<p>DDP is as defined by the rule set out by the International Chamber of Commerce Incoterms® 2020.</p> <p>As such, the Bidder will be responsible for all costs, including import formalities and freight charges up to the point of delivery as defined on the purchase order. The Bidder will also be responsible for the loss or damage of all goods up to the point of delivery.</p> <p>If import is required, the Bidder will require a UK EORI number in order to make a declaration for import at the UK border. The Bidder will not be allowed to use the Leidos Supply Ltd EORI. The Bidder must use the Bidder's own or obtain one through another method (e.g through a sister company, or an agent). If the Bidder cannot do this, then the Bidder must answer '<u>No</u>' to this question.</p>	Option List	<p>PASS: Bidder has confirmed that they can comply with delivery under DDP Incoterms®2020.</p> <p>FAIL: Bidder has confirmed that they cannot comply with delivery under DDP Incoterms®2020 (either wholly or in part).</p>
As a condition of entering into an Agreement/Contract the Bidder will be required to ensure that every aspect of the Bidder's supply chain activities is compliant with	Leidos requires confirmation of adherence to trade regulations, whether items are subject to conditions including but not limited to import licencing, end use and end user certification. Where items are subject to conditions, information has been completed and attached in the requested format.	Option List	<p>PASS: Bidder has confirmed adherence to all relevant Trade Compliance Regulations.</p> <p>FAIL: Confirmation of adherence to the required Trade Compliance Regulations</p>

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all relevant domestic and international trade and other regulatory requirements (covering for instance, but not limited to, export control regulations). We define compliance with all of these requirements and regulations as “Trade Compliance.” Can the Bidder confirm that if the Bidder is awarded this tender, all goods delivered under it will be delivered fully Trade Compliant?	In answering “yes” to this question, the Bidder is confirming that: (i) the Bidder understands all of the requirements and regulations relevant to the goods and/or services to be supplied under this Contract/Agreement/Framework (i.e. that the Bidder understands the concept of Trade Compliance) and (ii) the Bidder’s organisation is “Trade Compliant” in relation to the goods and/or services to be delivered under this Agreement/Contract/Framework.		has not been provided OR Bidder has confirmed that they are not compliant with relevant Trade Compliance Regulations (either wholly or in part).
Please attach Export Classification (ECC) document here.	<p>Please complete and upload the document attached to this question.</p> <p>Please follow the instructions on the document carefully as this information is required for customs purposes (export or import) as well as export control purposes. This document must be completed to the best of the Bidder’s knowledge for the purposes of bid submission and updated thereafter in the event of award. Any changes to the information submitted, which occur during the life of the Agreement, must be notified immediately to the Contract Manager.</p>	Attachment	<p>PASS: Bidder has provided completed ECC for all items bid on.</p> <p>FAIL: Bidder has not provided completed ECC for all items bid on.</p>

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<p>Please attach signature document here.</p>	<p>Please complete and upload the document attached to this question. The Bidder must provide a wet ink signature. An electronic signature will not be accepted. Documents returned in Microsoft Word format will also not be accepted.</p>	<p>Attachment</p>	<p>PASS: Bidder has provided a completed scanned wet ink signed Signature document.</p> <p>FAIL: Bidder has not provided a completed scanned wet ink signed Signature document.</p>
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1.16. *Cyber Security

Question	Guidance	Answer Type	Score Type
Please confirm that the Bidder has any of the following Cyber Standards (please provide us with the highest accreditation bidder has).	LSL takes cyber security very seriously. The majority of 'cyber attacks' exploit basic weaknesses in I.T. systems and software. In order to protect against such attacks, LSL requires that all Bidders achieve either the U.K. Government 'Cyber Essentials,' 'Cyber Essentials Plus', ISO 27001 standard, or an equivalent by the award date of any contract.	Option List	<p>PASS: A certificate has been supplied OR Bidder has confirmed they will have achieved one of the standards by Contract Award.</p> <p>FAIL: A certificate has not been supplied and/or the Bidder has not confirmed that one of the standards will be achieved by Contract Award.</p>
Please attach evidence of the Bidder's Cyber accreditation.		Attachment	<p>PASS: A certificate has been supplied OR Bidder has confirmed they will have achieved one of the standards by Contract Award.</p> <p>FAIL: A certificate has not been supplied and/or the Bidder has not confirmed that one of the standards will be achieved by Contract Award.</p>

1.17. *Cyber Security Continued (Response required if answered "A certificate has not been supplied and/or the Bidder has not confirmed that one of the standards will be achieved by Contract Award" to previous question. Otherwise skip to question 1.16.)

Question	Guidance	Answer Type	Score Type
Please confirm why the Bidder does not have/will not have achieved one of the standards by Contract Award.		Text	Information Only

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1.18. *Electronic Data Interchange (EDI)

Question	Guidance	Answer Type	Score Type
Does the Bidder(s) have Electronic Data Interchange capability (EDI)?		Option List	Information only.
Which EDI system(s) does the Bidder(s) use?		Multi Choice Option List	Information only.
Is the Bidder(s) willing to transact using EDI?		Yes/No	Information only.

1.19. Providing Management Information (MI)

Question	Answer Type	Score Type
<p>Is the Bidder able to provide the required MI listed below in a extractable format:</p> <ul style="list-style-type: none"> • Order Date • Leidos PO Number • NSN • Leidos TL Number" • Short Item Description • Date Order Acknowledged • Quantity Ordered • Delivery Address • Lead Time • Required Delivery Date • Date Delivered • Quantity Delivered • Total Delivered 	Option List	<p>PASS: Bidder has confirmed they can provide the requested data.</p> <p>FAIL: Bidder cannot confirm they will provide the requested data.</p>

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<ul style="list-style-type: none"> • Invoice Reference • Comments 		
Please attach a worked example	Attachment	<p>PASS: Bidder has attached a worked example.</p> <p>FAIL: Bidder has not attached a worked example.</p>

1.20. Risk

Question	Guidance	Answer Type	Score Type
Please complete and upload the provided Risk Register template, with risk associated with this requirement.		Attachment	<p>Pass: Bidder has provided a completed Risk Register.</p> <p>Fail: Bidder has not uploaded a completed Risk Register.</p>

1.21. Conflicts Of Interest

Question	Guidance	Answer Type	Score Type
Is the Bidder aware of any Conflicts Of Interest (COI), existing or potential, in relation to this contract?	Conflicts Of Interest (COI) as defined in regulation 24 of PCR 2015.	Option List	<p>Yes: The Bidder is aware of COI.</p> <p>No: The Bidder is not aware of any COI.</p>

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1.22. Conflicts Of Interest (Response required if answered Yes to previous question. If No skip to question 1.23)

Question	Guidance	Answer Type	Score Type
Please attach a proposed Compliance Regime outlining the details of the COI, and the Bidder's plan to mitigate associated risks.	<p>As a minimum, this must include:</p> <ul style="list-style-type: none"> • manner of operation and management; • roles and responsibilities; • standards for integrity and fair dealing; • levels of access to and protection of competitors' sensitive information and Government Furnished Information (as that term is defined in the Terms and Conditions); • confidentiality / non-disclosure agreements; • LSL's rights of audit; and • physical and managerial separation. 	Attachment	Leidos will assess responses to this question on a case-by-case basis. Should the Bidder's Tender be accepted, the Bidder's proposed Compliance Regime will be formally incorporated into the Agreement and shall become therefore, legally binding.

1.23. Modern Slavery

Question	Guidance	Answer Type	Score Type
Is the Bidder's company obligated to publish a public statement regarding modern slavery on a yearly basis under the Modern Slavery Act 2015?	<p>Companies that are required to publish a yearly statement under the Act: A commercial organisation is required to publish an annual statement if all the criteria below apply:</p> <ul style="list-style-type: none"> • it is a 'body corporate' or a partnership, wherever incorporated or formed • it carries on a business, or part of a business, in the UK • it supplies goods or services • it has an annual turnover of £36 million or more 	Option List	<p>Information Only</p> <ol style="list-style-type: none"> 1. Yes, statement provided. 2. Yes, but we have not completed this. 3. No, but we have published a voluntary statement. 4. No, my company does not meet the criteria to publish a statement and we have not published a voluntary statement.

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	For more information: https://www.gov.uk/guidance/publish-an-annual-modern-slavery-statement#who-needs-to-publish-a-statement		
Does the Bidder have internal policies, processes and training for the Bidder's staff regarding modern slavery?	<p>Please list and briefly describe the various practices the Bidder have. Please state how often the different types of training occur.</p> <p><i>If evidence cannot be attached for commercial sensitivity purposes then please describe them in the written statement</i></p>	Option List	<p>Information Only</p> <p>1. Yes 2. No</p>
Does the Bidder have any external practices in place to help mitigate modern slavery and human trafficking in the Bidder's own supply chains?	<p>Please list and briefly describe the various practices the Bidder has.</p> <p>Examples may include, but are not limited to: clauses in the Bidder's terms & conditions, supplier audits, supplier visits, whistle blowing policy, etc.</p> <p><i>If evidence cannot be attached for commercial sensitivity purposes then please describe them in the written statement</i></p>	Option List	<p>Information Only</p> <p>1. Yes 2. No</p>
Has the Bidder's organisation previously been investigated, or convicted, by a competent authority (e.g. a Government organisation or a multilateral body such as the United Nations) or for any activities relating to slavery, servitude, forced and compulsory labour and human trafficking?		Option List	<p>Information Only</p> <p>1. Yes, my company has been investigated or convicted by a competent authority</p> <p>2. No, my company has never been investigated or convicted by a competent authority.</p>

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1.24- 28. Modern Slavery Continued (Conditional to responses to above)

#	Guidance	Question	Answer Type	Score Type
1.24.1	If responded with option 1 or 3 to Question 1.23.1:	Please provide a link to, or an attachment of, the Bidder's company's statement.	Attachment	Information Only
1.25.1	If responded with option 2 to Question 1.23.1:	Please provide the reason for not having completed this statement.	Attachment	Information Only
1.26.1	If responded 'Yes' to Question 1.23.2:	Please attach any evidence and a written statement describing the various internal practices the Bidder has. For training practices, please advise how often the training occurs for each.	Attachment	Information Only
1.27.1	If responded 'Yes' to Question 1.23.3:	Please attach any evidence and a written statement describing the various external practices the Bidder has.	Attachment	Information Only
1.28.1	If responded 'Yes' to Question 1.23.4:	Please attach a description of why the Bidder was investigated, what the investigation entailed, what the outcome was, and any changes as a result.	Attachment	Information Only

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1.29. Tender Samples/TDSs

Question	Answer Type	Score Type
Please attach all Technical Data required for this tender, in relation to the Marking Matrix, in a single zip file (i.e. Test Reports, Technical Data Sheets, relating to the tender sample, etc.).	Attachment	<p>Pass: Bidder has provided all relevant technical data required for this tender.</p> <p>Fail: Bidder has not provided all relevant technical data required for this tender.</p>
Please confirm The Bidder has provided the required Tender Samples along with any Technical Data required.	Option List	<p>Pass: Bidder has provided Tender Sample(s) and all relevant technical data.</p> <p>Fail: Bidder has not provided Tender Sample(s), and/or all relevant technical data.</p>

1.30. REACH

Question	Guidance	Answer Type	Score Type
Is the Bidder able to provide the products of this requirement to the REACH	<p>Please confirm that the Bidder complies with REACH Regulation (EC) No. 1907/2006 standards or equivalent.</p> <p>Should a Bidder select 'Yes', they are confirming they have read, understood and are compliant to the below:</p> <ul style="list-style-type: none"> REACH (EC No 1907/2006) Article 33 – Duty to communicate information on substances in articles Article 57 - Substances to be included in Annex XIV 	Option List	<p>PASS: Yes, or evidence of item(s) REACH exemption has been provided.</p> <p>FAIL: No, and/or evidence of exemption has not been provided.</p>

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(Regulation (EC) No. 1907/2006) standards?	<ul style="list-style-type: none"> Article 67 – General Provisions Annex XIV – List of substances subject to authorisation Annex XVII – Restrictions on the manufacture, placing on the market and use of certain dangerous substance, preparations and articles A hyperlink to the SVHC list on the European Chemicals Agency website. 		
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1.31. REACH Exemption (Response required if answered 'No, however the Bidder has provided evidence of item(s) REACH exemption(s)' to previous question. If Yes or No skip to question 1.32)

Question	Answer Type	Score Type
Where applicable, please provide evidence that those items which are not compliant with REACH Regulation (EC) No. 1907/2006 standards or equivalent are exempt from such.	Attachment	<p>PASS: Evidence of item(s) REACH exemption has been provided.</p> <p>FAIL: Evidence of exemption has not been provided.</p>

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1.32. Distributor's Licenses

Question	Guidance	Answer Type	Score Type
Is the Bidding Organisation a distributor?		Option List	N/A

1.33 Distributor's Licenses Continued (Response required if answered 'Yes' to previous question. If 'No' skip to question 1.34)

Question	Guidance	Answer Type	Score Type
Please provide evidence that the Bidding Organisation has distribution rights to supply the specified goods for the entirety of the anticipated Agreement term	Details are required of: (i) the exact time period for which the awarded distribution rights apply and (ii) details of the extent and scope of the awarded distribution rights.	Attachment	<p>PASS: Confirmation of Distributors' Licences has been provided</p> <p>FAIL: Confirmation of Distributors' Licences has not been provided</p>

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2. TECHNICAL QUESTIONS

2.1. *Quality Accreditation – Weighting 10%

Question	Guidance	Answer Type	Score Type
Does the Bidder hold ISO 9001:2015 (UKAS accredited) or equivalent, or their own internal Quality Management System (QMS)?	Please note: The Bidder's score for this question will be evaluated based on the evidence provided in Question 2.1.2	Option List	<p>Yes = 10 - Holds ISO 9001:2015, UKAS accredited or equivalent, in scope for the requirement.</p> <p>Hold Equivalent = 7 - Holds an equivalent certification that is in scope for the requirement and is not 3rd party accredited.</p> <p>Working towards = 4 - Is working towards an in scope certification within six months of Contract Award. Or has their own internal QMS.</p> <p>No = 0 - Doesn't hold and is not working towards ISO certification, nor has shown evidence that they will achieve this within six months of Contract Award, nor has provided evidence that the Bidder(s) has any QMS in place.</p>
Please attach evidence to support the status of Bidders ISO accreditation.	For example, attach ISO certificate or evidence of working towards, such as a covering letter from the awarding body.	Attachment	N/A

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2.2. Quality - Non-Conformance – Weighting 10%

Question	Guidance	Answer Type	Score Type
Regarding Non-conformance, bidders are to submit their most recent ISO 9001:2015 audit report by the respective awarding body. If ISO9001:2015 isn't held please provide relevant quality assurance processes and provisions along with the last audit that was undertaken.		Attachment	<p>10 = Provides their last Audit Report from respective accredited awarding body</p> <p>7 = Provides an audit report from their non-accredited awarding body</p> <p>4= Bidder has provided their own internal audit report and processes and provisions</p> <p>0= No Audit report provided</p>

2.3. Quality – External Providers – Weighting 10%

Question	Guidance	Answer Type	Score Type
Please select the relevant statement(s)	Please select from the multi choice options which three pieces of evidence the Bidder intends to provide.	Multi – Choice	
Please provide examples of control mechanisms that demonstrate: External providers of products and/or services are evaluated, selected and performance monitored;	Please provide evidence to support conformance with ISO 9001:2015 clause 8.4.	Attachment	<p>10 = Evidence has been provided, showing adherence to ISO 9001:2015 Clause 8.4.</p> <p>0 = No evidence has been provided or evidence provided is not in line with ISO:9001 2015 Clause 8.4.</p>

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Team Leidos Technical Requirements are captured, communicated, and understood by external providers of processes, products, and services;	Please provide evidence to support conformance with ISO 9001:2015 clause 8.4.	Attachment	10 = Evidence has been provided, showing adherence to ISO 9001:2015 Clause 8.4. 0 = No evidence has been provided or evidence provided is not in line with ISO:9001 2015 Clause 8.4.
Externally provided processes, products, and services conform to Team Leidos requirements.	Please provide evidence to support conformance with ISO 9001:2015 clause 8.4. (This may include, but not limited to, testing, inspection, certification, etc.)	Attachment	10 = Evidence has been provided, showing adherence to ISO 9001:2015 Clause 8.4. 0 = No evidence has been provided or evidence provided is not in line with ISO:9001 2015 Clause 8.4.
Non-ISO Attachments			
Please provide examples of control mechanisms that demonstrate: External providers of products and/or services are evaluated, selected and performance monitored;	Control mechanisms can include but not limited to; <ul style="list-style-type: none">• Documented internal processes• Work instructions• IT systems	Attachment	10 = Evidence has been provided, that Bidder(s) have defined a strategy and implemented a plan for achieving quality. 0 = No evidence has been provided, or evidence provided doesn't show the Bidder(s) plan for quality.
Team Leidos Technical Requirements are captured, communicated, and understood by external providers of processes, products, and services;	Control mechanisms can include but not limited to; <ul style="list-style-type: none">• Documented internal processes• Work instructions• IT systems	Attachment	10 = Evidence has been provided, that Bidder(s) have defined a strategy and implemented a plan for achieving quality. 0 = No evidence has been provided, or evidence provided doesn't show the Bidder(s) plan for quality.
Externally provided processes, products, and services conform to Team Leidos requirements.	Control mechanisms can include but not limited to; <ul style="list-style-type: none">• Documented internal processes• Work instructions• IT systems	Attachment	10 = Evidence has been provided, that Bidder(s) have defined a strategy and implemented a plan for achieving quality. 0 = No evidence has been provided, or evidence provided doesn't show the Bidder(s) plan for quality.

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2.4. Delivery Lead Times Weighting 40%

Question	Guidance	Answer Type	Score Type
(70% of Delivery Lead Times weighting, 28% of overall envelope weighting)			
Please provide evidence, in the form of a plan, that the Bidder is able to continually and consistently meet contracted lead times, and deliver the requirements as specified within the Schedule of Requirements, 'On Time in Full' throughout the life of the contract.	<p>A plan should include, but is not limited to;</p> <ul style="list-style-type: none"> An example process/product logistics map, including reference to the timescales of each stage of the process Reference to the supply chain that will be used to fulfil the requirement Reference to the proposed lead time, and evidence that the provided lead time can be met. 	Attachment	<p>The Bidder(s) has provided:</p> <p>10 = A detailed plan evidencing how they intend to ensure that these lead times can be met. The plan should include, as a minimum, reference to the supply chain which will deliver this, the anticipated lead time for this requirement and evidence that the provided lead time can be met. An example process/product logistics map for a short and long lead time item should be used to support this.</p> <p>The plan must be specific to this requirement (i.e. the way in which the lines of this contract will be delivered), detail any suppliers used, and take account of the estimated order quantity (and the way in which this may be ordered; i.e. smoothly throughout the year, or in peaks and troughs).</p> <p>7 = A detailed plan outlining how they intend to ensure that these lead times can be met. The plan should include, as a minimum, reference to the supply chain which will deliver this, the anticipated lead time for this requirement and evidence that the provided lead time can be met. An example process/product logistics map for a long or short lead time item should be used to support this.</p> <p>4 = A basic plan outlining how they intend to ensure that these lead times can be met. The plan should include, as a minimum, reference to the supply chain which will deliver this, the anticipated lead time for this requirement and evidence that the provided lead time can be met.</p>

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			<p>0 =</p> <p>The Bidder has not provided a plan or the plan provided does not address how the supplier can meet the lead times.</p>
(30% of Delivery Lead Times weighting, 12% of overall envelope weighting)			
<p>Please provide evidence, in the form of example(s), that the Bidder is able to continually and consistently meet contracted lead times, and deliver the requirements as specified within the Schedule of Requirements, 'On Time in Full' throughout the life of the contract.</p>		Attachment	<p>The Bidder(s) has provided:</p> <p>10 =</p> <p>Two examples of contracts held within the last two years which are comparable in size, scope and type to the requirement, highlighting that the required OTIF performance has been achieved.</p> <p>7 =</p> <p>Two examples of contracts held within the last two years, highlighting that the required OTIF performance has been achieved.</p> <p>OR</p> <p>One example of contract held within the last two years which is comparable in size, scope and type to the requirement, highlighting that the required OTIF performance has been achieved.</p> <p>4 =</p> <p>An example of a contract held highlighting that the required OTIF performance has been achieved.</p> <p>0 =</p> <p>The Bidder has not provided any examples of a contract held highlighting that the required OTIF performance has been achieved.</p>

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2.5 Delivery Surge Times Weighting – Weighting 20%

Question	Answer Type	Score Type
(70% of Delivery Surge weighting, 14% of overall envelope weighting)		
Please provide evidence, in the form of a plan, of how the Bidder will ensure lead times and contract performance is maintained during times of surge as defined in the StoR.	Attachment	<p>The Bidder(s) has provided:</p> <p>10 = A detailed plan evidencing how the supplier would be able to meet surge demand. To be considered detailed, the plan must evidence:</p> <ul style="list-style-type: none"> - Actions, plans and processes that are in place to handle surge demand - The capacity and level of surge that can be handled. This must have a level of specificity to this requirement, for example groups of items or particular manufacturers - Specifically reference the lead time and how the aforementioned plan would ensure lead times are still met during this surge period. <p>7 = A detailed plan evidencing how the supplier would be able to meet surge demand. The plan must evidence:</p> <ul style="list-style-type: none"> - Processes that are in place to handle surge demand - The capacity and level of surge that can be handled - Specifically reference the lead time and how the aforementioned plan would ensure lead times are still met during this surge period. <p>4 = A basic plan evidencing how the supplier would be able to meet surge demand. The plan must evidence:</p> <ul style="list-style-type: none"> - Processes that are in place to handle surge demand - The capacity and level of surge that can be handled - Specifically reference the lead time and how this may be effected by surge. <p>0 = The Bidder has not provided a plan, or the plan provided does not address how the Bidder would be able to meet surge demands.</p>
(30% of Delivery Surge weighting, 6% of overall envelope weighting)		

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<p>Please provide evidence, in the form of example(s), of how the Bidder will ensure lead times and contract performance is maintained during times of surge as defined in the StoR.</p>	<p>Attachment</p>	<p>The Bidder(s) has provided:</p> <p>10 = Two examples of times where a surge demand occurred with a customer and the demand was successfully satisfied. This should be comparable in size, scope and type to this requirement, and should include the size of surge that occurred and actions taken to ensure the demand was met.</p> <p>7 = Two examples times where a surge demand occurred with a customer and the demand was successfully satisfied. This should include the size of surge that occurred and actions taken to ensure the demand was met. OR One example of a time where a surge demand occurred with a customer and the demand was successfully satisfied. This should be comparable in size, scope and type to this requirement, and should include the size of surge that occurred and actions taken to ensure the demand was met.</p> <p>4 = An example of a time where a surge demand occurred with a customer and the demand was successfully satisfied. This should include the size of surge that occurred and actions taken to ensure the demand was met.</p> <p>0 = The Bidder has not provided any examples of a contract held highlighting that the Bidder would be able to successfully meet surge demands.</p>
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2.6. Sustainability – Weighting 10%

Question	Guidance	Answer Type	Score Type
Does the company have an Environmental Management System (EMS)?	Please note: The Bidder's score for this question will be evaluated based on the evidence provided in Question 2.5.2	Option List	<p>Yes = 10 - Holds ISO 14001:2015, UKAS accredited or equivalent, in scope for the requirement.</p> <p>Hold Equivalent = 7 - Holds an equivalent certification that is in scope for the requirement and is not 3rd party accredited.</p> <p>Working towards = 4 - Is working towards an in scope certification within six months of Contract Award. Or has their own internal EMS or Sustainability Policy.</p> <p>No = 0 - Doesn't hold and is not working towards ISO certification, nor has shown evidence that they will achieve this within six months of Contract Award, nor has provided evidence that the Bidder(s) has any EMS in place or sustainability policy.</p>
Please attach evidence to support the status of Bidders ISO accreditation/equivalent EMS.		Attachment	N/A

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2.7. Additional Info

Question	Answer Type	Score Type
If any of the information the Bidder has provided is of a sensitive nature, please outline the information in the attached document and re-attach to this question.	Attachment	Information only.
If the Bidder is awarded the Contract resulting from this tender does the Bidder give consent to publish the content of the Contract to the public.	Text	Information only.
Please provide a statement confirming any holiday periods including known dates, e.g. Chinese New Year, that may impact the delivery of Lead Times in accordance with the Lead Times stated in the Tender Proposal.	Text	Information only.

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3. COMMERCIAL QUESTIONS

3.1. Variance of Price (VOP) (Information Only) - Question Section

Question	Answer Type	Score Type
Please confirm that The Bidder has read and understood the VOP Clause, outlined in Section F28 of the ITB document and Schedule B – Schedule of Requirements.	Option List	Yes: The Bidder confirms that they have read and understood the VOP Clause. No: The Bidder does not confirm that they have read and understood the VOP Clause.

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