

Request for Proposal

Questions



Request for Proposal (RFP) on behalf of UK Research and Innovation

Subject: Antarctic Infrastructure Modernisation Programme Construction Partner Services

Sourcing Reference Number: CON19013

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

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

Antarctic Infrastructure Modernisation Programme Construction Partner Services CON19013

OPEN OJEU PROCEDURE

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

1. The “authority” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable candidates 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 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.

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.

Section 1	Potential Supplier Information	
Question Number	Question	Response
1.1 (a)	Full name of the potential supplier submitting the information	
1.1 (b) – (i)	Registered office address (if applicable)	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1 (d)	Date of registration in country of origin	
1.1 (e)	Company registration number (if applicable)	
1.1 (f)	Charity registration number (if applicable)	
1.1 (g)	Head office DUNS number (if applicable)	
1.1 (h)	Registered VAT number	
1.1 (i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1 (i) – (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1 (j) – (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (j) – (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1 (k)	Trading name(s) that will be used if successful in this procurement	
1.1 (l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

1.1 (n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>
1.1 (o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>
1.1 (p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding Model	
Question Number	Question	Response
1.2 (a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/>

² UK companies, Societies European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

		<p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>																																																																
1.2 (a) - (ii)	Name of group of economic operators (if applicable)																																																																	
1.2 (a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																																	
1.2 (b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																
1.2 (b) - (ii)	<p>If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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Contact details and declaration

- 1) I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.
- 2) I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
- 3) I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

4)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.

5)I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3 (a)	Contact name	
1.3 (b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3 (d)	Phone number	
1.3 (e)	E-mail address	
1.3 (f)	Postal address	
1.3 (g)	Signature (electronic is acceptable)	
1.3 (h)	Date	

Part 2: Exclusion Grounds

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

Section 2	Grounds for Mandatory Exclusion	
Question Number	Question	Response
2.1 (a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
2.1 (a) - (i)	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (ii)	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iii)	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iv)	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (v)	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (vi)	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>

	despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
2.3 (a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3 (b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm 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.	

Please Note: The 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.

Section 3	Grounds for discretionary exclusion	
Question Number	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1 (a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2

	activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	
3.1 (e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (j)	Please answer the following statements	
3.1 (j) - (i)	The organisation is 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. Is the above statement true of your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2

	confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Question Number	Question	Response
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
Question Number	Question
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts 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>

	<p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</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 sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3</p>
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	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

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>Evidence 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 or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.</p>
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Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015("the Act")?</p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

	<p>Yes - Please provide the relevant URL in question 7.2</p> <p>No - Please provide an explanation in question 7.3</p> <p>Scoring Criteria - For Information Only</p>	
7.2	<p>Please only answer this question if you have answered Yes to question 7.1 in which you have confirmed that you are compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to 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 - The bidder shall provide the relevant URL or attachment</p> <p>This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>If your organisation is not 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 upon the award then this will achieve a PASS.</p> <p>If your organisation 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</p> <p>Please note: 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> <p>Scoring Criteria - Mandatory Pass/fail</p>	Please provide relevant URL
7.3	<p>Please only answer this question if you have answered No to question 7.1 in which you have confirmed that you are not required to be compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this</p>	Please provide an explanation

	<p>obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide an explanation as an attachment.</p> <p>If your organisation is not captured by the Modern Slavery Act please ensure that you provide a clear explanation to achieve a PASS. The Contracting Authority also actively encourages those organisations that are not captured by the Act to comply with the Spirit of the Act.</p> <p>Please note: 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> <p>Scoring Criteria - Mandatory Pass/fail</p>	
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Additional Questions

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	Additional Questions
8.1	Insurance
8.1 (a)	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10 million Public Liability Insurance = £10 million Professional Indemnity Insurance = £10 million</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

Section 8	Skills and Apprentices ⁴ – (please refer to supplier selection guidance)	
8.2	Question	Response
8.2 (a)	Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

⁴ [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

	Procurement Policy Note 14/15. Please confirm if you will be supporting apprenticeships and skills development through this contract.	
8.2 (b)	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.2 (c)	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 8 Steel – (please refer to supplier selection guidance)		
8.3	Question	Response
8.3 (a)	Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management	
8.3 (b)	Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.	
8.3 (c)	Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both: i) Your company ii) All your supply chain members involved in the production or supply of steel.	

Section 9 Payment to Sub-contractors and Supply Chain (Self-declarations)		
Question Number	Question	Response
	If you intend to use a supply chain for this contract, you must demonstrate you have effective systems in place to ensure a reliable supply chain. This criterion is focused on exploring your payment systems. If your response to question 9.1 is that you do not intend to use a supply chain for this contract, you are not required to complete the rest of this section	
9.1	Please confirm if you intend to use a supply chain for this contract. If you answer “No” you do not need to complete the rest of this section,	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>The Bidder shall answer yes or no</p> <p>Scoring Criteria - For Information Only</p>	
9.2	<p>Please confirm that you have systems in place to ensure that those in your supply chain are paid within your agreed contractual terms. The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.3	<p>Please confirm you have procedures for resolving disputed *invoices promptly and effectively with those in your supply chain.</p> <p>The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p> <p>Bidder guidance *Not all payments involve an invoice, this may be the submission of timesheets for a payment that is due for a services-based contract, therefore procedures apply to all payments that are due.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.4	<p>Please confirm whether you are a signatory to a *code or standard on payment practices.</p> <p>Scoring Criteria - For Information Only</p> <p>Bidder guidance *a payment code or standard is a voluntary initiative, where signatories agree to undertake certain behaviours as a mark of good practice. For example, signatories to the Prompt Payment Code commit to paying 95% of their invoices within 60 days.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.5	<p>If you have answered “Yes” to question 9.4 above, please confirm whether you have taken steps to ensure that you meet the requirements of the code or standard.</p> <p>The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.6	<p>Requirement under the Public Contracts Regulations 2015 (as amended) (Regulation 113)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	<p>For all contracts entered into pursuant to a procurement carried out under the Public Contract Regulations 2015(as amended), please confirm you include 30-day payment terms in all your sub-contracts (and you require your supply chain to do so) on all such contracts.</p> <p>The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
9.7	<p>Please provide the percentage of invoices *paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six-month periods. This should include the percentage of invoices paid within each of the following categories: -</p> <ul style="list-style-type: none"> • within 30 days • in 31 to 60 days • in 61 days or more. <p>Please include the total volume of invoices in each category.</p> <p>It is acceptable to cross refer to information that has previously been submitted to Government or is publicly available (provided it covers the requested period), in which case, please provide details and/or insert link(s):</p> <p>If you are unable to demonstrate that 95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in each of the last two six-month periods, please explain why and if applicable what remedial steps you have taken and/or are planning to take.</p> <p>The Bidder Shall answer Yes or No (with explanation) or No</p> <p>Scoring Criteria - Mandatory Pass/fail</p> <p>Yes – Pass Bidder guidance – a pass is a submission that demonstrates 95% paid within 60 days</p> <p>No with acceptable explanation to the Contracting Authority – Pass</p> <p>Important</p> <p>It is imperative to note that a ‘No’ with explanation</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Please ensure you provide an explanation and supporting evidence if required to justify a ‘No’</p>

	<p>will be at the sole discretion of the Contracting Authority to decide if this is a Pass or Fail, based upon the explanation and any supporting evidence.</p> <p>Bidder guidance a 'No' with explanation could be, but not limited to one of the following reasons:</p> <ol style="list-style-type: none"> 1) The bidder is a new entrant to the market who may not have a payment history. 2) The volume of invoices processed by the bidder as performance below the required standard may be acceptable where volumes of invoices processed are particularly high or particularly low as measurement by percentage may distort the true picture. 3) The bidder can satisfy the Contracting Authority that it has made any necessary changes and / or put plans in place to remedy any payment issues. This may include, for example, any structural / process / system changes, along with a timeline for improvement that is acceptable to the Contracting Authority. <p>No – Fail Bidder guidance a response of 'No' without any explanation may result in a Fail</p> <p>Example: A bidder is unable to confirm payment the performance required, explain or show any plans for improving payment performance, then the Contracting Authority may determine that this is grounds for exclusion.</p> <p>Bidder guidance not all payments involve an invoice, this may be the submission of timesheets for a payment that is due for a services-based contract, therefore procedures apply to all payments that are due.</p>	
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Evidence Requirements (questions 9.1 – 9.7)

Evidence for self-declarations (questions 9.2 - 9.7):

Prior to any contract award the following evidence will be required from the successful bidder(s) by the Contracting Authority (where the bidder has answered "Yes" to question 9.1 above) to verify the bidder's responses

Question	Evidence Requirements (questions 2-6)
9.2	A copy of your standard payment terms for all of your supply chain contracts.
9.2	Details of the systems which are in place to ensure that suppliers are paid promptly.
9.3	A copy of your procedures for resolving disputed invoices promptly and effectively.

9.3	Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.
9.4	Details of any code or standard on payment practices to which you are a signatory.
9.5	If you are a signatory to a code or standard on prompt payment, details of what steps you have taken to ensure that you meet the requirements of the code or standard.
9.6	A copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Public Contract Regulations 2015 (as amended)

SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

SEL5.6	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	The Bidder shall answer Yes or No Yes – Fail* – Please provide details within SEL5.6.1 No – Pass – No response required for SEL5.6.1 If your answer to this question is “Yes”, please provide details in a separate document attachment to SEL5.6.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. *The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Fail* – Please provide details within SEL5.6.1 No – Pass – No response required for SEL5.6.1

SEL5.6.1	Supporting Documentation for SEL5.6 - Enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
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Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.6 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.6 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

SEL5.7	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
Bidder Guidance	<p>The Bidder shall answer yes or no</p> <p>Yes – Fail* – Please provide details within SEL5.7.1 No – Pass – No response required for SEL5.7.1</p> <p>If your answer to this question is "Yes", please provide details in a separate document attached for SEL5.7.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Fail* – Please provide details within SEL5.7.1 No – Pass – No response required for SEL5.7.1</p>

SEL5.7.1	Supporting Documentation for SEL5.7 - breaching environmental legislation, in the last 3 years?
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.7 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.7 but not providing evidence may not be considered.</p>

Scoring Criteria	For Information Only
Answer Type	Document Upload

SEL5.8	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	The Bidder Shall answer Yes/No/Not Applicable A response of ' Yes ' or ' Not Applicable ' will result in a pass and a response of ' No ' will result in a fail against this question.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Multiple Choice Dropdown Yes – Pass No – Fail N/A – Pass

SEL5.9	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or; In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?
Bidder Guidance	The Bidder shall answer Yes or No Yes – Fail* – Please provide details within SEL5.9.1 No – Pass – No response required within SEL5.9.1 *If you have answered “yes” please provide, as a supporting document to SEL5.9.1 including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Fail* - Please provide details within SEL5.9.1 No – Pass – No response required within SEL5.9.1

SEL5.9.1	Supporting Documentation for SEL5.9
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Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.9 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL5.9 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

SEL5.10	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regard to the last three years, has any finding of unlawful discrimination been made against your subcontractors by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has any of your subcontractors had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes – Fail*– Please provide details within SEL5.10.1 No – Pass – No response required within SEL5.10.1</p> <p>*If you have answered "yes" please provide a document to SEL5.10.1 providing a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken by you and your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Fail* - Please provide details within SEL5.10.1 No – Pass – No response required to SEL5.10.1</p>

SEL5.10.1	Supporting Documentation for SEL5.10
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.10 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your subcontractor, please use the attachment to explain what action (if any) your subcontractor or your organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>If it is your organisations unequivocal intention to use the same subcontractor? should you be successful in being awarded this procurement opportunity, you may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder declaring unlawful discrimination within SEL5.10 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

SEL2.10	<p>Cyber Essentials has been mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at: https://www.cyberstreetwise.com/cyberessentials/</p>
Bidder Guidance	<p>Any of the following but not limited to typical characteristics, will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier. ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking, or expenses information is handled by a supplier. iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.

	<p>iv) Contracts that are considered by the Contracting Authority to be sensitive in character</p> <p>Bidders can answer</p> <p>Yes – the Cyber Essential Certificate is currently in place</p> <p>Intend – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>No – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p> <p>A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p>Yes – the Cyber Essential Certificate is currently in place</p> <p>Intend – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>No – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p>

<p>SEL2.12 Alt</p>	<p>General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018</p> <p>The GDPR is a mandatory requirement for all contracts or agreements both in the Public and the private sectors that involves the transfer and processing of personal data, which came into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the GDPR.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) used under this Agreement to comply with the GDPR and indemnify the Contracting Authority (data controller)</p> <p>Further information and helpful guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/</p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of the GDPR and have your Data Protection Officer complete this section if you have one or attentively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p>

	<p>Yes – We can demonstrate full compliance as is required by the GDPR now – Pass</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – We can demonstrate full compliance as is required by the GDPR now – Pass</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant – Fail</p>

SEL2.13	<p>Data Storage</p> <p>Please confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract.</p>
Bidder Guidance	<p>Bidders are required to confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract</p> <p>Please note, where bidders confirm that data may be stored or transferred outside of the UK, there may be a requirement to include additional Contract Clauses to ensure GDPR Compliance.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</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 http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No - Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Pass No – Fail</p>

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1 If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete each field 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</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 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 FOIA/EIR
	Large text fields
	Commercially sensitive information and Justification for exemption/exception under FOIA/EIR
	Large text fields

Section 6 – Award questionnaire

- 6.2 The Award questionnaires are located within the e-sourcing tool.
- 6.3 Guidance on completion of the questions is contained within bidder guidance provided, however the Contracting Authority actively encourages all organisations to seek formal clarifications through the e-sourcing tool, if any uncertainty exists as to how to complete the questions.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

AW1.1	<p>FORM OF BID</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	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p>

	No - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW1.2	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2. We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No - Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any
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	<p>person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Pass No – Fail</p>

Compliance to the Contract Terms

AW4.1	Please confirm your acceptance of the Framework Terms that can be found within the Stage One: Overview section.
Bidder Guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes, we accept the terms and condition in their entirety – Pass</p> <p>No with justification – Pass. See complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are not 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>Multiple Choice Dropdown</p> <p>Yes, we accept the terms and condition in their entirety – Pass</p>

	No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail
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AW4.2	<p>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</p>
Bidder Guidance	<p>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 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"> • 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 • 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. <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	Document Upload

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments Bidders should ensure they have reviewed the 'Instructions to Tenderers tab' to ensure they have noted all requirements of the pricing schedule and the weightings to be applied to each section that will then make up the total marks.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>
Bidder Guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0</p>
Scoring Criteria	Maximum Marks – 25.00%
Answer Type	Price Document Upload

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

AW5.4	<p>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>Further information and helpful guidance regarding e-invoicing and iSupplier is available on the UK SBS website at: https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx</p> <p>Please confirm if you are successfully awarded this contract, that your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</p>
Bidder Guidance	The Bidder shall answer Yes or No Yes – we will utilise an e-invoicing option - Pass No – we will not utilise an e-invoicing option – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – we will utilise an e-invoicing option - Pass No – we will not utilise an e-invoicing option – Fail

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification and all supporting appendices that make up this tender pack.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW6.2	Variable Bids 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.
Bidder Guidance	The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass

PROJ1.1 – 1.4 - Design and Build of a new Aircraft Hangar at Rothera

PROJ1.1	Describe how you and your key designers and sub-contractors will work with BAS and their Technical Advisor to ensure that the facility is buildable, affordable, and safe. Explain how you will deliver the hangar by maximising the use off-site construction, including Modern Methods of Construction (MMC) such as; volumetric, panel and other systems.
Bidder Guidance	Bidders are required to describe how they and their key designers and sub-contractors will work with BAS and their Technical Advisor to ensure that the facility is buildable, affordable, and safe. Bidders should explain how they will deliver the hangar by maximising the use off-site construction, including Modern Methods of Construction (MMC) such as; volumetric, panel and other systems. Bidders are asked to include lessons learned from similar projects to support their response.

	<p>Bidders should refer to the site constraints listed in the Master Data of Assumptions Log within the Pricing Model.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Your approach to the delivery of the project, • How you will manage your suppliers and manufacturers who would support you on this project including why they have been chosen • A project schedule; indicating appropriate design, procurement and mobilisation time explaining how the project will be managed at each stage • Organogram indicating the composition of your Rothera Hangar delivery team (this will be viewed for information purposes only). <p>To respond to the questions in PROJ 1.1 – PROJ1.4 bidders should refer to the documentation relating to a conceptual Hangar proposed at Rothera Research Station.</p> <p>Including:</p> <ul style="list-style-type: none"> • Work Stage 3 Design, comprising: <ul style="list-style-type: none"> ○ Architectural Drawings and Specification ○ Structural Drawings and Specification ○ MEP Drawings and Specification • Draft Risk Register • Rothera Research Station Manual • Rothera Runway Standard Operating Procedures <p>The information included in Volume 1-6, shall be considered in the responses to the following questions.</p> <p>An attachment is required for this question</p> <p>This question is limited to 6 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Excluding the schedule and organogram that will be provided in A3 and viewed for information purposes only. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.1
PROJ1.2	<p>The Draft Risk Register has been developed highlighting the top 10 risks for the Hangar at Rothera Research Station. Five that would be owned by our Construction Partner.</p>

	Please provide a detailed narrative describing your approach to mitigating construction and logistic risks and maximising opportunities.
Bidder Guidance	<p>Bidders are required to respond to the question using the Draft Risk Register that has been developed highlighting the top 10 risks for the Hangar at Rothera Research Station. Five that would be owned by the Construction Partner.</p> <p>Bidders are required to provide a detailed narrative describing their approach to mitigating construction and logistic risks and maximising opportunities in relation to the 5 Construction Partner related Risks.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • A completed Risk Register for the Construction Partner's top 5 risks. • A detailed narrative describing your approach to mitigating construction and logistic risks and maximising opportunities • How lessons learnt on similar requirements have resulted in successful delivery • How these risks will be communicated to the team at BAS to ensure a suitable approach to transparency. <p>To respond to the questions in PROJ 1.1 – PROJ1.4 bidders should refer to the documentation relating to a conceptual Hangar proposed at Rothera Research Station.</p> <p>Including:</p> <ul style="list-style-type: none"> • Work Stage 3 Design, comprising: <ul style="list-style-type: none"> ○ Architectural Drawings and Specification ○ Structural Drawings and Specification ○ MEP Drawings and Specification • Draft Risk Register • Rothera Research Station Manual • Rothera Runway Standard Operating Procedures <p>The information included in Volume 1-6, shall be considered in the responses to the following questions.</p> <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. The Risk Register shall be provided in addition in an excel format. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.2

PROJ1.3	<p>Describe how your approach to BIM will drive the successful handover process at the following project milestones:</p> <ul style="list-style-type: none"> • Handover between the Technical Advisor and the Construction Partner at the end of Work Stage 3; • Commissioning; • Training; • Government Soft Landings; • Defects management and • Facilities management
Bidder Guidance	<p>Bidders are required to describe how their approach to BIM will drive the successful handover process at the following project milestones:</p> <ul style="list-style-type: none"> • Handover between the Technical Advisor and the Construction Partner at the end of Work Stage 3; • Commissioning; • Training; • Government Soft Landings; • Defects management • Facilities management <p>Bidders shall include lessons learned from other projects and or frameworks highlighting which standards or guidance were adopted and why they would be appropriate for this framework.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Collaboration with other parties; • Information exchange processes; • Clash avoidance and management and • Data validation. <p>To respond to the questions in PROJ 1.1 – PROJ1.4 bidders should refer to the documentation relating to a conceptual Hangar proposed at Rothera Research Station.</p> <p>Including:</p> <ul style="list-style-type: none"> • Work Stage 3 Design, comprising: <ul style="list-style-type: none"> ○ Architectural Drawings and Specification ○ Structural Drawings and Specification ○ MEP Drawings and Specification • Draft Risk Register • Rothera Research Station Manual • Rothera Runway Standard Operating Procedures <p>The information included in Volume 1-6, shall be considered in the responses to the following questions.</p> <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided</p>

	<p>beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	<p>Yes, I have attached my response as a PDF to PROJ1.3</p>

PROJ1.4	<p>Describe your methodology for the sequencing of construction works, RIBA Work Stage 5, indicated in your submitted programme.</p>
Bidder Guidance	<p>Bidders are required to describe their methodology for the sequencing of construction works, RIBA Work Stage 5, indicated in their submitted programme.</p> <p>Bidders shall reference and address the BAS Biosecurity document included in the tender information.</p> <p>As a minimum your response shall include how the following are addressed:</p> <ul style="list-style-type: none"> • How you will manage delivery of plant and materials; • Your approach to mobilisation of personnel to site • Benefits associated with the selected construction sequence and methods; • Mitigating the impact on station operations • Removal of plant and waste on completion. <p>To respond to the questions in PROJ 1.1 – PROJ1.4 bidders should refer to the documentation relating to a conceptual Hangar proposed at Rothera Research Station.</p> <p>Including:</p> <ul style="list-style-type: none"> • Work Stage 3 Design, comprising: <ul style="list-style-type: none"> ○ Architectural Drawings and Specification ○ Structural Drawings and Specification ○ MEP Drawings and Specification • Draft Risk Register <p>The information included in Volume 1-6, shall be considered in the responses to the following questions.</p> <p>An attachment is required for this question</p> <p>This question is limited to 6 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>

Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 5.00%
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.4

PROJ2.1 – PROJ2.2 Decarbonisation of Signy Science Research Station

PROJ2.1	<p>Considering the remote and environmentally sensitive location of Signy Island Research Station, the bidders should describe how they will innovatively use materials and technology in the design and construction of a new station so that it could achieve net zero carbon emissions.</p> <p>Within the response you should explain how they will minimise the carbon footprint of their onsite construction activities.</p>
Bidder Guidance	<p>Considering the remote and environmentally sensitive location of Signy Island Research Station, the bidders should describe how they will innovatively use materials and technology in the design and construction of a new station so that it could achieve net zero carbon emissions.</p> <p>Within the response bidders should explain how they will minimise the carbon footprint of their onsite construction activities.</p> <p>Bidders should reference the document included in the tender information and include examples where the solutions they suggest have been adopted or large scale tested.</p> <p>As a minimum your response should include how the following are addressed:</p> <ul style="list-style-type: none"> • The materials and technology you would propose to install and how they would be used to reduce carbon emissions in alignment with the UKRI Sustainability goals; • How you will manage mobilisation of personnel, equipment and materials to the site; • How you will monitor energy use of equipment and plant during construction; • Demobilisation and removal of waste products at the end of the project; • Monitoring in use energy performance to demonstrate targets are achieved • Management of aftercare and support to BAS in the operation and maintenance of the energy systems and • During demolition and removal of the project at the end of its design life.

	<p>To respond to the questions in PROJ2.1 – PROJ2.1 bidders should refer to the documentation in Volume 6 of the Scope referring to the BAS de-carbonisation strategy:</p> <p>Including:</p> <ul style="list-style-type: none"> • Signy Redevelopment Site Information • Signy Redevelopment Pre-Construction Information • Signy Research Station Management Handbook <p>The information included in Volumes 1-6 shall be considered in the responses to the following questions.</p> <p>An attachment is required for this question</p> <p>This question is limited to 8 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 12.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ2.1

PROJ2.2	Describe how you will collaborate with the BAS team based in Cambridge during the delivery of the project to minimise the carbon footprint associated with your staff and sub-contractors travelling to Cambridge.
Bidder Guidance	<p>Bidders should describe how they will collaborate with the BAS team based in Cambridge during the delivery of the project to minimise the carbon footprint associated with their staff and sub-contractors travelling to Cambridge.</p> <p>Within the response bidders shall prepare a sustainable travel plan detailing how they will deliver the attendance requirements set out in the framework information and in the management of their team and any named subcontractors, workforce and suppliers whilst still supporting the goals around minimising the carbon footprint.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Summary of findings from a sustainable travel plan and how the plan will be monitored and actioned to ensure improvements throughout the framework duration <p>To respond to the questions in PROJ2.1 – PROJ2.2 bidders should refer to the documentation in Volume 6 of the Scope referring to the BAS de-carbonisation strategy:</p>

	<p>Including:</p> <ul style="list-style-type: none"> • Signy Redevelopment Site Information • Signy Redevelopment Pre-Construction Information • Signy Research Station Management Handbook <p>The information included in Volumes 1-6 shall be considered in the responses to the following questions.</p> <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 3.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ2.2

PROJ3.1 – PROJ 3.4 Working in Partnership

PROJ3.1	Please provide details of the team structure you propose to use to deliver this framework
Bidder Guidance	<p>Provide details of the team structure you propose to use to deliver this framework.</p> <p>Also, For Information Only, provide cv's for the following key role</p> <ul style="list-style-type: none"> • Framework Director • Framework Manager • Construction Manager • Design Lead • Environmental and Sustainability Lead • Commercial Lead <p>An attachment is required for this question</p> <p>CV's are limited to a maximum of 2 single sides of A4, font 11pt Arial. The organogram shall be limited to 1 single side of A4.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	For information only
Bidder Response	Yes, I have attached my response as a PDF to PROJ3.1

PROJ3.2	Describe how you will manage your personnel and activities on a research station (Rothera for example) during the construction phase (RIBA works stage 5).
Bidder Guidance	<p>The bidders shall base their response on the construction of the Hangar and shall use lessons learned from other construction projects to demonstrate the management approach they intend to adopt.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Methodology for the management of site operatives, construction activities and • The procedures that will be adopted to manage interfaces with the research station staff, scientists and users. <p>An attachment is required for this question This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. An organogram of the site management team shall also be included on 1 single side of A4, which will be reviewed for information purposes to support the written response. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ3.2

PROJ3.3	Please provide details of how you anticipate engaging with sub-contractors and supply chain partners, including processes for managing working relationships. How you will mobilise them to provide specialist input or advice at key stages.
Bidder Guidance	<p>Bidders are required to provide details of their top 10 main sub-contractors and supply chain partners and how you will engage them to provide specialist input or advice at key stages.</p> <p>The Bidders must include details of their processes for managing the working relationships with sub-contractors and supply chain partners in fulfilling the Phase 2 projects listed in section 2.1 in Volume 1 of the Framework Information.</p> <p>Bidders must include the details of their design sub-contractors' approach if not provided in house.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Details of the top 10 consortia and or sub-contractors including the services they will deliver and the reasons these organisations have been selected to ensure successful delivery of the framework throughout the life;

	<ul style="list-style-type: none"> • Details of the knowledge and expertise that the sub-contracted roles will bring to the framework agreement; • Details of any SME organisations, procurement strategy and how you will encourage SME engagement; <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ3.3

PROJ3.4	<p>Please describe how you will structure your Framework management and delivery team to ensure effective collaboration with BAS and the Technical Advisor. Explain what processes you will put in place to successfully manage the framework, including stakeholder management.</p>
Bidder Guidance	<p>Bidders are required to describe how they will structure your Framework management and delivery team. Bidders should detail what processes they will put in place to ensure effective collaboration to successfully manage the framework, including stakeholder management</p> <p>Bidders should outline their approach to partnering with the Employer and other stakeholders</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Alignment of behaviours across the various parties to engender a One Team approach. • All roles identified in section 3.2 in Volume 1 of the Framework Information including lines of communication; • Methodology and criteria used to select staff; • Processes for management of workload to maintain continuity of personnel across the programme; • Process for staff development and training and • Management of stakeholders listed in sections 3.1.5 and 3.1.8 of Volume 1. <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. An organogram of proposed team structure should be used to support the written response. Any additional</p>

	<p>content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ3.4

PROJ4.1 - Performance Management

PROJ4.1	<p>What KPI measures do you consider should be operated within the framework and of these which ones might be linked to incentivised payments?</p> <p>How will you use these suggested KPI's and lessons learned throughout the framework to ensure continuous improvement?</p>
Bidder Guidance	<p>The bidder should include how the KPI and lesson learned process can be used to demonstrate better value for BAS. They should also include KPI measures for the performance of the BAS team.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • A list of proposed indicators in relation to Section 2.1 of Volume 1 in the Framework Information; • measures that could be linked to incentive payments • methodology for capturing lessons learned; • how will better value be recorded and shared and • a process for using the KPIs, based on previous use of KPIs on other projects, and what has worked well and what has added most value. <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ4.1

PROJ5.1 – Commercial Management

PROJ5.1	<p>Provide details of the proposed Cost Breakdown Structure (CBS) and reporting format for a project delivered using the NEC4 ECC Option C (Target Cost Contract).</p> <p>In regard to financial systems and cost reporting and based upon your proposed finance system and processes bidders are required to detail the following within the response.</p> <ul style="list-style-type: none"> • Describe your current reporting systems and how you would monitor, and track spend against the contract. • Provide details on how you would link target cost arrangements with spend forecasts and the cash flow profiles. • Provide an example of cost reporting and breakdown of costs. Including staff, sub-contractor, labour, plant and equipment, other demonstrating the suitability of your methods.
Bidder Guidance	<p>The bidders' response should describe the Cost Management tools and finance systems you will use to financially control the project</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • A Cost Breakdown Structure (CBS); • The software and digital tools you propose to use and why these software and tools will deliver an accurate, efficient cost management outcome for BAS. • Cash flow forecasting system. • How your organisation will manage Early Warnings and Compensation event <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	<p>Yes, I have attached my response as a PDF to PROJ5.1</p>

PROJ6.1 – Engagement

PROJ6.1	<p>Describe how you will work with BAS and the Technical Advisor to communicate and engage across a wide range of sectors; such as corporate, media, scientific, public audiences and others.</p>
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Bidder Guidance	<p>The Bidder's response should include how they will integrate into the 'One Team' (BAS, Technical Advisor and Construction Partner) approach to communications.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Describe your current approach to PR and Communications and how this approach will be used in the event your bid is successful with the one team approach • Details of your in-house or retained PR resources that you would allocate to this programme to ensure that PR is managed in an effective and professional manner. <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 5.00%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ6.1

PROJ7.1 – PROJ7.4 Social Values

PROJ7.1	How over the lifetime of the framework do you intend to improve and promote the career and skills development of personnel engaged?
Bidder Guidance	<p>Bidders should detail how over the lifetime of the framework they intend to improve and promote the career and skills development of personnel engaged.</p> <p>The Bidders response to include, but not limited to proposed arrangements for:</p> <ul style="list-style-type: none"> • Modern Apprenticeships; • Continuous Professional Development; (CPD); • Training and development; • Focus on directly employed labour; • Secondments; • Succession Planning and • Joint training and awareness with BAS. <p>An attachment is required for this question</p> <p>This question is limited to 4 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided</p>

	<p>beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2.50%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ7.1

PROJ7.2	<p>Describe how you intend to ensure that supply chains are accessible to all types of businesses Including:</p> <ul style="list-style-type: none"> • Small and Medium Sized Enterprises (SMEs) and • Voluntary, Community and Social Enterprises (VCSEs).
Bidder Guidance	<p>Bidders proposals should consider how this will be achieved in a transparent and fair manner, including but not limited to how all types of businesses, including for business owned or led by under-represented groups including women, BAMEs and people with disabilities.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Method of being transparent within the supplier selection process. • Methods to encouraging diversity within the workforce. <p>An attachment is required for this question</p> <p>This question is limited to 2 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2.50%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ7.2

PROJ7.3	<p>Describe how you intend to support and develop best practices and appropriate personnel support systems in regard to inclusion, mental health and wellbeing?</p>
Bidder Guidance	<p>Bidders are required to detail how they intend to support and develop best practices and appropriate personnel support systems in regard to inclusion, mental health and wellbeing?</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Managing mental wellbeing on remote, isolated construction sites. • Method of managing team morale.

	<ul style="list-style-type: none"> • Method of gathering and responding to feedback made by the workforce. • Care and support initiatives; • Policy development and • Joint training and awareness with BAS. <p>An attachment is required for this question</p> <p>This question is limited to 2 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2.50%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ7.3

PROJ7.4	<p>Describe how your supply chain selection process eliminates the risk of:</p> <ul style="list-style-type: none"> • Practices of Modern Slavery and • Cyber security breaches.
Bidder Guidance	<p>The bidder shall include assurance processes for ensuring labour practices amongst its supply chain follow UK standards and that sensitive and personal information data is protected.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Demonstration of approach to the Modern Slavery Act and the ways in which this will be monitored and reported through the framework duration • How your organisation will monitor and manage Cyber Essentials breaches <p>An attachment is required for this question</p> <p>This question is limited to 2 single sided pages of A4, font 11pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2.50%</p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ7.4