

Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of: Medical Research Council

Subject: Car Parking System

Sourcing reference number: FM16084

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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UKSBS
Shared Business Services

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																									
Scoring criteria	For information only																									
Bidder response	<table border="1" style="width: 100%; background-color: yellow;"> <tr> <td colspan="2" data-bbox="408 1196 1404 1249">Table</td> </tr> <tr> <td data-bbox="408 1249 906 1303">Bidders full legal name</td> <td data-bbox="906 1249 1404 1303"></td> </tr> <tr> <td data-bbox="408 1303 906 1357">Address line 1</td> <td data-bbox="906 1303 1404 1357"></td> </tr> <tr> <td data-bbox="408 1357 906 1411">Address line 2</td> <td data-bbox="906 1357 1404 1411"></td> </tr> <tr> <td data-bbox="408 1411 906 1464">Address line 3</td> <td data-bbox="906 1411 1404 1464"></td> </tr> <tr> <td data-bbox="408 1464 906 1518">Address line 4</td> <td data-bbox="906 1464 1404 1518"></td> </tr> <tr> <td data-bbox="408 1518 906 1572">Town / City</td> <td data-bbox="906 1518 1404 1572"></td> </tr> <tr> <td data-bbox="408 1572 906 1626">Country</td> <td data-bbox="906 1572 1404 1626"></td> </tr> <tr> <td data-bbox="408 1626 906 1680">Post code (or equivalent)</td> <td data-bbox="906 1626 1404 1680"></td> </tr> <tr> <td data-bbox="408 1680 906 1733">Bidder contact</td> <td data-bbox="906 1680 1404 1733"></td> </tr> <tr> <td data-bbox="408 1733 906 1787">Telephone No.</td> <td data-bbox="906 1733 1404 1787"></td> </tr> <tr> <td data-bbox="408 1787 906 1872">Email</td> <td data-bbox="906 1787 1404 1872"></td> </tr> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
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FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring criteria	<p>Mandatory Pass / Fail</p>
Bidder response	<p>Yes / No</p>

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p>

	<p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the ITQ, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</p>
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	<p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority’s evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process or any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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

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

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

PRICE QUESTIONNAIRE

<p>AW5.2</p>	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>Please ensure all Three pages of the schedule are completed.</p>																								
<p>Bidder guidance</p>	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1451 1396 1832"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
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£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
<p>Scoring criteria</p>	<p>Maximum Marks = 25.00% of overall bid</p>																								
<p>Bidder response</p>	<p>Yes</p>																								

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

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

QUALITY QUESTIONNAIRE

AW6.1	<p>Please confirm your understanding of the requirements outlined in Section 4: Specification</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.1	Please provide a Project Plan, which explains when this system could be fully designed, installed and operational at MRC LMB.
Bidder guidance	<p>Bidders are asked to provide a detailed project plan as to how they plan to achieve delivery of this project. The description and plan should detail stages from appointment to completion. Bidders Responses should include, but are not limited to;</p> <ul style="list-style-type: none"> • A timetable of major Milestones, including Client sign off. • Key stages of design, manufacture and installation • How bidders are planning on delivering the required training <p>An attachment is allowed when responding to this question.</p> <p>Maximum word count = 600. All bid responses over 600 words will only be scored up to that limit.</p>
Scoring criteria	<p>Scoring is based on the 0 – 100 Scoring Methodology</p> <p>Maximum Marks = 6.00% of overall bid</p>
Bidder response	Text. An attachment will be accepted when answering this question.

PROJ1.2	Please provide details of what you feel will be the Five biggest risks in undertaking a project of this variety.
Bidder guidance	<p>Bidders are asked to describe what they feel are the top Five risks in undertaking a project that involves designing, manufacturing and installing this kind of equipment.</p> <p>An attachment is allowed when responding to this question.</p> <p>Maximum Word count = 600. All bid responses over 600 will only be scored up to that limit.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks = 6.00% of overall bid</p>
Bidder response	Text. An attachment will be accepted when answering this question.

PROJ1.3	<p>Bidders are requested to detail their proposed system.</p> <p>Bidders can, if they wish refer to similar past projects when their proposed system has previously been installed and the benefits it has</p>
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	<p>brought to the client and how they are applicable to this opportunity.</p> <p>Bidders are also to describe how they have used the lessons learned on similar past projects to develop their systems and installation procedures which would ensure that the operations of the MRC site are not disrupted during the project.</p>
Bidder guidance	<p>Bidder Guidance:</p> <p>Please provide examples of previous similar projects, completed within the last Four years</p> <p>Bidders responses should contain, but are not limited to;</p> <ul style="list-style-type: none"> • Type of Organisation • Client Name/Contact Details • Description Of Project • Project Value • Completion Date <p>Maximum Word Count = 600. All bid responses over 600 words will only be scored up to that limit</p>
Scoring criteria	<p>Scoring will be based on the 0 – 100 Scoring Methodology</p> <p>Maximum Marks = 6.00% of overall bid</p>
Bidder response	<p>Text. An attachment will be accepted when answering this question.</p>

PROJ1.4	<p>Please give details of your methodology for delivering the design, manufacture and installation of this system.</p>
Bidder guidance	<p>Bidder Guidance :</p> <p>The bidder must clearly demonstrate the methodology they will use to deliver the service.</p> <p>Bidders can, if they wish, refer to past examples of when their proposed methodology has previously benefited a project.</p> <p>Bidders must as a minimum show their understanding of this requirement, giving the length, value and scope of each part of the requirement.</p> <p>Maximum word count = 600. All bid responses over 600 words will only be scored up to that limit.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology</p> <p>Maximum Marks = 6.00% of overall bid</p>
Bidder response	<p>Text. An attachment will be accepted when answering this question.</p>

PROJ1.5	<p>Please confirm that you understand that by submitting your completed bid response, should you be awarded this contract, the pricing schedule will be non-negotiable.</p> <p>There will be no allowance for lack of information or understanding of requirement.</p> <p>Should you be awarded this Contract without having visited site and then find that there will be additional costs that you have not allowed for, these will have to be covered by your company.</p> <p>For this reason we strongly advise that you have visited site and submitted any clarification questions to gain complete clarity of the requirement</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.6	Please provide a sample safe system of work clearly detailing the safety measures to be taken to ensure the safety of contractors, MRC staff and visitors during the installation stage of this project.
Bidder guidance	<p>Bidder guidance:</p> <p>The Bidder must provide a sample safe system of work which details the measures to be taken to ensure the safety of all persons attending site</p> <p>Maximum word count = 1,000. All bid responses over 1,000 words will only be scored up to that limit.</p>
Scoring criteria	<p>Scoring will be based on the 0 – 100 Scoring Methodology</p> <p>Maximum Marks = 6.00% of overall bid</p>
Bidder response	Text. An Attachment will be accepted when answering this question.

PROJ1.7	Please detail the functionality and usability of the management back end software.
Bidder guidance	<p>Bidder guidance:</p> <p>Bidders should include detail surrounding;</p> <ul style="list-style-type: none"> • Features of the system • Operation of the system and the software it uses • Administrator user interface • Additional options (Free Days, Vehicle count, etc.) <p>Maximum word count = 1,500. All bid responses over 1,500 words will only be scored up to that limit.</p>
Scoring criteria	<p>Scoring will be based on the 0 – 100 Scoring Methodology</p> <p>Maximum Marks = 15.00% of overall bid</p>
Bidder response	Text. An Attachment will be accepted when answering this question.

PROJ1.8	Please describe the functionality and usability of the user interface for the user to load funds and check the balance.
Bidder guidance	<p>Bidder guidance:</p> <p>Maximum word count = 1,500. All bid responses over 1,500 words will only be scored up to that limit.</p>
Scoring criteria	<p>Scoring will be based on the 0 – 100 Scoring Methodology</p> <p>Maximum Marks = 15.00% of overall bid</p>
Bidder response	Text. An Attachment will be accepted when answering this question.

PROJ1.9	Please provide technical information on all hardware used in your proposed solution to this requirement. Including; Barriers, Fund Loaders, Servers, etc.
Bidder guidance	<p>Bidder guidance:</p> <p>Bidders should consider, but not limit their response to;</p> <ul style="list-style-type: none"> • Dimensions • Weight • Power Usage/Requirement • Reliability <p>An attachment/attachments will be accepted in response to this question.</p> <p>Maximum word count = 1,000. All bid responses over 1,000 words will only be scored up to that limit.</p>

	Please be aware that this question will NOT be scored on the brand/brands used in manufacturing, but instead on capability. For this reason, UK SBS strongly suggests that brand names of the manufacturer/supplier of the hardware used in the fabrication of this system are not included in your final bid submission.
Scoring criteria	Scoring will be based on the 0 – 100 Scoring Methodology Maximum Marks = 10.00% of overall bid
Bidder response	Text. An Attachment will be accepted when answering this question.

PROJ1.10	Please provide references from a previous contractor, where the requirement has been similar to this requirement
Bidder guidance	Bidder guidance: Bidders should approach a client from a past project, where their proposed system has been installed successfully and where the benefits it has brought to the project and how they are applicable apply to this opportunity.
Scoring criteria	This question is for information only.
Bidder response	Text. An Attachment will be accepted when answering this question.

PROJ1.11	Please provide information on the warranty and maintenance service that will be offered after installation is completed.
Bidder guidance	Bidder guidance: Bidders should include; <ul style="list-style-type: none"> • Capability of support team • Response times in case of emergency call out. • Servicing and Maintenance schedule • Availability of spare parts and average repair times Maximum word count = 500. All bid responses over 500 words will only be scored up to that limit.
Scoring criteria	Scoring will be based on the 0 – 100 Scoring Methodology Maximum Marks = 5.00% of overall bid
Bidder response	Text. An Attachment will be accepted when answering this question.