

**1. INTRODUCTION**

- 1.1 This Appendix D sets out the questions that will be evaluated as part of this Procurement.
- 1.2 The following information has been provided in relation to each question (where applicable):
  - 1.2.1 Weighting – highlights the relative importance of the question.
  - 1.2.2 Guidance – sets out information for the Potential Provider to consider when preparing a response.
  - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation.

**2. DOCUMENT COMPLETION**

- 2.1 You **must** provide a response to every question. Please provide your response via the e-sourcing portal using the template response form Appendix E.
- 2.2 You **must not** submit any additional information with your Tender other than that specifically requested in this document or Appendix B – Service Description.

**3. RESPONSE GUIDANCE**

<b>1 COMPANY INFORMATION</b>	
1.1	Please state your full company name.
1.2	Please state your registered office address.
1.3	Please state your company or charity registration number.
1.4	Please state whether your company is a SME.
1.5	Please state whether your company is a voluntary, community or social enterprise organisation.
1.6	Please state the name of your immediate parent company.

<b>2 TENDER CONTACT</b>	
2.1	Please state the contact's name.
2.2	Please state the contact's address, Postcode and Country.
2.3	Please state the contact's telephone number.
2.4	Please state the contact's mobile number.
2.5	Please state the contact's e-mail address.

**RM4623 L0783; ICT Hardware Purchase  
Appendix D - Response Guidance**

<b>3 Mandatory Requirements</b>		<b>Pass/Fail</b>
<p><b>Please Note:</b> The following questions are Pass / Fail questions, therefore if a Potential Provider cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm in writing as part of their tender response.</p>		
3.1	Do you agree, without caveats or limitations, that in the event you are successful in this Procurement, you will unreservedly sign the Terms and Conditions of Contract as set out at Appendix C upon award of the Contract?	
3.2	Please confirm you are able to deliver between 50% - 80% of the equipment listed in Appendix E which is to be in stock and allocated to PMO by 31 <sup>st</sup> March 2015?	

<b>4 PRICE</b>		<b>Weighting 100%</b>
<b>Guidance:</b>		
<p>The Authority requires the Potential Provider to provide a total price to deliver the requirements set out in Appendix B – Service Description.</p> <p>Potential providers should submit a total price within the question below as well as completing the relevant bid fields.</p> <p>Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.</p>		
<b>Question:</b>		
<p>Please populate the bid field entitled price to provide the total price to deliver the requirements set out in Appendix B: Service Description. Potential Providers are required to attach a completed tender response form (Appendix E) at the questionnaire entitled price which provides a transparent breakdown of costs.</p>		
<b>Marking Scheme:</b>		
<p>The maximum mark available for Price will be 100. This mark will be awarded to the lowest priced Potential Provider. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest price.</p> <p>The calculation that will be used to determine marks is as follows:</p> $\text{Score} = \frac{\text{Tender Price}}{\text{Lowest Tender Price}} \times 100 \text{ (maximum marks available)}$		