

Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of UK Research and Innovation
Subject Curved Display System
Sourcing reference number UK SBS PR18021



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 Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

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"> <tr> <td colspan="2">Table</td> </tr> <tr> <td>Bidders full legal name</td> <td></td> </tr> <tr> <td>Address line 1</td> <td></td> </tr> <tr> <td>Address line 2</td> <td></td> </tr> <tr> <td>Address line 3</td> <td></td> </tr> <tr> <td>Address line 4</td> <td></td> </tr> <tr> <td>Town / City</td> <td></td> </tr> <tr> <td>Country</td> <td></td> </tr> <tr> <td>Post code (or equivalent)</td> <td></td> </tr> <tr> <td>Bidder contact</td> <td></td> </tr> <tr> <td>Telephone No.</td> <td></td> </tr> <tr> <td>Email</td> <td></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																									
Address line 1																									
Address line 2																									
Address line 3																									
Address line 4																									
Town / City																									
Country																									
Post code (or equivalent)																									
Bidder contact																									
Telephone No.																									
Email																									

SEL1.2	<p>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;</p> <p>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?</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail</p> <p>No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, 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 has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder response	Yes / No

SEL3.11	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	The Bidder shall choose from the following options; A. N/A – our turnover is less than £36M B. Yes – information attached C. No (with justification) – we are not compliant but will be prior to commencement of a contract D. No – we are not and will not be compliant at the time of award of the contract
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

SEL4.4	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:
Bidder guidance	Bidder to confirm that they have: Employer’s (Compulsory) Liability Insurance = £5 million Public Liability Insurance = £1 million Product Liability Insurance = £1 million Bidder Guidance - 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. The Bidder shall answer yes or no Yes= Pass No= Fail
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

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	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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 the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, 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 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 the Contracting Authority’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. 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 the Contracting Authority, including the ITQ, 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 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 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 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. 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> <p>No – Fail</p>

Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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 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 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	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW3.1	<p>In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority 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 the Contracting Authority's 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>
--------------	--

Bidder guidance	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 the Contracting Authority's against a procurement requirement. Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to the Contracting Authority against a procurement requirement.

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – Pass. See question AW4.2 for details of what amounts to a valid justification. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	Where a Bidder has answered question AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause.
Bidder guidance	A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply 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). 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: <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

	<p>proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</p> <p>Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail).</p> <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>
Scoring criteria	Mandatory Pass / Fail
Bidder response	<p>Drop down menu</p> <p>'N/A'</p> <p>'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.</p>

AW4.3	Please confirm your acceptance of the attached Acceptance Criteria.
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	Drop down menu - Yes, No

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule Core package table, attached in the Bidder Response section.</p> <p>All prices shall be inclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>Bids will be evaluated on the Grand Total Price</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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> <table border="1" data-bbox="424 1402 1390 1749"> <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
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																							
Scoring criteria	Maximum Marks 40%																								
Bidder response	Yes																								

AW5.6	Please confirm if you are successfully awarded this contract 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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the mandatory requirements
Bidder guidance	<p>Bidder to confirm that they comply with all the Mandatory requirements.</p> <p>Within the attached spreadsheet bidders must answer 'yes' or 'no' to each of the mandatory requirements and provide supporting documentation where it is required.</p> <p>Please note if any of the mandatory requirements are answered with a 'no' then the bidder will fail this question entirely.</p> <p>If a bidder has answered 'yes' and a supporting document is required then they must provide this, failing to provide the document will result in a fail for this question.</p> <p>One fail within this document is a fail of the mandatory section and your bid will not be considered for evaluation.</p>
Scoring criteria	<p>Yes = Pass</p> <p>No = Fail</p>
Bidder response	Pass/Fail

AW6.2	Installation of the Curved Display system.
	<p>As per M5 within the mandatory requirements document, bidders must have carried out a site survey in order to assess access routes and installation process.</p> <p>Bidders are required to provide an Installation Methodology document detailing their plans for this project</p>
Bidder guidance	<p>Bidders must make themselves fully aware of the options available to them for this move/replacement. These options are detailed within the ITQ Document – Section 4 - Summary of Key Elements.</p> <p>Bidders must provide an Installation Methodology document detailing their plans for this project, The Installation Methodology document must include;</p> <ul style="list-style-type: none"> • the key steps in the project, • timelines, • the method for packaging and installing existing and new elements of the display system • details on where current and/or new equipment will be used. • how the installation will be carried out, and • details of identified risks and how these will be mitigated <p>Scoring for this question will be based on the details in the Installation Methodology document contents</p>

	All elements of the bidder's proposal, which is detailed in this plan, must also be fully costed in the pricing schedule (AW5.1)
Scoring criteria	<p>Providing that all of the elements within the Bidder Guidance have been covered, scoring will be based on the 0-100 methodology as set out in section 5 of the ITQ document within the "Award Evaluation Criteria"</p> <p>Maximum marks: 15%</p>
Bidder response	Attachement

AW6.3a	Training Programme
	Bidder are to provide details of how the training programme outlined in the specification will be undertaken.
Bidder guidance	Bidders are asked to provide full details of their proposed training programme to meet the minimum training specification and which is included within the submitted price.
Scoring criteria	<p>All elements within the Bidder Guidance must be covered within the response or Bidders will score 0 for this question.</p> <p>Providing that all of the elements within the Bidder Guidance have been covered, scoring will be based on the 0-100 methodology as set out in section 5 of the ITQ document within the "Award Evaluation Criteria"</p> <p>Maximum Marks: 10%</p>
Bidder response	Free Text

AW6.3b	Training Programme – additional elements (Optional)
	Bidders are to provide details of any additional training which they feel would be of benefit to STFC staff to enable them to configure, customise, manage and operate the elements of the visualisation facility.
Bidder guidance	<p>Bidders are asked to provide full details of any additional elements above the minimum training specification, bidders must also provide supporting detail as to how this would improve user operation and management of the visualisation suite.</p> <p>Bidder to respond with an attachment detailing any additional services that can be offered and to separately identify the costs of this under "Optional extras" within the pricing schedule.</p>

Scoring criteria	<p>All elements within the Bidder Guidance must be covered within the response or Bidders will score 0 for this question.</p> <p>Bidder scores:</p> <p>Score 100: outstanding/excellent improvements to user operation and management of the visualisation suite.</p> <p>Score: 75: considerable improvements to user operation and management of the visualisation suite.</p> <p>Score: 50: notable improvements to user operation and management of the visualisation suite.</p> <p>Score: 25 limited improvements to user operation and management of the visualisation suite.</p> <p>Score 0: no improvements to to user operation and management of the visualisation suite.</p> <p>Maximum Marks: 5%</p>
------------------	--

AW6.4 (a)	Hardware and system maintenance support programme
Bidder guidance	Bidder to provide full details of your hardware and system maintenance support programme outlined in the specification.
Scoring criteria	<p>Please provide full details of your hardware and system maintenance support which is included to meet the minimum specification which is included within the submitted price.</p> <p>All elements within the Bidder Guidance must be covered within the response or Bidders will score 0 for this question.</p> <p>Providing that all of the elements within the Bidder Guidance have been covered, scoring will be based on the 0-100 methodology as set out in section 5 of the ITQ document within the “Award Evaluation Criteria”</p> <p>Maximum Marks: 10%</p>
Bidder response	Free Text

AW6.4 (b)	Hardware and system maintenance support programme – additional elements. (Optional)
------------------	--

	<p>Bidder to provide full details of any additional elements to the minimum hardware and system maintenance support programme outlined in the specification which they feel would be of benefit to STFC to enable them to have high quality maintenance arrangements and reliability of the operation of the Visualisation suite.</p>
Bidder guidance	<p>Please provide full details of your proposed additional maintenance and support elements above the minimum specified. Bidders are requested to provide supporting detail as to how this would improve the quality of the maintenance arrangements; reliability of the operation of the Visualisation Facilities and operational effectiveness of both new and pre-existing systems during the support period.</p> <p>Bidder to respond with an attachment detailing any additional support that can be offered and to separately identify the costs of this under "Optional extras" within the pricing schedule.</p>
Scoring criteria	<p>All elements within the Bidder Guidance must be covered within the response bidders will be scored as follows:</p> <p>Score 100: outstanding/excellent improvements to the quality maintenance arrangements; reliability of the operation of the Visualisation Facilities and operational effectiveness of both new and pre-existing systems during the support period.</p> <p>Score: 75: considerable improvements to the quality maintenance arrangements; reliability of the operation of the Visualisation Facilities and operational effectiveness of both new and pre-existing systems during the support period.</p> <p>Score: 50: notable improvements to the quality maintenance arrangements; reliability of the operation of the Visualisation Facilities and operational effectiveness of both new and pre-existing systems during the support period.</p> <p>Score: 25 limited improvements to high quality improvements to the quality maintenance arrangements; reliability of the operation of the Visualisation Facilities and operational effectiveness of both new and pre-existing systems during the support period.</p> <p>Score 0: no improvements to high quality improvements to the quality maintenance arrangements; reliability of the operation of the Visualisation Facilities and operational effectiveness of both new and pre-existing systems during the support period.</p> <p>Maximum Marks: 5%</p>
Bidder response	Free Text

AW6.5	Bidder to confirm the capability of the Calibration System for the main display
Bidder guidance	<p>Bidder to confirm whether the calibration system used to align and set up this display system, both initially and subsequently, can handle the following set of adjustments automatically. These should include:</p> <ul style="list-style-type: none"> • Warping and Blending Geometry • Support for orthographic and perspective display • Colour • Contrast • Brightness <p>If the calibration system can handle all of these functions, answer Yes.</p> <p>An attached document is required that details the functions that are supported and also to include a description of the technology used to enable these different functions. Bidders who do not provide an attached document will score 0.</p>
Scoring criteria	<p>Yes, plus supporting document = 100 marks No = 0 marks</p> <p>Maximum marks: 15%</p>
Bidder response	Yes with attachment, No