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| No. | Question  | Answer |
|  | Are we able to discuss the requirements of this tender with UKCES prior to submitting our proposal? | UKCES will not discuss forthcoming or live tenders with individual suppliers as this could result in unintentionally giving them an unfair advantage. We would be pleased to receive, in writing, any questions which you may have. |
|  | What is the e-mail size limit for submissions? | E-mails should be no greater than 10MB in size. Any emails which are bordering on the 10MB size limit MAY NOT reach tenders@ukces.org.uk and therefore cannot be considered. All submissions which reach the Tenders inbox will trigger an automated email response confirming receipt. If you do not receive this automated email response your submission has NOT been received and you should contact tenders immediately. Late submissions will not be considered whatever the cause of the delay. |
|  | Will UKCES pay for the preparation of our proposal and for expenses for attending an interview? | No – UKCES will not reimburse any costs of preparing any application or for attending an interview. |
|  | Lot 1 - Market making and testing:  I note that the bid is for 'Competition 5 and future competitions thereafter' - If I were not to be available for the timetable for Competition 5 (but would be thereafter) could I bid as a market tester/maker for future competitions only.  If so how should I refer to this in the 'availability' section (saying I would not be available for C5 would seem to be an immediate disqualifier)? | Competition 5 Market making is already under way and therefore we are looking for assessors for 5 and market makers for 6. Please just indicate your current availability over the known periods in the table – this is not a pass/fail question – it just gives us an indication of your availability. |
|  | Lot 2 - Assessment:  Am I right in assuming that as a 'market maker' for Competition 5 this would preclude me from bidding to be an assessor? | No. You can bid to become both a Market Maker and Assessor (under separate contracts) However, if you are actively involved in market making for Competition 5 then you would not be asked to assess that competition because of potential conflicts of interest but could be asked to assess later competitions. |
|  | Lot 2: If this is the case, would I be able to bid to join the associates pool for assessors for 'future competitions' only? | Yes, you would be able to bid to assess future competitions. |
|  | Lot 1 - Are you able to give an indication of the time commitment per competition required from a consultant engaged on this work? | As a rough indication per competition, for Lot 1 – market testing and making, this can be anything from 8-15 days. These days can be flexible as will mainly take the form of telephone calls. For Lot 2 – assessing, this will be approximately 14 days for assessors and up to 20 days for lead assessors to a defined time schedule. |
|  | Lot 2 – Associate Assessors, we are asked to indicate our availability during the assessment periods shown in the known competition dates table:On the form there isn’t a table – should we copy in the table on page 3 of the Invitation to Quote and then comment on or below that, or just add text after the colon? | Please provide a text answer, either confirming your availability for each competition or listing the days you are NOT available, if that is the case. |
|  | What is the deadline for questions about this tender? | The deadline for questions is 16:00 on 2 April 2015, once this deadline has passed no further questions will be answered. |