



# Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of the Department for Business,  
Energy & Industrial Strategy**

**Subject: Testing of Freezers and Fridge-Freezers for compliance  
with Product Safety requirements**

**Sourcing Reference Number: CR18168**

## **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	<b>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).</b>																								
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" data-bbox="403 573 1407 595">Table</td> </tr> <tr> <td data-bbox="403 595 906 629">Bidders full legal name</td> <td data-bbox="914 595 1407 629"></td> </tr> <tr> <td data-bbox="403 629 906 663">Address line 1</td> <td data-bbox="914 629 1407 663"></td> </tr> <tr> <td data-bbox="403 663 906 696">Address line 2</td> <td data-bbox="914 663 1407 696"></td> </tr> <tr> <td data-bbox="403 696 906 730">Address line 3</td> <td data-bbox="914 696 1407 730"></td> </tr> <tr> <td data-bbox="403 730 906 763">Address line 4</td> <td data-bbox="914 730 1407 763"></td> </tr> <tr> <td data-bbox="403 763 906 797">Town / City</td> <td data-bbox="914 763 1407 797"></td> </tr> <tr> <td data-bbox="403 797 906 831">Country</td> <td data-bbox="914 797 1407 831"></td> </tr> <tr> <td data-bbox="403 831 906 864">Post code (or equivalent)</td> <td data-bbox="914 831 1407 864"></td> </tr> <tr> <td data-bbox="403 864 906 898">Bidder contact</td> <td data-bbox="914 864 1407 898"></td> </tr> <tr> <td data-bbox="403 898 906 931">Telephone No.</td> <td data-bbox="914 898 1407 931"></td> </tr> <tr> <td data-bbox="403 931 906 965">Email</td> <td data-bbox="914 931 1407 965"></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><b>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;</b></p> <p><b>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?</b></p>																								
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Fail  <b>No</b> – 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																								

<b>SEL3.11</b>	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

<b>SEL3.13</b>	<p>General Data Protection Regulations (GDPR)</p> <p>The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data and came into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR. 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) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:   <a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder guidance	<p>Bidders can answer</p> <p><b>Yes</b> – We will are able to demonstrate compliance as is required by the GDPR now</p> <p><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant</p> <p><b>Intend</b> – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract.</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.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b>  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.  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 <a href="http://ico.org.uk">http://ico.org.uk</a>  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 <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b>  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.  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)  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	The Bidder shall provide details of their proposed exemptions/exception in the table below. The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested

	<p>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 FOI 1.1 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><b>FORM OF BID</b></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.</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 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</p>
-------	--

	<p>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 <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>AW1.3</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></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"> <li>(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;</li> <li>(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;</li> <li>(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.</li> </ul> <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. 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. 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 <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder	Yes / No

response	
----------	--

<b>AW3.1</b>	<p><b>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.</b></p> <p><b>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.</b></p>
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 the Contracting Authority's against a procurement requirement.</p> <p><b>Yes – Pass</b> <b>No – Fail</b></p>
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.

<b>AW4.1</b>	<p><b>Please confirm your acceptance of the attached Contract Terms.</b></p> <div style="text-align: center;">         S1 - Services purchasing contract     </div>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes – Pass</b> <b>No with justification – Pass.</b> See question AW4.2 for details of what amounts to a valid justification. <b>No – Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

<b>AW4.2</b>	<p><b>Where a Bidder has answered question AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause.</b></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</p>

	<p>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"> <li>• 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</li> <li>• 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.</li> </ul> <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). 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 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.</p>

## PRICE QUESTIONNAIRE

<p><b>AW5.2</b></p>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</b></p> <p><b>All prices shall be exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p> <div style="text-align: center;">               AW5.2 Price              Schedule-001.xlsx         </div>																								
<p>Bidder guidance</p>	<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 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 1536 1401 1883"> <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																							
<p>Scoring criteria</p>	<p>Maximum Marks <b>25%</b></p>																								
<p>Bidder response</p>	<p>Yes</p>																								

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

<b>AW5.6</b>	<p><b>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.</b></p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>AW6.2</b>	<b>Variable Bids</b>
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below.  The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>PROJ1.1</b>	<b>Accreditation</b>  <b>Do you hold an EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation or equivalent or will you have this in place before contract commencement?</b>  <b>Test labs accredited to EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 or national equivalent quality management systems would be acceptable. Please supply appropriate evidence of your EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation or other equivalent quality management systems if not EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017.</b>
Bidder Guidance	An EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation, or other directly equivalent quality management system is acceptable.

	<p>Quality management systems not accredited to EN/ISO/IEC 17025:2005/2017 or a national equivalent quality management system would not be acceptable.</p> <p>An attachment is allowed for this question that provides evidence of the above.</p>
Scoring criteria	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass  <b>Yes</b> - prior to contract commencement - Pass  <b>No</b> – Fail</p> <p>Mandatory Pass / Fail</p>
Bidder response	Yes/No – attachments required

<b>PROJ1.2</b>	<p><b>Evidential Handling</b></p> <p><b>The results of testing may be used as part of a criminal investigation therefore evidential traceability of the test samples are of the utmost importance. Please provide details of how this will be guaranteed.</b></p>
Bidder guidance	<p>Bidders should provide details of how this will be guaranteed by considering the following questions:</p> <ul style="list-style-type: none"> <li>• How will you maintain the chain of evidential traceability of the test samples?</li> <li>• How will the samples be protected from damage whilst on your premises?</li> <li>• Please detail how the samples will be stored?</li> <li>• Who will have access to the test samples?</li> </ul> <p>Your answer should reflect the handling of the samples for the entirety of the time they spend at your facility.</p> <p>This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach their response as a PDF attachment to this question.</p>
Scoring criteria	<p>Scoring will be based on the 0 – 100 scoring methodology.</p> <p>Maximum Score = 25%</p>
Bidder response	Yes, I have attached my answer as a pdf.

<b>PROJ1.3</b>	<p><b>Transportation</b></p> <p><b>BEIS requests dedicated transportation of the test samples.</b></p>
----------------	--

	<b>“Dedicated” transportation means that no other goods are transported in the vehicle, and that it is locked and sealed for the whole journey. Please describe how you will meet this requirement by considering the essential requirements below.</b>
Bidder guidance	<p>The following points should be considered in the bidder’s response (of particular importance for transportation outside the UK):</p> <ul style="list-style-type: none"> <li>• The driver must be made aware of the fact he/she may be required to provide a witness statement and possibly give evidence in a court of law.</li> <li>• It is vitally important that the driver is able to speak English and understand the instructions for recording any incident where the vehicle is opened for inspection or the seal broken for any other reason.</li> <li>• The samples must be transported to and from BEIS without any damage occurring.</li> <li>• If the seal is broken for any reason, this must be documented along with any relevant information (why the seal was broken, if it was witnessed, any damage to the samples etc.) by the driver and a new seal applied.</li> <li>• Any documentation provided to the driver by authorities (customs/police etc.) must be retained and produced for us.</li> <li>• If the vehicle is opened for any reason we should be informed as soon as is practicably possible.</li> </ul> <p>This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach their response as a PDF attachment to this question</p>
Scoring criteria	<p>Scoring will be based on the 0 – 100 scoring methodology.</p> <p>Maximum Score = <b>25%</b></p>
Bidder response	Yes, I have attached my answer as a pdf.

<b>PROJ1.4</b>	<b>Approach to testing</b>
	<b>Please supply evidence of how you will provide a reliable and accurate service and, where necessary, outline how your technical expertise in this area will assist you in delivering the customers requirement to a high standard. Your response should state which critical clauses from EN 60335-1 and the relevant part 2 that you will test for, including justification of your choice.</b>
Bidder Guidance	Bidders should provide evidence of how they are competent to undertake the testing. Specific reference should be made to how you will ensure that

	<p>the results produced are reliable and will stand up to criticism.</p> <p>Bidders are being asked to demonstrate that they are fully equipped to handle the responsibility of maintaining this contract.</p> <p>The response should include how the lab will mitigate the following risks, and any others that the lab foresee, to ensure the project is not jeopardised:</p> <ol style="list-style-type: none"> <li>1) Loss or damage to samples.</li> <li>2) Breakdown of test equipment.</li> <li>3) Staff availability</li> </ol> <p>This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring will be based on the 0 – 100 scoring methodology</p> <p>Maximum score = <b>25%</b></p>
Bidder Response	Yes, I have attached my answer as a pdf.

<b>PROJ1.5</b>	<p><b>Availability</b></p> <p><b>Please confirm that if awarded this contract, you would be able to complete all works no later than 15 March 2019, subject to the contract being awarded in accordance with the published timescales. Allowances will be made should the contract be awarded later than envisaged.</b></p>
Bidder Guidance	<p>Bidders are asked to confirm that based on award of this contract Week Commencing 28<sup>th</sup> November 2018, that they would be able to complete all works no later than 15 March 2019.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

<b>PROJ1.6</b>	<p><b>Criminal proceedings</b></p> <p><b>You may be required to provide evidence to support and corroborate the findings of the test process. This is most likely to take the form of witness statements but could also include presentation of evidence in a court of law. Furthermore, it is an absolute requirement that in the unlikely occurrence that you are called to give evidence in a court of law, you are prepared to make available the required representative to attend. Please confirm that you can meet this requirement and that in</b></p>
----------------	--

	<b>this event you will ensure availability to attend court.</b>
Bidder Guidance	Bidders should list details of how they will fulfil these requirements and guarantees that this will apply even for witnesses located outside the UK.  The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes/No

<b>PROJ1.7</b>	<b>Sub-contractors responsibilities</b>  <b>All requirements apply equally to any subcontractors used (including courier services where applicable). Please confirm that you will make all subcontractors fully aware of the requirements and responsibilities.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No