

Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of **Biotechnology and Biological Sciences Research Council (BBSRC) and MolFarma / Norwich Research Partners LLP**

Subject UK SBS: **Architectural and Engineering Consultancy Services**

Sourcing reference number: **CON15012**

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

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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"> <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																										
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Telephone No.																										
Email																										

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) 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 http://ico.org.uk 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.	
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail	
Scoring	Mandatory Pass / Fail	

criteria	
Bidder response	Yes / No

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS 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)	
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 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. 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.	
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	FORM OF BID 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. 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,
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	<p>including the ITQ, and any contract entered into by UK SBS 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 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 nor 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	The Bidder shall answer Yes or No Yes – Pass No – Fail
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"</p>
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	<p>includes any such transaction, formal or informal, and whether legally binding or not. 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>
Bidder guidance	<p>The Bidder shall answer Yes or No Yes – Pass No – Fail</p>
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 UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the following 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;">  AW3.1 ITQ Validation check.pdf </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. Yes – Pass No – Fail</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 UK SBS against a procurement requirement.

AW4.1	<p>Please confirm your acceptance of the attached Contract Terms.</p> <div style="text-align: center;">  AW4.1 PSSC Terms and Conditions.pdf </div>
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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

SEL5.2	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.
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

SEL5.3	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>No – Pass</p> <p>Yes - Fail</p>
Scoring Criteria	Mandatory Pass/Fail
Bidder response	Drop down menu - Yes / No

SEL5.4	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail*</p> <p>No – Pass</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p>

	UK SBS will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

SEL5.5	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	The Bidder Shall answer yes or no Yes = Pass No = Fail
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / 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> <div style="text-align: center;">  <p>AW5.2 Price schedule.xls</p> </div> <p>Your Total Price for Schedule 1 - Phase 1 will be used to evaluate your bid response.</p> <p>Your Total Price for Schedule 2 - Phase 2 will be used for information only.</p>																		
<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 1733 1396 2007"> <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> </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
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 I have responded to provide a Price schedule response		

PROJ2.1	<p>Bidders are required to complete the Excel Schedule of Rates attached in the Bidder Response section.</p> <p>Bidders must provide details of the day rate for all staffing levels that would be involved in both Phase 1 and Phase 2 of this project.</p> <div style="text-align: center;">  <p>PROJ2.1 Schedule of Rates.xlsx</p> </div>		
Bidder guidance	Bidders are asked to provide a complete schedule of rates for all staff members that would be involved in this project.		
Scoring criteria	Mandatory Pass / Fail		
Bidder response	Yes I have responded to provide a Price schedule response		

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements and timescales detailed in Section 4 Specification
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ3.1	Please provide details to confirm that you have the appropriate resource available to manage and co-ordinate this project, and that it is available within the required time frame.
Bidder guidance	Bidders are asked to provide the following information to confirm that they have the appropriate resource available to manage and co-ordinate this project: <ul style="list-style-type: none"> • Project Team Organogram • CV for the proposed Project Sponsor, Project Manager, Lead Designers, Principal Designer (CDM 2015) • Confirmation of staff In-house or Sub-contract • Programme Timetable <p>An attachment is allowed for this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ3.2	Please provide a method statement on how you would undertake the works from appointment to completion.
Bidder guidance	Bidders are asked to provide a method statement which details how you plan to undertake the works from appointment to completion. <p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> • Understanding of our requirement • How you will manage and coordinate suppliers / subcontractors • Your method for Safe Working <p>An attachment is allowed for this question.</p> <p>Maximum word count: 2000 words. Bid responses over 2000 words will only be scored based on the words within the prescribed limit.</p>
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 36%
Bidder response	Free Text

PROJ3.3	The Bidder shall provide details of up to <u>two</u> completed contract of
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	<p>similar value, scope and complexity.</p> <p>The bidder shall provide the following information: Reference Company Name Point of contact for Reference Name of contract + Description of the work carried out and how it relates to the scope of this procurement (please use a separate attachment to respond to this requirement) Approximate contract value (£) Contract Completion date</p>	
Bidder guidance	The Bidder shall ensure their completed contract details comply with the requirements of having a similar scope and value to this procurement.	
Scoring criteria	Mandatory pass /fail	
Bidder response	Reference 1 Name of customer organisation	Free text
	Reference 1 Point of contact in customer organisation Position in the organisation E-mail address	Free text
	Reference 1 In no more than 1000 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	Free text
	Reference 1 Approximate annual contract value (£)	Number
	Reference 1 Contract start and end date	Free text
Bidder response	Reference 2 Name of customer organisation	Free text
	Reference 2 Point of contact in customer organisation Position in the organisation E-mail address	Free text
	Reference 2 In no more than 1000 Characters, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	Free text
	Reference 2 Approximate annual contract value (£)	Number
	Reference 2 Contract start and end date	Free text
PROJ3.4	<p>Bidders shall provide a copy of their Health and Safety Policy.</p> <p>Please provide details of accidents, if any, over the past 2 years which have been associated with your organisations operation or projects.</p> <p>Where accidents have occurred please briefly indicate how your organisation has modified its practices associated with safety</p>	

Bidder guidance	<p>Bidders are asked to provide a copy of their Health and Safety Policy as well as details of any accidents over the past 2 years with a brief description of how your organisation have modified its practises to ensure similar incidents are not repeated.</p> <p>An attachment is allowed for this question.</p> <p>There is no word limit for this question</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Free Text

PROJ3.5	Please provide a risk assessment for completion of these works, detailing what you feel would be the top 5 risks and how you plan to mitigate these risks.
Bidder guidance	<p>Bidders are asked to detail what they feel are the top 5 risks within the completion of the works, and how they plan to mitigate against these.</p> <p>An attachment is allowed for this question.</p> <p>Maximum word count: 1000 words. Bid responses over 1000 words will only be scored based on the words within the prescribed limit.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 18%</p>
Bidder response	Free Text

PROJ3.6	Please provide details of your understanding of NEC3 PSSC & ECSC Contracts in relation to this project.
	Within your response please ensure you explain what you feel the impact of using these types of Contract could have on the services you will be supplying.
Bidder guidance	<p>Bidders are asked to provide details of their understanding of NEC3 PSSC & ECSC Contract in relation to this project.</p> <p>Within your response please ensure that you include a clear explanation of what you feel the impact of using these types of Contract could be in relation to the services that you will be supplying.</p> <p>An attachment is allowed for this question.</p> <p>Maximum word count: 1000 words. Bid responses over 1000 words will only be scored based on the words within the prescribed limit.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 6%</p>
Bidder response	Free Text

