

Request for Proposal Questions



Request for Proposal (RFP) on behalf of UK SBS and other public bodies

Subject UK SBS Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers

Sourcing reference number RE18203

Section 6 – Selection and Award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at
<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

UKRI Non-Disposable Pipettes, Repeaters and Pipette Controllers

RE18203

OPEN PROCEDURE

Bidder Guidance notes for completion for Parts A,B,C and definitions for all sections

1. The “authority” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard **Selection Questionnaire** i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (**as amended**) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part A and Part B is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part A and Part B every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Part A: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection shall complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	<p>Bidders are required to complete the below table.</p> <p>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).</p> <p>Scoring criteria - For information only;</p> <p>Full name of the potential supplier submitting the information Registered office address (if applicable) Registered website address (if applicable) Date of registration in country of origin Company registration number (if applicable) Charity registration number (if applicable) Head office DUNS number (if applicable) Registered VAT number Trading name(s) that will be used if successful in this procurement</p>	
SEL1.2	<p>Please select from the below options to indicate your trading status</p> <p>Bidder Guidance - the Bidder shall select from the following options;</p> <ul style="list-style-type: none"> i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) Third Sector vii) Other (Please Specify your trading status) <p>Scoring Criteria - For information only)</p>	

<p>SEL1.3</p>	<p>If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?</p> <p>Bidder guidance - The bidder shall answer Yes or No</p> <p>Yes - If you responded yes, please provide the relevant details, including the registration number(s).</p> <p>No - no further information required</p> <p>Attachments are permitted</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>SEL1.4</p>	<p>Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this.</p> <p>No - no further information required</p> <p>Attachments are permitted</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>SEL1.5</p>	<p>Please select from the below options to indicate whether any of the following classifications apply to you</p> <p>Bidder Guidance - The bidder shall select from the following options</p> <p>i) Voluntary, Community and Social Enterprise (VCSE)</p> <p>ii) Micro, Small or Medium Enterprise (SME)*</p> <p>iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p> <p>Bidder Guidance</p>	<p>i) Voluntary, Community and Social Enterprise (VCSE)</p> <p>ii) Micro, Small or Medium Enterprise (SME)*</p> <p>iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p>

	<p>See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</p> <p>Scoring Criteria - For information only</p>	
SEL1.6	<p>Please detail information concerning Persons of Significant Control (PSC) by uploading an attachment with the following information;</p> <p>i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A</p> <p>(Please enter N/A if none of the above are applicable)</p> <p>Bidder guidance -The Bidder shall complete the below table. Guidance on PSC can be found at https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships</p> <p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.</p> <p>Scoring criteria - For information only</p>	<p>i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A</p>
SEL1.7	<p>Please provide details of your immediate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Immediate Parent Company ii) Registered Office Address iii) Registration Number iv) Head Office</p>

		DUNS number v) Head Office VAT Number
SEL1.8	<p>Please provide details of your Ultimate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Ultimate Parent Company</p> <p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT Number</p>

Please provide the following information about your approach to this procurement:

Section 1	Bidding model	
Question number	Question	Response
SEL1.9	<p>Are you bidding as the lead contact for a group of economic operators?</p> <p>Bidder Guidance - The Bidder Shall answer Yes or no</p> <p>Yes - If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>No - If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p>
SEL1.10	<p>Please provide the name and details of group of economic operators (if applicable)</p> <p>Bidder Guidance - the bidder shall include details of the following</p> <p>Name of group of economic operators and the proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.</p>	

	Attachments are permitted					
	Scoring Criteria - For Information Only					
SEL1.11	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?				Yes <input type="checkbox"/>	
	Bidder Guidance - The Bidder Shall answer yes or no				No <input type="checkbox"/>	
	Yes - Please respond to SEL1.12					
	No - Please respond N/A SEL1.12					
	Scoring Criteria - For Information Only					
SEL1.12	If you responded Yes to SEL1.11, please provide additional details for each subcontractor as follows as an attachment to this question, we shall ask them to complete this form as well; If you responded no- please select N/A					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

SEL1.13	Contact details and declaration
	I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

	<p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p>Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements.</p> <p>Scoring criteria Mandatory Pass / Fail</p>
SEL1.13	Contact details and declaration
Question	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

Part B: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
SEL2.1	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the above webpage.</p>	
SEL2.2	<p>Participation in a criminal organisation</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.3	<p>Corruption</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at</p>

<p>SEL2.4</p>	<p>Fraud</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
<p>SEL2.5</p>	<p>Terrorist Offences or offences link to terrorist activities</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
<p>SEL2.6</p>	<p>Money laundering or Terrorist financing</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

<p>SEL2.7</p>	<p>Child Labour and other forms of trafficking in human beings</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No – Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
<p>SEL2.8</p>	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - Fail</p> <p>No - Pass</p> <p>In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. Please Note: The authority reserves the right to use its sole discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

SEL2.9	<p>If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
SEL2.10	<p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted of an offence under Section 9 Sexual Offences Act 2003</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

SEL2.20	<p>General Data Protection Regulations (GDPR)</p> <p>The GDPR is mandatory requirement for all contracts or agreements both in the public and private sectors that involves the transfer and processing of personal data which came into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the GDPR.</p> <p>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 their supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p>
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	<p>Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:</p> <p>https://ico.org.uk/</p>
Bidder guidance	<p>Bidders can answer</p> <p>Yes – We will are able to demonstrate compliance as is required by the GDPR now</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant</p> <p>Intend – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract.</p> <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.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

Part C:

<p>SEL3.1</p>	<p>Grounds for discretionary rejection – The Contracting Authority is entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further.</p> <p>If you cannot provide a compliant answer – (No) to the below questions, it is possible that your application might not be accepted.</p> <p>In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</p> <p>Which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <p>Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance</p>	<p>Yes <input type="checkbox"/></p>
<p>SEL3.2</p>	<p>Breach of environmental obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
<p>SEL3.3</p>	<p>Breach of social obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
SEL3.4	<p>Breach of labour law obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.5	<p>Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been have taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.6	<p>Guilty of grave professional misconduct?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
SEL3.7	<p>Entered into agreements with other economic operators aimed at distorting competition?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.8	<p>Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.9	<p>Been involved in the preparation of the procurement procedure within the meaning of Regulation 41 of the Public Contracts Regulations 2015 (as amended)</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
<p>SEL3.10</p>	<p>Prior Performance issues</p> <p>Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
<p>SEL3.11</p>	<p>The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

<p>SEL3.12</p>	<p>The organisation has withheld such information as described in SEL3.11</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
<p>SEL3.13</p>	<p>The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended).</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
<p>SEL3.14</p>	<p>SEL3.14 The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

Part D: Selection Questions

Section 4	Economic and Financial Standing	
	Question	Response
SEL4.1	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following;</p> <p>a. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation</p> <p>b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>c. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p> <p>Bidder Guidance - The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL4.2	<p>Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No'</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>that you meet the requirements set out.</p> <p>Bidder guidance: The authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory pass/fail</p>	
<p>SEL4.3</p>	<p>Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its relationship to you.</p> <p>If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage?</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (from a bank?)</p> <p>Bidder Guidance - If this question does not apply, please respond "N/A". Please provide your response in the text box below</p> <p>The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p>	<p>Ye <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

	<p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p> <p>Attachments are Permitted</p> <p>Scoring Criteria – Mandatory Pass/fail</p>	
Insurance		
SEL4.4	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance = £5M Public Liability Insurance = £5M Product Liability Insurance = £2M</p> <p>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.</p> <p>The Bidder shall answer yes or no</p> <p>Yes - Pass No - Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Part E:

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOIA) 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.</p> <p>Please note that some of the information provided may be protected under the FOIA 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 FOIA and EIR and agree to it being published.</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	
FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</p> <p>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA 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. The Bidder shall note that if UK SBS believes that the suggested exemptions or exceptions have not been applied properly, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</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 FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

Technical and Professional Ability	
SEL5.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Bidder guidance – Free text Maximum Characters - 4096</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p> <p>Scoring Criteria - For Information Only</p>

Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015		
SEL5.3	<p>SEL5.3 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015?</p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p> <p>Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL5.4	<p>If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall respond Yes or No Yes - Please provide relevant URL or attachment No - Please provide an explanation as an attachment</p> <p>Attachments are permitted</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>Please provide relevant the url ...</p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation</p> <p>N/A <input type="checkbox"/></p>

SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
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
SEL5.6	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	The Bidder Shall answer yes or no Yes = *Fail No = Pass 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. The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. Attachments are permitted
Scoring Criteria	Mandatory Pass/Fail
SEL5.7	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	The Bidder shall answer yes or no Yes – Fail* No – Pass 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. The Contracting Authority 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. Attachments are permitted

Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No
SEL5.8	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/No/Not Applicable Yes - Pass No - Fail N/A – Pass
Scoring Criteria	Selection – Yes/No/ Not Applicable
SEL5.9	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; 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?
Bidder guidance	The Bidder shall answer Yes or No Yes – Fail* No – Pass *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. 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. 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. Attachments are permitted
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No
SEL5.10	If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors 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;

	In the last three years, has any of your subcontractors 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?
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 sub-contractors, 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 by your sub-contractors to prevent similar unlawful discrimination reoccurring.</p> <p>Attachments are permitted</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

6.3 Guidance on completion of the questions is available at;
<http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

<p>AW1.1</p>	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this RFP 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 RFP 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 RFP 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 RFP, 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 RFP I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP I agree and accept the justification for the Contracting Authority’s evaluation criteria.</p> <p>By submitting a response to this RFP 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 RFP 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>
<p>Bidder guidance</p>	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p>

	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No
AW1.2	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</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	Drop down menu - 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> <p>(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</p>

	<p>insurance premium quotations for the preparation of the Bid;</p> <p>(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;</p> <p>(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> <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	<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

Compliance to the Contract Terms

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>No with justification –Pass. See question AW4.2 for details of what amounts to a valid justification.</p> <p>No – Fail</p>
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	<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 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"> • 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 proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <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	Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

PRICE QUESTIONNAIRE

PROJ1.1	<p>Bidders are asked to indicate which Lots they will be bidding for.</p> <p>Lot 1 – Supply of non-disposable pipettes, repeaters and pipette controllers</p> <ul style="list-style-type: none"> • Sub Lot 1.1 – Non Disposable Handheld Pipettes • Sub Lot 1.2 – Repeaters • Sub Lot 1.3 – Pipette Controllers • Sub Lot 1.4 – Carousels and Stands <p>Lot 2 – Service and Calibration</p> <p>Lot 3 – Supply of Spare Parts</p> <ul style="list-style-type: none"> • Sub Lot 3.1 – Non Disposable Handheld Pipettes Spare Parts • Sub Lot 3.2 – Repeaters Spare Parts • Sub Lot 3.3 – Pipette Controllers Spare Parts
Bidder guidance	<p>Bidders are asked to use the drop down menu to select which Lots that they are intending on bidding on.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Scoring Criteria	For Information Only
Bidder response	Multi Selection Drop Down Menu
AW5.1	The bidder is asked to confirm that their prices shall remain capped for 2 years minimum from the start date of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract and capped to the rate of UK CPI of August for the previous year.
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
AW5.3	Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc.).
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes - we will provide open book costing – Pass</p> <p>No - we will not provide open book costing – Fail</p>
Scoring	Mandatory Pass / Fail

criteria	
Bidder response	Drop down menu - Yes, No
AW5.5	<p>The Contracting Authority are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your preferred method of e-payment.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  AW5.5 Science Warehouse fact shee </div> <div style="text-align: center;">  AW5.5 ISupplier fact sheet.pdf </div> </div> <p>XML (for Science Warehouse Contracts only) ADI Consolidated Data Upload ISupplier</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes we will utilise an e-invoicing option – Pass No we will not utilise an e-invoicing option – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes, No
AW5.6	<p>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.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No
PROJ1.2	<p>The Bidder is asked to confirm that all pricing updates will be communicated and agreed with UK SBS in writing prior to implementation. This is in adherence to the Science Warehouse price file process in Appendix 'B'</p>
Bidder	The Bidder shall answer Yes/ No

guidance	Yes - Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No
PROJ1.3	The bidder is asked to confirm that they will provide a justification for any price increases. The justification must be evident upon submission of a price file.
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

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification for all Lots that you are bidding for.
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
AW6.2	Variable bids - 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
Bidder guidance	Variable bids are not permitted for this procurement by the Contracting Authority under any circumstances : The Bidder shall answer Yes or No No – Pass (we have not provided a variable bid) Yes – Fail (we have provided a variable bid)
Scoring criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No
PROJ2.1	The bidder is asked to confirm that any product substitution or variation will be agreed in writing by the Customer prior to dispatch.
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
PROJ2.2	The bidder is asked to provide details of any environmental or recycling programmes that they feel would be suitable for the duration of this Framework.
Bidder guidance	The bidder is asked to provide details of any environmental or recycling programmes that they feel would be suitable for the duration of this Framework. Within your response bidders are asked to provide, as a minimum, details on the following areas: Available permits Recycling of all materials or only materials supplied by them Bins provided - if so how often collected

	<p>Delivery drivers collect empties What material can be recycled Which lots this would be available for Which customers this service would be available to Cost implications</p> <p>An attachment is allowed for this question.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Scoring criteria	For Information Only
Bidder response	Drop down menu – I have attached the requested information / I have not attached the requested information
PROJ2.3	The bidder is asked to confirm that they will conform to a maximum 3 working Day turnaround time for any ERFQ relating to this framework (Electronic request for quote) option on Science warehouse.
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

eMARKETPLACE QUESTIONNAIRE

PROJ3.1	The bidder is asked to confirm that all eMarketplace content will include but is not limited to: <ul style="list-style-type: none"> - Part description (including brand name when applicable) - Manufacturer - Images - Manufacturing Part Number - Catalogue Part Number - Pricing, including price breaks & bulk pricing options - Additional product information (Technical Specification) - UOM (pack size) - Contract Reference Field
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
PROJ3.2	The bidder is asked to confirm that they will manage the eMarketplace price file and honour the pricing agreement advertised on eMarketplace at the time of order placement.
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
PROJ3.3	The bidder is asked to confirm that any Promotions available will be sent for authorisation by UK SBS Category Manager prior to being clearly advertised on eMarketplace and with customers. UK SBS will ensure that any offers sent in for authorisation will be reviewed within 24 hours.
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
PROJ3.4	The bidder is asked to confirm that they will remain compliant to the Discontinuation Policy and Procedures detailed within Appendix F Discontinuation Process, for the duration of this framework
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

KPI & MANAGEMENT INFORMATION (MI) QUESTIONNAIRE

PROJ4.1	Bidders are asked to confirm that they will provide quarterly management information (MI data) and KPI's to be detailing all requested information, including spend on all promotional activities and bulk purchases for all Contracting Bodies through this contract, as per Appendix 'C' RE18203 'MI and KPI data in RFX attachments
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
PROJ4.2	The bidder is asked to provide the Account Manager contact details for day-to-day operations, issue resolution and end-user contact. Contact details to include name, phone numbers and email.
Bidder guidance	Bidder to provide name and contact details required An attachment is allowed for this question. The Bidder shall make a declaration that they have provided the requested information in the form and content as required.
Scoring criteria	For Information only
Bidder response	Drop down menu - I have attached requested details / I have not attached requested details
PROJ4.3	The bidder is asked to confirm that they will attend regular review meetings (SRM) either at UK SBS Swindon or Supplier site and that all costs relating to travel arrangements for attending these meetings will be at the cost of the Supplier
Bidder guidance	The Bidder shall answer Yes or No Yes - Pass No - Fail
Scoring criteria	Mandatory Pass/Fail
Bidder response	The Bidder shall answer Yes or No
PROJ4.4	UK SBS reserve the right to carry out audits on Suppliers to ensure that they remain compliant for the duration of this framework. Bidders are asked to confirm that they will provide UK SBS with any information requested to confirm their compliance to remain on this framework.
Bidder guidance	The Bidder shall answer Yes or No Yes - Pass No – Fail
Scoring criteria	Mandatory Pass/Fail
Bidder response	The Bidder shall answer Yes or No
PROJ4.5	The bidder is asked to confirm that any corrective action identified during an audit or SRM meeting will be handled by senior management and resolved

	within a reasonable timescale. Estimated resolution time to be provided within 2 working days.
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
PROJ4.6	The bidder is asked to confirm that in the event of a query being raised by either UK SBS or the customer; that they will provide written acknowledgement within 1 working day advising of a resolution or providing details of a resolution timetable.
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

DELIVERY QUESTIONNAIRE

PROJ6.1	The bidder is asked to confirm that a Proof of Delivery via email will be made available on request.
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
PROJ6.2	The bidder is asked to confirm that if, within 24hrs of a delivery being made, they are made aware of an inconsistency within the delivery and the inventory notice, this will be rectified within 48 hours
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
PROJ6.3	The bidder is asked to confirm that they will supply at no additional cost, any required export papers, including certificate of origin, appropriate to each order if so required
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
PROJ6.4	The Bidder is asked to confirm that they will make all efforts to consolidate deliveries (ensuring this is within the stipulated delivery timescales) in an effort to ensure cost effective measures and minimise environmental impact.
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

SUB LOT 1.1 QUESTIONNAIRE – SUPPLY OF NON-DISPOSABLE HANDHELD PIPETTES

<p>SUB LOT 1.1 – AW5.2</p>	<p>Bidders are required to complete the Sub Lot 1.1 AW5.2 Excel Pricing Schedule attached to this question.</p> <p>Bidders are required to submit a price for all of the items under this lot in order to ensure a compliant response.</p> <p>Price schedule Sub Lot 1 AW5.2 is the representative list of items and these will be the only items that will be evaluated for award purposes. The total price collected at the bottom of the cells will be used for the evaluation of this Lot.</p> <p>All prices shall be in £GBP and exclusive of VAT.</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 score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="339 1335 1369 1682"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</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 at Award stage	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
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<p>Bidder response</p>	<p>Drop down menu – Yes</p>																								
<p>SUB LOT 1.1 - PROJ 7.1</p>	<p>Where bidders are offering an equivalent product to those stated for evaluation purposes within Sub Lot 1.1 – AW5.2, bidders are asked to confirm that they will supply upon request a technical specification and supporting conformity data</p>																								

	(where applicable) which provides full details of the product specification so that we can verify the suitability and equivalent nature of the alternative product.
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
SUB LOT 1.1 – PROJ 7.2	<p>Bidders are required to complete the Lot 1 – PROJ7.2 Excel Pricing Schedule attached to this question.</p> <p>Price schedule Sub Lot 1.1 – PROJ7.2 is to include the remainder of your catalogue of Non-Disposable Pipettes, Repeaters and pipette controllers that fall under the categories detailed in Section 4 – Specification.</p> <p>These items will not be evaluated for Award purposes but will be used under any applicable ‘Sourced Offering’.</p> <p>All prices shall be in £GBP and exclusive of VAT.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Bidder guidance	<p>Bidders shall select.</p> <p>Yes, I have completed the Sub Lot 1.1 – PROJ7.2 price schedule</p> <p>or</p> <p>No, I have not completed the Sub Lot 1.1 – PROJ7.2 price schedule</p>
Scoring criteria	For information only
Bidder response	Drop down menu

SUB LOT 1.2 QUESTIONNAIRE – SUPPLY OF REPEATERS

SUB LOT 1.2	Bidders are required to complete the Sub Lot 1.2 AW5.2 Excel Pricing Schedule
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<p>- AW5.2</p>	<p>attached to this question.</p> <p>Bidders are required to submit a price for all of the items under this lot in order to ensure a compliant response.</p> <p>Price schedule Sub Lot 1.2 AW5.2 is the representative list of items and these will be the only items that will be evaluated for award purposes. The total price collected at the bottom of the cells will be used for the evaluation of this Lot.</p> <p>All prices shall be in £GBP and exclusive of VAT.</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 score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="338 1301 1369 1648"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</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 at Award stage	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
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<p>Bidder response</p>	<p>Drop down menu – Yes</p>																								
<p>SUB LOT 1.2 - PROJ 8.1</p>	<p>Where bidders are offering an equivalent product to those stated for evaluation purposes within Sub Lot 1.2 – AW5.2, bidders are asked to confirm that they will supply upon request a technical specification and supporting conformity data</p>																								

	(where applicable) which provides full details of the product specification so that we can verify the suitability and equivalent nature of the alternative product.
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
SUB LOT 1.2 – PROJ 8.2	<p>Bidders are required to complete the Sub Lot 1.2 – PROJ8.2 Excel Pricing Schedule attached to this question.</p> <p>Price schedule Sub Lot 1.2 – PROJ8.2 is to include the remainder of your catalogue of Non-Disposable Pipettes, Repeaters and Pipette controllers that fall under the categories detailed in Section 4 – Specification.</p> <p>These items will not be evaluated for Award purposes but will be used under any applicable ‘Sourced Offering’.</p> <p>All prices shall be in £GBP and exclusive of VAT.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Bidder guidance	<p>Bidders shall select.</p> <p>Yes, I have completed the Sub Lot 1.2 – PROJ8.2 price schedule</p> <p>or</p> <p>No, I have not completed the Sub Lot 1.2 – PROJ8.2 price schedule</p>
Scoring criteria	For information only
Bidder response	Drop down menu

SUB LOT 1.3 QUESTIONNAIRE – SUPPLY OF PIPETTE CONTROLLERS

SUB LOT 1.3	Bidders are required to complete the Sub Lot 1.3 AW5.2 Excel Pricing Schedule
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<p>- AW5.2</p>	<p>attached to this question.</p> <p>Bidders are required to submit a price for all of the items under this lot in order to ensure a compliant response.</p> <p>Price schedule Sub Lot 1.3 AW5.3 is the representative list of items and these will be the only items that will be evaluated for award purposes. The total price collected at the bottom of the cells will be used for the evaluation of this Lot.</p> <p>All prices shall be in £GBP and exclusive of VAT.</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 score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="338 1301 1369 1648"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</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 at Award stage	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
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<p>Bidder response</p>	<p>Drop down menu – Yes</p>																								
<p>SUB LOT 1.3 - PROJ 9.1</p>	<p>Where bidders are offering an equivalent product to those stated for evaluation purposes within Sub Lot 1.3 – AW5.2, bidders are asked to confirm that they will supply upon request a technical specification and supporting conformity data</p>																								

	(where applicable) which provides full details of the product specification so that we can verify the suitability and equivalent nature of the alternative product.
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
SUB LOT 1.3 – PROJ 9.2	<p>Bidders are required to complete the Sub Lot 1.3 – PROJ9.2 Excel Pricing Schedule attached to this question.</p> <p>Price schedule Sub Lot 1.3 – PROJ 9.2 is to include the remainder of your catalogue of Non-Disposable Pipettes, Repeaters and Pipette Controllers that fall under the categories detailed in Section 4 – Specification.</p> <p>These items will not be evaluated for Award purposes but will be used under any applicable ‘Sourced Offering’.</p> <p>All prices shall be in £GBP and exclusive of VAT.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Bidder guidance	<p>Bidders shall select.</p> <p>Yes, I have completed the Sub Lot 1.3 – PROJ9.2 price schedule</p> <p>or</p> <p>No, I have not completed the Sub Lot 1.3 – PROJ9.2 price schedule</p>
Scoring criteria	For information only
Bidder response	Drop down menu

SUB LOT 1.4 QUESTIONNAIRE – SUPPLY OF CAROUSELS AND STANDS

SUB LOT 1.4	Bidders are required to complete the Sub Lot 1.4 AW5.2 Excel Pricing Schedule
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<p>- AW5.2</p>	<p>attached to this question.</p> <p>Bidders are required to submit a price for all of the items under this lot in order to ensure a compliant response.</p> <p>Price schedule Sub Lot 1.4 AW5.3 is the representative list of items and these will be the only items that will be evaluated for award purposes. The total price collected at the bottom of the cells will be used for the evaluation of this Lot.</p> <p>All prices shall be in £GBP and exclusive of VAT.</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 score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="339 1301 1369 1648"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</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 at Award stage	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
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<p>Scoring criteria</p>	<p>Maximum Marks – 100%</p>																								
<p>Bidder response</p>	<p>Drop down menu – Yes</p>																								
<p>SUB LOT 1.4 - PROJ 10.1</p>	<p>Where bidders are offering an equivalent product to those stated for evaluation purposes within Sub Lot 1.4 – AW5.2, bidders are asked to confirm that they will supply upon request a technical specification and supporting conformity data</p>																								

	(where applicable) which provides full details of the product specification so that we can verify the suitability and equivalent nature of the alternative product.
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
SUB LOT 1.4 – PROJ 10.2	<p>Bidders are required to complete the Sub Lot 1.4 – PROJ 10.2 Excel Pricing Schedule attached to this question.</p> <p>Price schedule Sub Lot 1.4 – PROJ 10.2 is to include the remainder of your catalogue of Non-Disposable Pipettes, Repeaters and Pipette Controllers that fall under the categories detailed in Section 4 – Specification.</p> <p>These items will not be evaluated for Award purposes but will be used under any applicable ‘Sourced Offering’.</p> <p>All prices shall be in £GBP and exclusive of VAT.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Bidder guidance	<p>Bidders shall select.</p> <p>Yes, I have completed the Sub Lot 1.4 – PROJ10.2 price schedule</p> <p>or</p> <p>No, I have not completed the Sub Lot 1.4 – PROJ10.2 price schedule</p>
Scoring criteria	For information only
Bidder response	Drop down menu

LOT 2 QUESTIONNAIRE – SERVICE AND CALIBRATION

LOT 2 –	Bidders are required to complete the Lot 2 AW5.2 Excel Pricing Schedule
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AW5.2	<p>attached to this question.</p> <p>All prices shall be in £GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived</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 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 score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="341 1099 1369 1447"> <thead> <tr> <th data-bbox="341 1099 536 1205">Bid Price</th> <th data-bbox="536 1099 1083 1205">Differential to the lowest price which meets the mandatory pass criteria at Award stage</th> <th data-bbox="1083 1099 1369 1205">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 1205 536 1238">£100,000</td> <td data-bbox="536 1205 1083 1238">0</td> <td data-bbox="1083 1205 1369 1238">100</td> </tr> <tr> <td data-bbox="341 1238 536 1272">£120,000</td> <td data-bbox="536 1238 1083 1272">20%</td> <td data-bbox="1083 1238 1369 1272">80</td> </tr> <tr> <td data-bbox="341 1272 536 1305">£140,000</td> <td data-bbox="536 1272 1083 1305">40%</td> <td data-bbox="1083 1272 1369 1305">60</td> </tr> <tr> <td data-bbox="341 1305 536 1339">£150,000</td> <td data-bbox="536 1305 1083 1339">50%</td> <td data-bbox="1083 1305 1369 1339">50</td> </tr> <tr> <td data-bbox="341 1339 536 1373">£175,000</td> <td data-bbox="536 1339 1083 1373">75%</td> <td data-bbox="1083 1339 1369 1373">25</td> </tr> <tr> <td data-bbox="341 1373 536 1406">£200,000</td> <td data-bbox="536 1373 1083 1406">100%</td> <td data-bbox="1083 1373 1369 1406">0</td> </tr> <tr> <td data-bbox="341 1406 536 1447">£300,000</td> <td data-bbox="536 1406 1083 1447">200%</td> <td data-bbox="1083 1406 1369 1447">0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	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
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Scoring criteria	Maximum Marks – 100%																								
Bidder response	Drop down menu – Yes																								
LOT 2 – PROJ11.1	Bidders are to confirm that they will supply genuine OEM parts for all makes and models																								
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																								

SUB LOT 3.1 QUESTIONNAIRE – SUPPLY OF SPARE PARTS FOR NON DISPOSABLE HANDHELD PIPETTES

<p>SUB LOT 3.1 – AW5.2</p>	<p>Bidders are required to complete the Sub Lot 3.1 AW5.2 Excel Pricing Schedule attached to this question.</p> <p>Bidders are required to submit a price for all of the items under this lot in order to ensure a compliant response.</p> <p>Price schedule Sub Lot 3.1 AW5.2 is the representative list of items and these will be the only items that will be evaluated for award purposes. The total price collected at the bottom of the cells will be used for the evaluation of this Lot.</p> <p>All prices shall be in £GBP and exclusive of VAT.</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 score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="339 1442 1369 1794"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</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 at Award stage	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
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<p>Scoring criteria</p>	<p>Maximum Marks –100%</p>																								
<p>Bidder response</p>	<p>Drop down menu – Yes</p>																								

SUB LOT 3.1 - PROJ 12.1	Where bidders are offering an equivalent product to those stated for evaluation purposes within Sub Lot 3.1 – AW5.2, bidders are asked to confirm that they will supply upon request a technical specification and supporting conformity data (where applicable) which provides full details of the product specification so that we can verify the suitability and equivalent nature of the alternative product.
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
SUB LOT 3.1 – PROJ 12.2	Bidders are required to complete the Sub Lot 3.1 – PROJ 12.2 Excel Pricing Schedule attached to this question. Price schedule Sub Lot 3.1 – PROJ 12.2 is to include the remainder of your catalogue of Spare Parts that fall under the categories detailed in Section 4 – Specification These items will not be evaluated for Award purposes but will be used under any applicable ‘Sourced Offering’. All prices shall be in £GBP and exclusive of VAT. The Bidder shall make a declaration that they have provided the requested information in the form and content as required.
Bidder guidance	Bidders shall select. Yes, I have completed the Sub Lot 3.1 – PROJ12.2 price schedule or No, I have not completed the Sub Lot 3.1 – PROJ12.2 price schedule
Scoring criteria	For information only
Bidder response	Drop down menu

SUB LOT 3.2 QUESTIONNAIRE – SUPPLY OF SPARE PARTS FOR REPEATERS

<p>SUB LOT 3.2 – AW5.2</p>	<p>Bidders are required to complete the Sub Lot 3.2 AW5.2 Excel Pricing Schedule attached to this question.</p> <p>Bidders are required to submit a price for all of the items under this lot in order to ensure a compliant response.</p> <p>Price schedule Sub Lot 3.2 AW5.2 is the representative list of items and these will be the only items that will be evaluated for award purposes. The total price collected at the bottom of the cells will be used for the evaluation of this Lot.</p> <p>All prices shall be in £GBP and exclusive of VAT.</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 score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="339 1406 1369 1758"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</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 at Award stage	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
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<p>Scoring criteria</p>	<p>Maximum Marks –100%</p>																								
<p>Bidder response</p>	<p>Drop down menu – Yes</p>																								

SUB LOT 3.2 - PROJ 13.1	Where bidders are offering an equivalent product to those stated for evaluation purposes within Sub Lot 3.2 – AW5.2, bidders are asked to confirm that they will supply upon request a technical specification and supporting conformity data (where applicable) which provides full details of the product specification so that we can verify the suitability and equivalent nature of the alternative product.
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
SUB LOT 3.2 – PROJ 13.2	Bidders are required to complete the Sub Lot 3.2 – PROJ 13.2 Excel Pricing Schedule attached to this question. Price schedule Sub Lot 3.2 – PROJ 13.2 is to include the remainder of your catalogue of Spare Parts that fall under the categories detailed in Section 4 – Specification These items will not be evaluated for Award purposes but will be used under any applicable ‘Sourced Offering’. All prices shall be in £GBP and exclusive of VAT. The Bidder shall make a declaration that they have provided the requested information in the form and content as required.
Bidder guidance	Bidders shall select. Yes, I have completed the Sub Lot 3.2 – PROJ13.2 price schedule or No, I have not completed the Sub Lot 3.2 – PROJ13.2 price schedule
Scoring criteria	For information only
Bidder response	Drop down menu

SUB LOT 3.3 QUESTIONNAIRE – SUPPLY OF SPARE PARTS FOR PIPETTE CONTROLLERS

<p>SUB LOT 3.3 – AW5.2</p>	<p>Bidders are required to complete the Sub Lot 3.3 AW5.2 Excel Pricing Schedule attached to this question.</p> <p>Bidders are required to submit a price for all of the items under this lot in order to ensure a compliant response.</p> <p>Price schedule Sub Lot 3.3 AW5.2 is the representative list of items and these will be the only items that will be evaluated for award purposes. The total price collected at the bottom of the cells will be used for the evaluation of this Lot.</p> <p>All prices shall be in £GBP and exclusive of VAT.</p>																								
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<p>Scoring criteria</p>	<p>Maximum Marks –100%</p>																								
<p>Bidder response</p>	<p>Drop down menu – Yes</p>																								

SUB LOT 3.3 - PROJ 14.1	Where bidders are offering an equivalent product to those stated for evaluation purposes within Sub Lot 3.3 – AW5.2, bidders are asked to confirm that they will supply upon request a technical specification and supporting conformity data (where applicable) which provides full details of the product specification so that we can verify the suitability and equivalent nature of the alternative product.
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
SUB LOT 3.3 – PROJ 14.2	Bidders are required to complete the Sub Lot 3.3– PROJ 14.2 Excel Pricing Schedule attached to this question. Price schedule Sub Lot 3.3 – PROJ 14.2 is to include the remainder of your catalogue of Spare Parts that fall under the categories detailed in Section 4 – Specification These items will not be evaluated for Award purposes but will be used under any applicable ‘Sourced Offering’. All prices shall be in £GBP and exclusive of VAT. The Bidder shall make a declaration that they have provided the requested information in the form and content as required.
Bidder guidance	Bidders shall select. Yes, I have completed the Sub Lot 3.3 – PROJ14.2 price schedule or No, I have not completed the Sub Lot 3.3 – PROJ14.2 price schedule
Scoring criteria	For information only
Bidder response	Drop down menu