

Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of Innovate UK

**Subject UK SBS Creative video content and communications
support – Game Changers and Success Stories - Package 1**

Sourcing reference number PS16107

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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UKSBS
Shared Business Services

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																									
Scoring criteria	For information only																									
Bidder response	<table border="1" style="width: 100%; background-color: yellow;"> <tr> <td colspan="2" data-bbox="411 1048 1391 1081">Table</td> </tr> <tr> <td data-bbox="411 1093 906 1126">Bidders full legal name</td> <td data-bbox="914 1093 1391 1126"></td> </tr> <tr> <td data-bbox="411 1137 906 1171">Address line 1</td> <td data-bbox="914 1137 1391 1171"></td> </tr> <tr> <td data-bbox="411 1182 906 1216">Address line 2</td> <td data-bbox="914 1182 1391 1216"></td> </tr> <tr> <td data-bbox="411 1227 906 1261">Address line 3</td> <td data-bbox="914 1227 1391 1261"></td> </tr> <tr> <td data-bbox="411 1272 906 1305">Address line 4</td> <td data-bbox="914 1272 1391 1305"></td> </tr> <tr> <td data-bbox="411 1317 906 1350">Town / City</td> <td data-bbox="914 1317 1391 1350"></td> </tr> <tr> <td data-bbox="411 1361 906 1395">Country</td> <td data-bbox="914 1361 1391 1395"></td> </tr> <tr> <td data-bbox="411 1406 906 1440">Post code (or equivalent)</td> <td data-bbox="914 1406 1391 1440"></td> </tr> <tr> <td data-bbox="411 1451 906 1485">Bidder contact</td> <td data-bbox="914 1451 1391 1485"></td> </tr> <tr> <td data-bbox="411 1496 906 1529">Telephone No.</td> <td data-bbox="914 1496 1391 1529"></td> </tr> <tr> <td data-bbox="411 1541 906 1574">Email</td> <td data-bbox="914 1541 1391 1574"></td> </tr> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
Address line 1																										
Address line 2																										
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FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<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 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the ITQ, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p>

	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW3.1	<p>In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the following questions as a validation check prior to the award of any Contract.</p> <p>If the Bidder fails to meet UK SBS' expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</p> <p>The validation check document is located in RFx Attachments and attached to this question.</p> <div style="text-align: center;">  <p>AW3.1 ITQ Validation check.pdf</p> </div>
Bidder guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to UK SBS against a procurement requirement.

AW4.1	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 – In this situation where the Bidder must demonstrate to UK SBS’s satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass.</p> <p>When responding ‘No with justification’ the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a “Yes” or “No” response from the bidder and evaluate the bid accordingly.</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No with justification/ No

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1469 1409 1854"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
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£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks Enter Marks 20%																								

Bidder response	Yes
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QUALITY QUESTIONNAIRE

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

AW6.2	Please confirm that you agree to sign a Non Disclosure Agreement prior to award of contract in relation to potentially receiving/being party to sensitive Government information.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW6.3	Please list summary details of your awards and accreditations relevant to Innovate UK's requirements.
Bidder guidance	Where the Potential Provider does not have any such accreditations, please provide details of current approaches to Quality Assurance

Scoring criteria	Maximum word count (excluding images) – 4096 characters For information only
Bidder response	Free Text

AW6.4	Understanding of the brief Please describe how you approach the creative aspects of your clients brief and demonstrate your understanding of Innovate UK’s requirements in this tender alongside the corporate communication objectives which these projects aim to deliver.
Bidder guidance	Scoring will be based on 0-100 scoring methodology
Scoring criteria	Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response. Attachments are permitted. Maximum Marks 20%
Bidder response	Free Text

AW6.5	Project Team Please provide details of all members of the core team. Please outline the expertise this agency team will utilise in supporting Innovate UK in meeting its corporate communication objectives through the video projects described. Please specifically demonstrate how the following skills will be utilised in delivering Innovate UK’s objectives; <ul style="list-style-type: none"> • Scriptwriting, Pre & post production, editing and producing effective content and material for a variety of video projects • Advising on and creating engaging programmes to deliver effective communication of organisational aims and objectives including ‘thought leadership’ type content in a variety of formats and channels.
Bidder guidance	Scoring will be based on 0-100 scoring methodology.

Scoring criteria	<p>Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response.</p> <p>Attachments are permitted.</p> <p>Maximum Marks 22.50%</p>
Bidder response	Free Text

AW6.6	CVs
	Please provide CVs for all agency employed staff you intend to work on delivering this requirement.
Bidder guidance	<p>Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response.</p> <p>Attachments are permitted.</p>
Scoring criteria	For information only
Bidder response	Free Text

AW6.7	Collaborative Working
	Please outline how you will work with Innovate UK and other suppliers (e.g. journalists). Within your response please demonstrate how you will create and maintain strong relationships with content owners, authors, Innovate UK customers and other key staff and how you will manage these relationships effectively.
Bidder guidance	<p>Scoring will be based on 0-100 scoring methodology</p> <p>Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response.</p> <p>Attachments are permitted</p>

Scoring criteria	Maximum Marks: 10%
Bidder response	Free Text

AW6.8	<p>Project Management</p> <p>Please demonstrate how you intend to manage Innovate UK’s content development and publishing projects from end to end. Your response should include, but not be limited to, the following;</p> <ul style="list-style-type: none"> • How you would ensure quality across all parts of the process • Foreseen risks and mitigation elements including any potential conflicts of interest and how would these be addressed • An example project plan with timeframes.
Bidder guidance	<p>Scoring will be based on 0-100 scoring methodology</p> <p>Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response.</p> <p>Attachments are permitted.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology</p> <p>Maximum Marks: 12.50%</p>
Bidder response	Free Text

AW6.9	<p>Case examples</p> <p>Please provide no more than 3 relevant case studies, including examples of completed work, attach a PDF with embedded web url’s. Please advise how these projects effectively communicated organisational aims and delivered results on time and to budget.</p>
Bidder guidance	<p>Scoring will be based on 0-100 scoring methodology</p> <p>Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this,</p>

	<p>please add an attachment with your response.</p> <p>Attachments are permitted.</p>
Scoring criteria	For information only
Bidder response	Free Text

AW7.0	<p>Interview</p> <p>All suppliers will be taken through to interview. However if a supplier is mathematically incapable of winning following initial evaluation and due diligence they will be formally advised of this situation before the interviews take place.</p> <p>Interviews will take place on the 21st – 22nd June 2016, please confirm you can attend.</p> <p>Information on what is required in the interview is provided within the ITQ.</p> <p>Please note the interview counts for 15% of your total score.</p>
Bidder guidance	<p>Scoring will be based on 0-100 scoring methodology</p> <p>Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response.</p> <p>Attachments are permitted.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology</p> <p>Maximum Marks: 15%</p>
Bidder response	Free Text