



Invitation to Quote

Invitation to Quote (ITQ) on behalf of The UK Space Agency (UKSA)

Subject: UK Space Conference 2021

Sourcing Reference Number: UKSAC20_0009

Section 6 – Evaluation questionnaire

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

Guidance on how to register and use the e-sourcing portal is available at <http://www.ukpbs.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																																	
Answer Type	Text																																	
	<table border="1"> <tr> <td>(a)</td><td>Bidders full legal name</td><td></td></tr> <tr> <td>(b)</td><td>Address line 1</td><td></td></tr> <tr> <td></td><td>Address line 2</td><td></td></tr> <tr> <td></td><td>Address line 3</td><td></td></tr> <tr> <td></td><td>Address line 4</td><td></td></tr> <tr> <td></td><td>Town / City</td><td></td></tr> <tr> <td></td><td>Country</td><td></td></tr> <tr> <td></td><td>Post code (or equivalent)</td><td></td></tr> <tr> <td>(c)</td><td>Bidder contact</td><td></td></tr> <tr> <td>(d)</td><td>Telephone No.</td><td></td></tr> <tr> <td>(e)</td><td>Email</td><td></td></tr> </table>	(a)	Bidders full legal name		(b)	Address line 1			Address line 2			Address line 3			Address line 4			Town / City			Country			Post code (or equivalent)		(c)	Bidder contact		(d)	Telephone No.		(e)	Email	
(a)	Bidders full legal name																																	
(b)	Address line 1																																	
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(c)	Bidder contact																																	
(d)	Telephone No.																																	
(e)	Email																																	

SEL1.2	<p>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;</p> <p>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?</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1</p>

SEL1.2.1	Supporting Documentation for SEL1.2.1
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

SEL1.3	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. N/A – our turnover is less than £36M B. Yes – We are compliant and have attached information in SEL1.3.1 C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1 D. No – we are not and will not be compliant at the time of award of the contract <p>Bidders selecting option 'D' will be considered non-compliant for this Procurement.</p>
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	<p>Multiple Choice Dropdown</p> <ul style="list-style-type: none"> A. N/A – our turnover is less than £36M B. Yes – We are compliant and have attached information in SEL1.3.1 C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1 D. No – we are not and will not be compliant at the time of award of the contract

SEL1.3.1	Supporting Documentation for SEL1.3
Bidder guidance	<p>Where a bidder has responded 'Yes' or 'No (with justification)' to SEL1.3, please provide your supporting information as an attachment.</p> <p>Any bidder declaring they are compliant within SEL1.3 but not providing evidence may not be considered.</p>

Scoring Criteria	For information only
Answer Type	Document upload

SEL2.10	<p>Cyber Essentials has been mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at: https://www.cyberstreetwise.com/cyberessentials/</p>
Bidder Guidance	<p>Any of the following but not limited to typical characteristics, will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier. ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking, or expenses information is handled by a supplier. iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme. iv) Contracts that are considered by the Contracting Authority to be sensitive in character <p>Bidders can answer</p> <p>Yes – the Cyber Essential Certificate is currently in place</p> <p>Intend – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>No – the Cyber Essential Certificate is not in place and we have no intention of having it in place for 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
Answer Type	<p>Multiple Choice Dropdown</p> <p>Yes – the Cyber Essential Certificate is currently in place</p>

	<p>Intend – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>No – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p>
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SEL2.12	<p>General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018</p> <p>The GDPR is a mandatory requirement for all contracts or agreements both in the Public and the 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 any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and helpful guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/</p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of the GDPR and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p>Yes – We can demonstrate full compliance as is required by the GDPR now – Pass</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant – Fail</p> <p>Partial / Working towards – We declare that we are not fully compliant with the GDPR at this present time; however, we are able to demonstrate that we have processes in place to manage GDPR compliance through evidence-based achievement provided in SEL2.12.1.</p> <p>Please note: you are required to provide in your bid submission, attached to SEL2.12.1, suitable evidence of 'Partial / Working towards'. This will be reviewed by the Contracting Authority DPO as part of the evaluation process.</p> <p>The Contracting authority has set a date of the contract commencement date that any bidder must declare that they will be fully compliant with the requirements of the GDPR.</p>

	<p>The CA as the data controller accepts limited liability for risk up and until the date detailed above.</p> <p>Non-compliance past this date is not approved and is at the full liability of the supplier.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p>Yes – We can demonstrate full compliance as is required by the GDPR now – Pass</p> <p>Partial / Working towards – We declare that we are not fully compliant with the GDPR at this present time; however, we are able to demonstrate that we have processes in place to manage GDPR compliance through evidence-based achievement provided in SEL2.12.1.</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant – Fail</p>

SEL2.12.1	Mandatory Evidence for General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018											
Bidder Guidance	<p>Where a bidder has answered 'Partial/Working towards' in SEL2.12 they shall provide the following pieces of supporting evidence they hold to support their response to SEL2.12</p> <p>Bidders will only Pass this question where they are able to provide the following information against the options outlined below. Any failure to provide the following level of content required will result in a Fail</p> <p>Mandatory Evidence:</p> <ul style="list-style-type: none">• Effective processes for incident management and reporting in the event of a data breach.• A plan outlining how and when you will achieve compliance. <p>And:</p> <table><tr><th>Both of the below</th><th>Or; a minimum of 3 of the following</th></tr><tr><td>• ISO27001 (services within the scope of this contract)</td><td>1. Registered with the ICO (or equivalent supervisory authority if outside the UK)</td></tr><tr><td>• Recent independent data protection audit (services within the scope of this contract)</td><td>2. Have a Data Protection Policy, Information Security Policy and have appointed a data protection lead or Data Protection Officer (DPO)</td></tr><tr><td></td><td>3. Robust processes for recording and maintaining personal data (Record of Processing Activity)</td></tr><tr><td></td><td>4. Implementation of appropriate technical and organisational measures to show you have considered and</td></tr></table>		Both of the below	Or; a minimum of 3 of the following	• ISO27001 (services within the scope of this contract)	1. Registered with the ICO (or equivalent supervisory authority if outside the UK)	• Recent independent data protection audit (services within the scope of this contract)	2. Have a Data Protection Policy, Information Security Policy and have appointed a data protection lead or Data Protection Officer (DPO)		3. Robust processes for recording and maintaining personal data (Record of Processing Activity)		4. Implementation of appropriate technical and organisational measures to show you have considered and
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	3. Robust processes for recording and maintaining personal data (Record of Processing Activity)											
	4. Implementation of appropriate technical and organisational measures to show you have considered and											

		integrated data protection into all processing activities.
		5. Adequate data protection training is provided to all those processing data within the scope of this contract.
		6. Processes are in place to respond to Individual Right requests as required under this contract.
	Please note: you are required to provide in your bid submission, attached to this question suitable evidence of ' Partial / Working towards '. This will be reviewed by the Contracting Authority DPO as part of the evaluation process.	
Scoring Criteria	For Information Only	
Answer Type	Document Upload	

SEL2.13	Data Storage Please confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract.
Bidder Guidance	Bidders are required to confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract Please note, where bidders confirm that data may be stored or transferred outside of the UK, there may be a requirement to include additional Contract Clauses to ensure GDPR Compliance.
Scoring Criteria	For Information Only
Answer Type	Free Text

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004. 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 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.
Bidder Guidance	The Bidder shall answer Yes or No

	Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

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 If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete each field '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?</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority 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> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Large Text Field
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Large Text Field

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

	<p>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 anybody 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 No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Pass No – Fail</p>

AW3.1	<p>In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Stage One: Overview Section prior to the award of any Contract.</p> <p>If the Bidder fails to meet the Contracting Authority's expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</p>
Bidder Guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority's against a procurement requirement.</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW4.1	Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section.
Bidder Guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes, we accept the terms and condition in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p>Yes, we accept the terms and condition in their entirety – Pass No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail</p>

AW4.2	<p>Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</p>
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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>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> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document Upload

PRICE QUESTIONNAIRE

AW5.1	Please confirm your price shall remain firm and fixed for the full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No - Fail

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section. In addition bidders are required to provide a full written quotation, breakdown of the costs in an attachment format 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.</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> <p>Bid Price £100,000</p>

	<p>Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0</p>
Scoring Criteria	Maximum Marks 20%
Answer Type	Price Document Upload

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
Answer Type	Yes – Pass No – Fail

AW6.2	Understanding and Methodology Please demonstrate a full understanding of the requirements and describe your proposed approach/methodology for service delivery including a detailed project plan along with timeframes.
Bidder Guidance	As a minimum your response should include: <ul style="list-style-type: none"> • an innovative, engaging approach to delivering the virtual Conference • how you plan to identify appropriate speakers, exhibitors and content • a standard suited to a high-profile professional conference with senior executives, Ministers, foreign delegates and speakers in attendance. • proposed approach to attracting exhibitors, sponsors and delegates to ensure the event is a success <p>Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document</p> <p>An attachment is permitted for this question (Maximum 6 sides of A4, Arial font size 11). Any additional content provided beyond this will not be considered.</p>
Scoring criteria	Maximum score 20%
Bidder response	Document Upload

AW6.3	Adaptability It is anticipated that there may be changes to the conference in regard to content and format between now and the date of the event. For example, the content has yet to be decided by the Programme Committee. This is the first time the conference will have been run entirely virtually and we
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	would like to capitalise on the opportunity to refresh and incorporate new ideas from key stakeholders.
Bidder Guidance	<p>As a minimum your response should demonstrate:</p> <ul style="list-style-type: none"> • How you will adapt to unforeseen problems as well as how you propose to take advantage of available virtual capabilities to ensure the conference will be fresh and relevant. • How you will remedy any technical faults and what safeguards you have in place to prevent technical issues with the virtual hub / software <p>Scoring will be based on 0-100 scoring methodology as described in the section 5 of the ITQ document</p> <p>An attachment is permitted for this question (Maximum 6 sides of A4, Arial font size 11). Any additional content provided beyond this will not be considered.</p>
Scoring criteria	Maximum score 20%
Bidder response	Document Upload

AW6.4	<p>Project team</p> <p>Please outline the proposed project team responsible for delivering the conference.</p>
Bidder guidance	<p>Within your response, please describe the operational capacity and expertise of each team role relevant to the successful delivery of the requirement.</p> <p>Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document</p> <p>An attachment is permitted for this question (Maximum 4 sides of A4, Arial font size 11). Any additional content provided beyond this will not be considered.</p>
Scoring criteria	Maximum score 10%
Bidder response	Document Upload

AW6.5	<p>Subcontractors</p> <p>It is recognised you may need to subcontract different partners to deliver a quality and robust offer.</p>
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	Please identify these subcontractors, detail what added value they will bring to the solution and what risk mitigation you will put in place if the subcontractors fail or withdraw from providing you the service
Bidder guidance	For Information Only An attachment is permitted for this question (Maximum 4 sides of A4, Arial font size 11). Any additional content provided beyond this will not be considered.
Scoring criteria	For Information Only
Bidder response	Document Upload

AW6.6	<p>Risk Management</p> <p>Using the template provided, please provide an analysis of the top risks involved in managing the end to end delivery of the Space Conference.</p>																														
Bidder guidance	<p>Please use this table as a template for your risks, adding additional rows as necessary:</p> <table><tr><th>Area</th><th>Description</th><th>Impact</th><th>Probability</th><th>Mitigating Action</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> <p>As a minimum your response should demonstrate:</p> <ul style="list-style-type: none">• Clear and implementable management strategies which will be used to mitigate these risks.• A considered assessment of the Probability and Impact of each risk <p>Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document</p> <p>An attachment is permitted for this question (Maximum 4 sides of A4, Arial font size 11)</p>	Area	Description	Impact	Probability	Mitigating Action																									
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	Any additional content provided beyond this will not be considered.
Scoring criteria	Maximum score 10%
Bidder response	Document Upload

AW6.7	Financial Management Please provide details of your proposed approach to financial management for the event.
Bidder guidance	As a minimum your response should indicate: <ul style="list-style-type: none"> Your proposed business model (including strategies for costing, pricing, charging and funding) taking into account delegates, sponsors, exhibitors. <p>Failure to provide a response will result in your bid being non-compliant.</p> <p>An attachment is permitted for this question (Maximum 4 sides of A4, Arial font size 11).</p> <p>Any additional content provided beyond this will not be considered.</p>
Scoring criteria	Mandatory - Pass / Fail
Bidder response	Document Upload

AW6.8	Interview Final 'award stage' interviews will take place on 19/01/2021 and 22/01/2021 (subject to confirmation). Your organisation will be required to make provision for this date and have the necessary resources and skill sets available to attend and represent your organisation with regard to your tender submission. If you are required to attend an interview we will confirm a timeslot with you at least 5 days before this date. <p>Interview format</p> Interviews are the opportunity for your organisation to present to an evaluation panel and will be held virtually, via Microsoft Teams, following the detailed evaluation of all of the other scoring criteria via the e-tendering system and a process of due diligence has been completed.
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	<p>Please note that all organisations that are mathematically capable of winning following the scoring of all of the other criteria will be asked to attend the final stage of due process to which interviews account for 20% of the total score available.</p> <p>Therefore, if it is apparent after the initial evaluations and due diligence that it would not be possible for an organisation to be awarded the contract due to the differential of points available for the interview, versus the existing differential, then the bidder will be formally advised of this situation and will have the opportunity to decline to be interviewed.</p> <p>The Interview will allow each organisation a total of 40 to 60 minutes covering:-</p> <ul style="list-style-type: none"> • A maximum of 10 minutes to present on your Company and its organisation which must be delivered by the project team leader (No points will be awarded for this aspect this is purely for information) • Approximately 20 minutes to respond to a series of questions relating to the scope of the tender or a scenario (or both) that will be provided 48 hours before the interview starts <p>This will be followed by approximately 10 minutes of a Question & Answer participation session with members of the evaluation panel. Please note that the scope of the interview must adhere to the principal of equal treatment therefore any questions that could distort competition will not be discussed.</p> <p>After up to 60 minutes has elapsed your interview will be brought to a close. Your organisations overall result attained during due process will be announced to you formally by the Contracting Authority at a later date.</p> <p>Please note that if applicable the responses you provide during the interview will be documented and appended to the contract should you be successful.</p>								
Bidder guidance	<p>Scoring will be based on the following scoring methodology:</p> <table border="1"> <tr> <td data-bbox="405 1599 512 1666">0</td><td data-bbox="512 1599 1402 1666">The interview questions are not answered, or the response provided is completely unacceptable.</td></tr> <tr> <td data-bbox="405 1666 512 1733">10</td><td data-bbox="512 1666 1402 1733">Extremely poor response – the bidder missed the point of the questions.</td></tr> <tr> <td data-bbox="405 1733 512 1868">20</td><td data-bbox="512 1733 1402 1868">Very poor responses and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.</td></tr> <tr> <td data-bbox="405 1868 512 2009">40</td><td data-bbox="512 1868 1402 2009">Poor response only partially satisfying the question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.</td></tr> </table>	0	The interview questions are not answered, or the response provided is completely unacceptable.	10	Extremely poor response – the bidder missed the point of the questions.	20	Very poor responses and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.	40	Poor response only partially satisfying the question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
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	60	Responses acceptable but remains basic and could have been expanded upon. Responses sufficient but do not inspire.
	80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full display of techniques and competencies currently employed.
	100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its display of techniques and competencies currently employed, providing full assurance consistent with a quality provider.
Scoring criteria	Maximum score 20%	
Bidder response	Interview	

AW 6.9	Expertise – Examples/Case Studies Please provide evidence through examples or case studies to demonstrate expertise and relevant experience of providing similar types of services to those required.	
Bidder guidance	<p>Bidders must provide a response to this question. If you do not provide at least one example your bid will be non-compliant.</p> <p>Responses should include at least one but no more than three examples or case studies of work of a similar nature which was undertaken successfully in the last 3 years.</p> <p>Brief summaries ('pen portraits') should be provided as part of the response and supported with personnel references where available.</p> <p>An attachment is permitted for this question (Maximum 4 sides of A4, Arial font size 11). Any additional content provided beyond this will not be considered.</p>	
Scoring criteria	Mandatory - Pass/Fail	
Bidder response	Document Upload	