

# Request for Proposal

Question bank



**Request for Proposal (RFP) on behalf of UK Research and Innovation: Natural Environment Research Council**

**Subject: UK SBS PR18152 – Offshore Scientific Drilling and Coring and Ice Management and Fleet Provision**

**Sourcing Reference Number: UK SBS PR18152**

## Section 6 – Selection questionnaire – applicable to both Lot 1 and Lot 2

### 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>

## UK SBS PR18152 – Arctic Offshore Drilling Project: requirement for Ice and Fleet Management, Drilling Services and Drilling Vessel

### OPEN OJEU PROCEDURE

#### **Bidder Guidance notes for completion for Parts 1, 2, 3 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 1 and Part 2 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 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

#### **PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

#### **Part 1: 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
1.1 (a)	Full name of the potential supplier submitting the information	

1.1 (b) – (i)	Registered office address (if applicable)	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1 (d)	Date of registration in country of origin	
1.1 (e)	Company registration number (if applicable)	
1.1 (f)	Charity registration number (if applicable)	
1.1 (g)	Head office DUNS number (if applicable)	
1.1 (h)	Registered VAT number	
1.1 (i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1 (i) – (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1 (j) – (i)	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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (j) – (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1 (k)	Trading name(s) that will be used if successful in this procurement	
1.1 (l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>2</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%,	N/A <input type="checkbox"/>

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>2</sup> UK companies, Societies European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

	<ul style="list-style-type: none"> <li>- More than 50% and less than 75%,</li> <li>- 75% or more. <sup>3</sup></li> </ul> (Please enter N/A if not applicable)	
1.1 (o)	Details of immediate parent company: <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A <input type="checkbox"/>
1.1 (p)	Details of ultimate parent company: <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A <input type="checkbox"/>

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.

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

Section 1	Bidding Model					
Question Number	Question	Response				
1.2 (a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2 (a) - (ii)	Name of group of economic operators (if applicable)					
1.2 (a) - (iii)	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.					
1.2 (b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2 (b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					

<sup>3</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

	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						

### Contact details and declaration

1)I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

2)I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

3)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.

4)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.

5)I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3 (a)	Contact name	
1.3 (b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3 (d)	Phone number	
1.3 (e)	E-mail address	
1.3 (f)	Postal address	
1.3 (g)	Signature (electronic is acceptable)	
1.3 (h)	Date	

## Part 2: 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
2.1 (a)	<p><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, 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 <a href="#">webpage</a>.</p>	
2.1 (a) - (i)	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (ii)	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iii)	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iv)	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (v)	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (vi)	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted            If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3 (a)	<p><b>Regulation 57(3)</b></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</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>



	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?	
2.3 (b)	If you have answered yes to question 2.3(a), please provide further details. Please 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 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.

Section 3	Grounds for discretionary exclusion	
Question Number	Question	Response
3.1	<b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a> , which should be referred to before completing these questions.  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.	
3.1 (a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (d)	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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/>

		No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (i)	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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (j)	Please answer the following statements	
3.1 (j) - (i)	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. Is the above statement true of your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iv)	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 provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	



### Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	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' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Question Number	Question	Response
<b>Name of organisation</b>		
<b>Relationship to the Supplier completing these questions</b>		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability	
Question Number	Question	
6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly</p>	

	<p>formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3</p>
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	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<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>
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6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.</p>
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Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015		
7.1	<p><b>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015("the Act")?</b></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><b>Yes</b> - Please provide the relevant URL in question 7.2</p> <p><b>No</b> - Please provide an explanation in question 7.3</p> <p>Scoring Criteria - For Information Only</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.2	<p>Please only answer this question if you have answered <b>Yes</b> to question 7.1 in which you have confirmed that you are compliant with the annual reporting requirements</p>	<p>Please provide relevant URL</p>

	<p>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 Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide the relevant URL or attachment</p> <p>This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>If your organisation is not currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act upon the award then this will achieve a PASS.</p> <p>If your organisation is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL</p> <p><b>Please note:</b> It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
7.3	<p>Please only answer this question if you have answered <b>No</b> to question 7.1 in which you have confirmed that you are not required to be 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 Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide an explanation as an attachment.</p> <p>If your organisation is not captured by the Modern Slavery Act please ensure that you provide a clear explanation to achieve a PASS. The Contracting Authority also actively encourages those organisations that are not captured by the Act to comply with the Spirit of the Act.</p> <p><b>Please note:</b> It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern</p>	Please provide an explanation

	Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.	
	Scoring Criteria - Mandatory Pass/fail	

### Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
8.1 (a)	<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 = £5 million  Public Liability Insurance = £5 million  Professional Indemnity Insurance = £2 million</p> <p>*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>

Section 9	Payment to Sub-contractors and Supply Chain (Self-declarations)	
Question Number	Question	Response
	<p>If you intend to use a supply chain for this contract, you must demonstrate you have effective systems in place to ensure a reliable supply chain. This criterion is focused on exploring your payment systems.</p> <p>If your response to question 9.1 is that you do not intend to use a supply chain for this contract, you are not required to complete the rest of this section</p>	
9.1	<p>Please confirm if you intend to use a supply chain for this contract.</p> <p>If you answer "No" you do not need to complete the rest of this section,</p> <p>The Bidder shall answer yes or no</p> <p>Scoring Criteria - For Information Only</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.2	<p>Please confirm that you have systems in place to ensure that those in your supply chain are paid within your agreed contractual terms.</p> <p>The Bidder shall answer yes or no</p> <p>Yes – Pass  No – Fail</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.3	<p>Please confirm you have procedures for resolving disputed *invoices promptly and effectively with those in your supply chain.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	<p>The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p> <p>Bidder guidance *Not all payments involve an invoice, this may be the submission of timesheets for a payment that is due for a services-based contract, therefore procedures apply to all payments that are due.</p>	
9.4	<p>Please confirm whether you are a signatory to a *code or standard on payment practices.</p> <p>Scoring Criteria - For Information Only</p> <p>Bidder guidance *a payment code or standard is a voluntary initiative, where signatories agree to undertake certain behaviours as a mark of good practice. For example, signatories to the Prompt Payment Code commit to paying 95% of their invoices within 60 days.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.5	<p>If you have answered “Yes” to question 9.4 above, please confirm whether you have taken steps to ensure that you meet the requirements of the code or standard.</p> <p>The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.6	<p>PUBLIC SECTOR CONTRACTS ONLY – Requirement under the Public Contracts Regulations 2015 (as amended) (Regulation 113)</p> <p>For all contracts entered into pursuant to a procurement carried out under the Public Contract Regulations 2015(as amended), please confirm you include 30-day payment terms in all your sub-contracts (and you require your supply chain to do so) on all such contracts.</p> <p>The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.7	<p>PUBLIC AND PRIVATE SECTOR CONTRACTS</p> <p>Please provide the percentage of invoices *paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six-month periods. This should include the percentage of invoices paid within each of the following categories: -</p> <ul style="list-style-type: none"> <li>• within 30 days</li> <li>• in 31 to 60 days</li> <li>• in 61 days or more.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <p>Please ensure you provide an explanation and supporting evidence if required to justify a 'No'</p>

	<p>Please include the total volume of invoices in each category. It is acceptable to cross refer to information that has previously been submitted to Government or is publicly available (provided it covers the requested period), in which case, please provide details and/or insert link(s):</p> <p>If you are unable to demonstrate that 95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in each of the last two six-month periods, please explain why and if applicable what remedial steps you have taken and/or are planning to take.</p> <p>The Bidder Shall answer Yes or No (with explanation) or No</p> <p>Scoring Criteria - Mandatory Pass/fail</p> <p>Yes – Pass Bidder guidance – a pass is a submission that demonstrates 95% paid within 60 days</p> <p>No with acceptable explanation to the Contracting Authority – Pass</p> <p><b>Important</b></p> <p>It is imperative to note that a 'No' with explanation will be at the sole discretion of the Contracting Authority to decide if this is a Pass or Fail, based upon the explanation and any supporting evidence.</p> <p>Bidder guidance a 'No' with explanation could be, but not limited to one of the following reasons:</p> <ol style="list-style-type: none"> <li>1) The bidder is a new entrant to the market who may not have a payment history.</li> <li>2) The volume of invoices processed by the bidder as performance below the required standard may be acceptable where volumes of invoices processed are particularly high or particularly low as measurement by percentage may distort the true picture.</li> <li>3) The bidder can satisfy the Contracting Authority that it has made any necessary changes and / or put plans in place to remedy any payment issues. This may include, for example, any structural / process / system changes, along with a timeline for improvement that is acceptable to the Contracting Authority.</li> </ol> <p>No – Fail Bidder guidance a response of 'No' without any explanation may result in a Fail</p> <p>Example: A bidder is unable to confirm payment the performance required, explain or show any plans for improving payment performance, then the Contracting Authority may determine that this is grounds for exclusion.</p>	
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	Bidder guidance not all payments involve an invoice, this may be the submission of timesheets for a payment that is due for a services-based contract, therefore procedures apply to all payments that are due.	
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#### Evidence Requirements (questions 9.1 – 9.7)

Evidence for self-declarations (questions 9.2 - 9.7):

Prior to any contract award the following evidence will be required from the successful bidder(s) by the Contracting Authority (where the bidder has answered "Yes" to question 9.1 above) to verify the bidder's responses

Question	Evidence Requirements (questions 2-6)
9.2	A copy of your standard payment terms for all of your supply chain contracts.
9.2	Details of the systems which are in place to ensure that suppliers are paid promptly.
9.3	A copy of your procedures for resolving disputed invoices promptly and effectively.
9.3	Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.
9.4	Details of any code or standard on payment practices to which you are a signatory.
9.5	If you are a signatory to a code or standard on prompt payment, details of what steps you have taken to ensure that you meet the requirements of the code or standard.
9.6	A copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Public Contract Regulations 2015 (as amended)

<b>SEL5.5</b>	<b>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.</b>
Bidder Guidance	The Bidder shall answer Yes or No <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>SEL5.6</b>	<b>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?</b>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes</b> – Fail* – Please provide details within SEL5.6.1 <b>No</b> – Pass – No response required for SEL5.6.1  If your answer to this question is "Yes", please provide details in a separate document attachment to SEL5.6.1 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.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Fail*</b> – Please provide details within SEL5.6.1 <b>No – Pass</b> – No response required for SEL5.6.1

<b>SEL5.6.1</b>	<b>Supporting Documentation for SEL5.6 - Enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.6 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>*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.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.6 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	<b>Document Upload</b>

<b>SEL5.7</b>	<b>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)?</b>
Bidder Guidance	<p>The Bidder shall answer yes or no</p> <p>Yes – Fail* – Please provide details within SEL5.7.1 No – Pass – No response required for SEL5.7.1</p> <p>If your answer to this question is "Yes", please provide details in a separate document attached for SEL5.7.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>*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.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Fail*</b> – Please provide details within SEL5.7.1 <b>No – Pass</b> – No response required for SEL5.7.1

<b>SEL5.7.1</b>	<b>Supporting Documentation for SEL5.7 - breaching environmental legislation, in the last 3 years?</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.7 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>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.</p>

	This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.7 but not providing evidence may not be considered.
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>SEL5.8</b>	<b>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?</b>
Bidder Guidance	The Bidder Shall answer Yes/No/Not Applicable  A response of ' <b>Yes</b> ' or ' <b>Not Applicable</b> ' will result in a <b>pass</b> and a response of ' <b>No</b> ' will result in a <b>fail</b> against this question.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Multiple Choice Dropdown  <b>Yes</b> – Pass <b>No</b> – Fail <b>N/A</b> – Pass

<b>SEL5.9</b>	<b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b>  <b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Fail* – Please provide details within SEL5.9.1 <b>No</b> – Pass – No response required within SEL5.9.1  *If you have answered “yes” please provide, as a supporting document to SEL5.9.1 including 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.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Fail* - Please provide details within SEL5.9.1 <b>No</b> – Pass – No response required within SEL5.9.1

<b>SEL5.9.1</b>	<b>Supporting Documentation for SEL5.9</b>
Bidder Guidance	Where a bidder has responded 'Yes' to SEL5.9 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>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 SEL5.9 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>SEL5.10</b>	<p><b>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regard 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;</b></p> <p><b>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?</b></p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p><b>Yes</b> – Fail* – Please provide details within SEL5.10.1  <b>No</b> – Pass – No response required within SEL5.10.1</p> <p>*If you have answered “yes” please provide a document to SEL5.10.1 providing 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 you and your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Fail* - Please provide details within SEL5.10.1 <b>No</b> – Pass – No response required to SEL5.10.1

<b>SEL5.10.1</b>	<b>Supporting Documentation for SEL5.10</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL5.10 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 subcontractor, please use the attachment to explain what action (if any) your subcontractor or your organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>If it is your organisations unequivocal intention to use the same subcontractor? should you be successful in being awarded this procurement opportunity, you may be excluded if you are unable to demonstrate to the Contracting Authority's</p>

	<p>satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring. This information should be provided as an attachment to this question.</p> <p>Any bidder declaring unlawful discrimination within SEL5.10 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

SEL2.12	<p><b>General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018</b></p> <p><b>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.</b></p> <p><b>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR.</b></p> <p><b>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) used under this contract to comply with the GDPR and indemnify the Contracting Authority (data controller).</b></p> <p><b>Further information and helpful guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:</b>  <a href="https://ico.org.uk/">https://ico.org.uk/</a></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 attentively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the GDPR now – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant – <b>Fail</b></p> <p><b>Partial / Working towards</b> – 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 '<b>Partial / Working towards</b>'. 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 30/11/2020 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>

	Non-compliance past this date is not approved and is at the full liability of the supplier.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the GDPR now – <b>Pass</b></p> <p><b>Partial / Working towards</b> – 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><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant – <b>Fail</b></p>

<b>SEL2.12.1</b>	<b>Mandatory Evidence for General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018</b>														
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 <b>Pass</b> 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 <b>Fail</b></p> <p><b>Mandatory Evidence:</b></p> <ul style="list-style-type: none"> <li>• Effective processes for incident management and reporting in the event of a data breach.</li> <li>• A plan outlining how and when you will achieve compliance.</li> </ul> <p><b>And:</b></p> <table border="1"> <thead> <tr> <th>Both of the below</th><th>Or; a minimum of 3 of the following</th></tr> </thead> <tbody> <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 integrated data protection into all processing activities.</td></tr> <tr> <td></td><td>5. Adequate data protection training is provided to all those processing data within the scope of this contract.</td></tr> <tr> <td></td><td>6. Processes are in place to respond to Individual Right requests as required under this contract.</td></tr> </tbody> </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 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.
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 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 ' <b>Partial / Working towards</b> '. This will be reviewed by the Contracting Authority DPO as part of the evaluation process.
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>SEL2.13</b>	<b>Data Storage</b>  <b>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.</b>
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	Document Upload

<b>FOI1.1</b>	<b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b>  Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.  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 <a href="http://ico.org.uk">http://ico.org.uk</a>  Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>FOI1.2</b>	<b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b>  <b>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</b> <b>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)</b>
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	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?
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 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 FOIA/EIR
	Large text fields
	Commercially sensitive information and Justification for exemption/exception under FOIA/EIR
	Large text fields



## 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 contained within bidder guidance provided, however the Contracting Authority actively encourages all organisations to seek formal clarifications through the e-sourcing tool, if any uncertainty exists as to how to complete the questions.

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

### Lot 1

#### COMMERCIAL QUESTIONNAIRE RFP Governance

<b>AW1.1 – Lot 1</b>	<p><b>FORM OF BID</b></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>
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Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

AW1.2 – Lot 1	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions.</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	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

AW1.3 – Lot 1	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</li> </ul> <p>In this certificate, the word "person" includes any persons and 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>
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	<p><b>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.</b></p> <p><b>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.</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

#### Compliance to the Contract Terms

<b>AW4.1 – Lot 1</b>	<b>Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section entitled ‘PR18152 Lot 1 Contract Terms’.</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. See complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>For absolute clarity should a bidder select ‘Yes’ or ‘No’ you are <b>not</b> 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><b>Yes</b>, we accept the terms and condition in their entirety – Pass <b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. <b>No</b> – Fail</p>

<b>AW4.2 – Lot 1</b>	<p><b>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p>

	<p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>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

## LOT 1 PRICE QUESTIONNAIRE

<b>AW5.1- Lot 1</b>	<b>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.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> - Fail

<b>AW5.2 – Lot 1</b>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</b></p> <p><b>All prices shall be in \$ USD and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
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 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 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</p>

	Bid Price - £300,000 Differential - 200% Score - 0
Scoring Criteria	<b>Maximum Marks 20%</b>
Answer Type	Price Document Upload

<b>AW5.3- Lot 1</b>	<b>Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc.).</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes - we will provide open book costing – Pass</b> <b>No - we will not provide open book costing – Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes, we will provide open book costing – Pass</b> <b>No, we will not provide open book costing – Fail</b>

<b>AW5.4- Lot 1</b>	<b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b>  <b>Options for suppliers to choose from are outlined in the FAQ documentation that can be found within Stage One: Overview. Please confirm your acceptance of e-payment.</b>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes – Pass</b> <b>No – Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>AW5.5- Lot 1</b>	<b>Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes – Pass</b> <b>No – Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

## LOT 1 QUALITY QUESTIONNAIRE

<b>AW6.1 – Lot 1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification: LOT 1: Offshore Scientific Drilling and Coring Specification</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW6.2 – Lot 1</b>	<p><b>Accepting Multiple Bids</b></p> <p>To allow more than one drilling platform to be proposed, the Contracting Authority shall accept multiple bids as part of this Procurement. The criteria in regard to multiple bids for this Procurement is outlined below.</p> <p>Bidders may submit multiple bids as part of this tender. To submit multiple bids, bidders must register separate Delta eSourcing supplier accounts using a different email address for each bid. All questions, including those where a bidder's response remains unchanged from other bids submitted, have to be answered for each bid, failure to do so will result in the bid not being considered.</p> <p>Each individual bid will be evaluated in alignment with the evaluation criteria detailed in Section 5 – Evaluation model of the RFP Document entitled PR18152 – RFP Request for Proposal'.</p> <p>Variant bids to the requirements will not be accepted.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – We have chosen to offer multiple bids for this Procurement, and we have submitted each bid under a separate Delta eSourcing supplier account.  <b>No</b> – We will only offer a main bid and have not chosen to provide an alternative bid submission.</p>
Scoring Criteria	For information only
Answer Type	<b>Yes</b> – We have chosen to offer multiple bids for this Procurement, and we have submitted each bid under a separate Delta eSourcing supplier account. <b>No</b> – We will only offer a main bid and have not chosen to provide an alternative bid submission.

<b>AW6.3 – Lot 1</b>	<p><b>Executive Summary</b></p> <p>Please provide an executive summary of your bid.</p> <p>The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder (but excluding all pricing/financial information)</p> <p>The objective of the executive summary is to provide the Contracting Authority with a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</p>
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	<p><b>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</b></p> <p><b>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</b></p> <p><b>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</b></p>
Bidder Guidance	<p>Bidders to upload their response as an attachment limited to two sides of A4</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
Scoring Criteria	For Information only
Answer Type	<b>Document Upload</b>

<b>AW6.4 – Lot 1</b>	<p><b>Methodology: Arctic Rated Drilling and Coring System</b></p> <p><b>The Bidder must provide a detailed response on how they would meet the requirement of providing a drilling and coring system that is <u>Arctic rated</u> and will operate in cold weather conditions during the entire period of this expedition.</b></p> <p><b>Your response should include drilling and coring methodologies that show knowledge of the geological setting, operating in required water depths, penetration depths, continuous coring, arctic conditions, efficiencies of operation with the equipment provided and understanding of issues that might be encountered and how these can be mitigated.</b></p> <p><b>Your response should include how you will resource the expedition, including personal profiles (including skills, qualifications and expertise) of the named individual(s) and how the chosen team are suitably skilled in order to ensure the successful delivery of this requirement.</b></p>
Bidder guidance	<p>The Bidder must provide a detailed response on how they would undertake the drilling and coring in the sea and weather conditions typically encountered in the high Arctic and the resources that will be provided to achieve this.</p> <p>Your response should be provided as an attachment limited to 8 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 20%</b></p>
Bidder response	<b>Attachment</b>

<b>AW6.5 – Lot 1</b>	<b>Suitability of Proposed Coring Tools</b>  The Bidder must provide a full description of the coring system, core bits and tools offered along with a full justification for this choice, considering the suitability of the coring tools and drill bits in the geological setting as well as the cold, freezing environment.  The Bidder must describe how the coring system and tools will be used to successfully meet the coring requirements of continuous high quality and high percentage core recovery and how problems associated with the unique environment and weather conditions will be mitigated against.  Your response must state the quantity for each complete coring tool, drill/core bits and spares being offered.
Bidder guidance	The Bidder must provide a detailed response as an attachment limited to 4 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  Maximum marks = 8%
Bidder response	Attachment

<b>AW6.6 – Lot 1</b>	<b>Coring Tools – Bottom Hole Assembly (BHA) Compatibility</b>  Please confirm that all coring tools and open hole drilling will use the same BHA and there will not be a need to trip the drill string to change the BHA for different coring and open hole operations.
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.7 – Lot 1</b>	<b>Coring Tools – Core Diameter</b>  Please confirm that all coring tools offered have a minimum core diameter of 62mm
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.8 – Lot 1</b>	<b>Coring Tools – Core Diameter</b>  <b>Please confirm the core diameter of all coring tools offered</b>
Bidder guidance	Please list the core diameter of all coring tools offered.
Scoring criteria	For Information Only
Bidder response	<b>Text</b>

<b>AW6.9 – Lot 1</b>	<b>Coring Tools – Core Liner</b>  <b>Please confirm that core, from each type of coring tool offered, can be collected in clear polycarbonate liner (with a permanent black line running down the length of the liner) with yellow, blue and white tight-fitting end caps, and that there will be sufficient core liners and end caps, as stated above, on board the drilling platform for every coring scenario to cover the entire expedition. Every coring scenario should be interpreted as, the two primary sites.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.10 – Lot 1</b>	<b>Coring Tools - Stainless Steel Split Liners</b>  <b>Please confirm that stainless steel split liners will be available for all coring tools for the entire expedition.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.11 – Lot 1</b>	<b>Coring Tools - Stainless Steel Split Liners</b>  <b>Please confirm the quantity of sets of splits you will provide for each coring system</b>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW6.12 – Lot 1</b>	<b>Coring Tools – mud valve</b>  <b>Please Confirm that the mud valve will have the capability to withstand the pressures required to fire the piston corer and potential over pressure required (as detailed within the Specification in the RFP document)</b>
<b>Bidder guidance</b>	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail
<b>Scoring criteria</b>	Mandatory Pass / Fail
<b>Bidder response</b>	<b>Drop down menu - Yes / No</b>

<b>AW6.13 – Lot 1</b>	<b>Coring Tools – Mud Valve</b>  <b>Please provide a description of the mud valve and state the pressure capability.</b>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW6.14 – Lot 1</b>	<b>Coring Tools – Wireline Deployment</b>  <b>The Bidder must confirm whether capability to seal against the wireline and fire the piston corer is being offered.</b>
<b>Bidder guidance</b>	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.15 – Lot 1</b>	<b>Coring Tools – Wireline Deployment</b>  Please provide a description of the Wireline Deployment system offered
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW.6.16 – Lot 1</b>	<b>Proposed drill string design/makeup</b>  Using your knowledge of your proposed drilling system and platform, working in ice conditions, coupled with the water depth and the required penetration below seafloor, please provide your proposed drill string design/makeup for this project along with a full justification of the suitability of this choice and how it will successfully meet the aims of this project (as detailed within the Specification in the RFP document) . Your response must include assurance that 100% of spares will be available on board.
Bidder guidance	The Bidder must provide a detailed response as an attachment limited to 3 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  <b>Maximum marks = 3%</b>
Bidder response	<b>Attachment</b>

<b>AW6.17 – Lot 1</b>	<b>Drill Rods Specification: Provide details of the drill rods, stating</b> <ul style="list-style-type: none"> <li>• (API) grade of pipe, weight per foot, OD and ID of tool joints.</li> <li>• OD, ID, tool joint size, length and weight per foot of (API) drill collars and number required in expected depths,</li> <li>• min ID of API drill bit without coring tools inserted.</li> </ul>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW6.18 – Lot 1</b>	<b>Drill Rods Certification: Confirm that all drill rods and sub-components will have an in-date inspection certificate relating to thread conditions, corrosion and crack detection and rated to the required drill string length for the project.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> to each question  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.19 – Lot 1</b>	<b>Drill Rods Internal Condition: Confirm all drill rods and drill string components will be internally clean and free from loose rust.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> to each question  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.20 – Lot 1</b>	<b>Drill Rods Internal Condition: Please provide details of how you will ensure all drill rods and drill string components will be internally clean and free from loose rust.</b>
Bidder guidance	The Bidder must provide a detailed response describing how they would ensure all drill rods and drill string components will be internally clean and free from loose rust.  Your response should be provided as an attachment limited to 3 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  <b>Maximum marks = 1%</b>
Bidder response	Attachment

<b>AW6.21 – Lot 1</b>	<b>Drill Rods Backup: Confirm backup drill rods, collars, subs will be on board drilling platform.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> to each question  <b>Yes</b> – Pass

	<b>No – Fail</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.22 – Lot 1</b>	<b>Drill Rods Backup Quantity: Please confirm the quantity of backup drill rods, collars, subs that will be on board the drilling platform to support your response to question AW6.21 – Lot 1</b>
Bidder guidance	<p>The response shall be scored as follows:</p> <p>The response demonstrates at least 100% of <b>backup drill rods, collars and subs will be on board the drilling platform = PASS</b></p> <p>The response demonstrates less than 100% of <b>backup drill rods, collars and subs will be on board the drilling platform = FAIL</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Text

<b>AW6.23 – Lot 1</b>	<b>Drill Rods Handling Procedure: Please provide your methodology for safe and efficient handling of drill rods from storage to connecting to the drill string, disconnecting and back to storage.</b>
Bidder guidance	<p>The Bidder must provide a detailed response describing how they would ensure their handling procedure is safe (for both personnel and equipment) and efficient at all times.</p> <p>Your response should be provided as an attachment limited to 3 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 2%</b></p>
Bidder response	Attachment

<b>AW6.24 – Lot 1</b>	<p><b>Drilling System Heave Compensation Specification: Please state</b></p> <ul style="list-style-type: none"> <li>• <b>type and specification of the installed heave compensation system</b></li> <li>• <b>the effective heave compensation length being offered</b></li> <li>• <b>the resolution of bit weight control and provide the description of operation.</b></li> <li>• <b>State if there is any method of "hard-tie" employed to drive the drilling compensator</b></li> </ul>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only



Bidder response	Text
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AW6.25 – Lot 1	<b>Drilling and Coring Limitations: Please state the drilling/coring limitations against the following variables:</b> <ul style="list-style-type: none"> <li>• vessel heave</li> <li>• weather</li> <li>• sea state conditions.</li> </ul>
Bidder guidance	Please provide details as described above
Scoring criteria	For Information Only
Bidder response	Text

AW6.26 – Lot 1	<b>Proposed seabed template/re-entry system: Please provide an assessment of the practicalities and risks associated of using a seabed template in an ice-covered environment and based on this assessment, please provide a full description of your proposed seabed template/re-entry system along with your justification for why this system best meets the needs of this project.</b> <p>Your response should include a consideration of the moonpool arrangement and the practicality of incorporating a seabed template/re-entry system(s) as well as your methodology for keeping the moonpool clear of ice and/or managing ice in the moonpool.</p>
Bidder guidance	<p>The Bidder must provide a detailed response as described above.</p> <p>Your response should be provided as an attachment limited to 3 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 5%</b></p>
Bidder response	Attachment

AW6.27 – Lot 1	<b>Power Swivel Description: Please provide</b> <ul style="list-style-type: none"> <li>• description and specification of the Power Swivel, including pull back force, RPM, Torque etc. these values must be practical figures and not just manufacturers stated values.</li> <li>• Describe which operations will be undertaken with the power swivel and which operations will be undertaken with other tools.</li> <li>• Confirm all coring and other tools will fit through opening.</li> </ul>
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Bidder guidance	Please provide details as described above
Scoring criteria	For Information Only
Bidder response	<b>Text</b>

<b>AW6.28 – Lot 1</b>	<b>Hydraulic Slips and Iron Rough Neck: Confirm Hydraulic Slips and Iron Rough Neck will have sufficient clamping capacity to torque and un-torque all components of drill string during makeup and disassembly under all circumstances, and the system will be fully serviced and have new jaws and spares on board.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	<b>Drop down menu - Yes / No</b>

<b>AW6.29 – Lot 1</b>	<b>Hydraulic Slips and Iron Rough Neck Description: Please provide a detailed description of the Hydraulic Slips and Iron Rough Neck system and what backup is provided, to support your answer to AW6.28 – Lot 1</b>
Bidder guidance	Please provide details as described above
Scoring criteria	For Information Only
Bidder response	<b>Text</b>

<b>AW6.30 – Lot 1</b>	<p><b>Digital Logging: Please demonstrate that the digital data recording requirements, as outlined in the specification (Section 4 of the RFP document), will be met by providing details of the digital data recording system offered.</b></p> <p><b>Please ensure the details provided demonstrate digital recording of all of the below:</b></p> <ul style="list-style-type: none"> <li>• <b>Drill String RPM</b></li> <li>• <b>Torque</b></li> <li>• <b>Weight On Bit</b></li> <li>• <b>Penetration</b></li> <li>• <b>Drilling Fluid Flow</b></li> <li>• <b>Drilling Fluid Pressure,</b></li> <li>• <b>Date/Time</b></li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>Site Number.</b></li> </ul>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW6.31 – Lot 1</b>	<b>Driller Logs: Please provide an example driller's log for a coring operation which will be used in this expedition, showing but not limited to;</b> <ul style="list-style-type: none"> <li>• full drill string makeup</li> <li>• bit weights</li> <li>• drill string RPM</li> <li>• weight on bit</li> <li>• torque</li> <li>• drilling fluid pressure and flow</li> <li>• penetration</li> <li>• date/time</li> <li>• site number</li> <li>• comments</li> </ul>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW6.32 – Lot 1</b>	<b>Drilling Fluid Programme: Please demonstrate your understanding of coring in the expected geological setting and detail your methodology for providing a drilling fluid programme that will;</b> <ul style="list-style-type: none"> <li>• maintain hole stability</li> <li>• be economic and environmentally friendly</li> <li>• be non-toxic</li> <li>• be biodegradable,</li> <li>• include drilling fluid properties to provide buoyancy for the cuttings, cooling the bit and reducing drill string friction.</li> </ul>
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	<b>Please also state the type of drilling fluid you propose to use, along with any additives, and your reasons for selecting this fluid.</b>
<b>Bidder guidance</b>	Please provide details as described above Your response should be provided as an attachment limited to 3 sides of A4.
<b>Scoring criteria</b>	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  <b>Maximum marks = 2%</b>
<b>Bidder response</b>	<b>Attachment</b>

<b>AW.6.33 – Lot 1</b>	<b>Drilling Fluid System: Provide a full specification of the drilling fluid system, including the capacity of bulk and mixed drilling fluid storage. For the mixing and pumping capabilities, state;</b> <ul style="list-style-type: none"> <li>• type, size and pump characteristics including minimum and maximum output volumes/flow rates</li> <li>• ability to cope with open hole drilling flow rates, coring flow rates and pressure for piston coring.</li> <li>• Stating backup capabilities and the method to monitor the flow and pressure, (state type of sensors).</li> <li>• maximum volume of mixed drilling fluid that will be provided.</li> </ul>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW.6.34 – Lot 1</b>	<b>Drilling Fluid Usage: Please state your methodology for coping with drilling fluid loss down hole</b>
<b>Bidder guidance</b>	Please provide details as described above
<b>Scoring criteria</b>	For Information Only
<b>Bidder response</b>	<b>Text</b>

<b>AW6.35 – Lot 1</b>	<b>Drilling Platform – Minimum Requirements</b>  <b>Please confirm the following minimum requirements are met:</b> <ul style="list-style-type: none"> <li>• The platform proposed has a moonpool situated towards the centre of the vessel with minimum dimensions of 1m x 1m, capable of having your proposed drilling system mounted over and around the moonpool.</li> </ul>
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	<ul style="list-style-type: none"> <li>• The platform has the required deck space for your proposed drilling system and Customer containers e.g. at least 800 sqm of deck space available to accommodate a drilling system as well as the Contracting Authority's containerised laboratories, with a minimum deck strength of 5T/sqm, especially around the moonpool area.</li> <li>• The platform has position and deck space for installation of a logging winch/control container and spares container</li> <li>• The platform will be manned and operated on a continuous 24 hours a day/7 days a week basis</li> <li>• The platform is capable of sailing and working with ice cover and minimal swell to open water with considerable swell.</li> <li>• The platform has saltwater supply (drilling) up to 500 litres/min.</li> <li>• The platform includes a certified and functioning helideck capable of supporting regular helicopter visits from the support icebreaker.</li> <li>• The platform will be self-sufficient in water, fuel, food and supplies for the entire duration of the Expedition.</li> </ul>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes, all minimum requirements are met</b> – Pass</p> <p><b>No, one or more of the minimum requirements listed are not met</b>– Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.36 – Lot 1</b>	<p><b>Drilling Platform – Capabilities</b></p> <p>Please provide a full description of the proposed drilling vessel including a detailed justification of this choice and provide full assurance of the vessel's suitability to successfully operate in these waters and in variable multiyear sea ice. Your response should include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• ice class,</li> <li>• detailed limitations (if any) of operating in ice conditions.</li> <li>• method(s) and capabilities of maintaining station and position referencing and redundancy available and vessel engine and engine management redundancy.</li> <li>• Evidence of the vessel's ability to stay on station within 10m radius of the drill site position. Station keeping graphs relevant to operations in these water depths and in varying weather and sea ice conditions should be provided to support this.</li> <li>• other forms of station keeping, including details of manual positioning capability.</li> </ul>
<b>Bidder guidance</b>	<p>The Bidder must provide a detailed description as outlined above of the drilling vessel proposed and justify the suitability of this vessel and how this will ensure a successful expedition.</p>

	Your response should be provided as an attachment limited to 4 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  <b>Maximum marks = 10%</b>
Bidder response	Attachment

<b>AW6.37 – Lot 1</b>	<b>Moonpool</b>  <b>Please confirm if the dimension of the moonpool is equal to or greater than 3.5m x 3.5m</b>
Bidder guidance	The Bidder shall answer Yes or No  Yes, dimension of the moonpool is equal to or greater than 3.5m x 3.5m shall score 100  No dimension is smaller than 3.5m x 3.5m shall score 0
Scoring criteria	<b>Maximum marks = 5%</b>
Bidder response	Drop down menu - Yes / No

<b>AW6.38– Lot 1</b>	<b>Electrical Supply</b>  To avoid deck generators, it would be preferable for the vessel to provide an electrical supply for the various drilling consumers of your proposed drilling system and Customer containers, e.g. 800 kW at 380VAC 50Hz or 440/690VAC 60Hz. In addition supply the Contracting Authority's containers with 2 x 125 Amp, 3 phase, 380-440VAC, 50/60Hz. Please confirm whether the vessel provides an electrical supply which meets these preferable requirements.
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  Yes, the vessel can meet the electrical supply requirements stated – scores 100  No, the vessel does not meet the electrical supply requirements stated and therefore deck generators are required – scores 0
Scoring criteria	<b>Maximum marks = 1%</b>
Bidder response	Drop down menu - Yes / No

<b>AW6.39– Lot 1</b>	<b>Drilling Platform – Contracting Authority's requirements</b>  Please demonstrate how the vessel proposed will accommodate the following requirements (as detailed in Section 4 Specification: LOT 1: Offshore Scientific Drilling and Coring Specification: General Space and Facilities)  <ul style="list-style-type: none"> <li>space for Contracting Authority's equipment</li> </ul>
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	<ul style="list-style-type: none"> <li>Contracting Authority's accommodation requirements</li> <li>provision of electrical power, fresh water and waste water disposal for the Contracting Authority's containerised laboratories will be accommodated.</li> </ul>
Bidder guidance	Your response should be provided as an attachment limited to 4 sides of A4.
Scoring criteria	<p>Scoring will be based on the below:</p> <p>Response demonstrates that all of the Contracting Authority's facilities, equipment and personnel are able to be accommodated on the drilling platform, scores 100</p> <p>Response demonstrates that some of the Contracting Authority's facilities, equipment and personnel must be accommodated on one of the other support ice breakers, scores 0</p> <p>Maximum marks = 1%</p>
Bidder response	Attachment

<b>AW6.40– Lot 1</b>	<b>Drilling Vessel Management</b> <p>How will you manage the provision of the vessel to ensure the vessel is available for the full duration of the operation window and how will you ensure the vessel is self-sufficient in fuel, water, food, supplies and spares for the duration of the contract.</p>
Bidder guidance	Your response should be provided as an attachment limited to 4 sides of A4.
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 1%</b></p>
Bidder response	Drop down menu - Yes / No

<b>AW.6.41 – Lot 1</b>	<b>Self Sufficiency</b> <p>Please explain how the requirement to be self-sufficient for the full duration of this expedition will be met.</p> <p>Your response should provide a detailed methodology for how you will ensure on board expertise, facilities, spares and consumables to maintain and repair the equipment, systems and subsystems without the need to resort to external supply. Your response should include but is not limited to:</p> <ul style="list-style-type: none"> <li>the maintenance facilities included with the drilling system</li> <li>provision of fishing and drill string cutting tools available and confirm these facilities coupled with associated expertise, will allow the drilling platform to be self-sufficient for all eventualities to allow a continuous drilling and coring operation for the duration of the expedition.</li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>how a portion the drill string would be released should it become stuck in the formation.</b></li> </ul>
<b>Bidder guidance</b>	<p>Please provide details as described above</p> <p>Your response should be provided as an attachment limited to 4 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 7%</b></p>
Bidder response	<b>Attachment</b>

<b>AW6.42 – Lot 1</b>	<p><b>Collaboration</b></p> <p><b>To ensure project success, the successful bidder of this Lot will need to work in collaboration with the Customer as well as the successful Lot 2 bidder.</b></p> <p><b>Please outline how you will you work in collaboration and maintain relationships with the Customer and other third parties to ensure the success of this project.</b></p>
Bidder guidance	Your response should be provided as an attachment limited to 6 sides of A4.
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 4%</b></p>
Bidder response	<b>Attachment</b>

<b>AW6.43 – Lot 1</b>	<p><b>Project Plan</b></p> <p><b>Please provide a project plan including a timeline (a GANTT chart or similar) that sets out milestones and deliverables. The plan should also include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>- <b>Project governance/management arrangements</b></li> <li>- <b>Mobilisation and demobilisation port(s)</b></li> <li>- <b>Mobilisation and demobilisation duration</b></li> <li>- <b>Project Operational Dates flexibility</b></li> <li>- <b>Drilling and coring system testing/proving</b></li> <li>- <b>Monitoring arrangements i.e. how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost.</b></li> <li>- <b>Setup, drilling, coring, recover times</b></li> <li>- <b>Time to be clear the seabed from seabed to TD (900m) downhole, in 100m intervals, assuming there is a core barrel in the BHA.</b></li> </ul>
Bidder guidance	Bidders are to provide their response as an attachment, limited to 5 sides of A4
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.



	<b>Maximum marks 6%</b>
Bidder response	I confirm I have uploaded my response as a pdf document

<b>AW6.44 – Lot 1</b>	<b>Risk Management</b>  <b>Please identify the risks involved in delivering this requirement, what level of impact they would have should they occur (impact), and how likely they are to occur (probability). Please also demonstrate how risks will be monitored and managed.</b>
Bidder guidance	Bidders are to provide their response as an attachment, limited to 3 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  <b>Maximum marks 4%</b>
Bidder response	I confirm I have uploaded my response as a pdf document

<b>AW6.45 – Lot 1</b>	<b>Pre-Qualification Safety Questionnaire</b>  <b>Bidders are required to complete the Health and Safety Contractor Questionnaire attached to this question entitled ‘PR18152 H_S_ContractorQuestionnaire’</b>
Bidder guidance	Please complete and attach the Pre-Qualification Safety Questionnaire.  Where the Questionnaire is attached and completed with supporting information, the Bidder shall score a <b>Pass</b>  Where the Questionnaire is not completed or no supporting information provided, the Bidder shall score a <b>Fail</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Document Exchange

## Lot 2

### Lot 2 COMMERCIAL QUESTIONNAIRE RFP Governance

<b>AW1.1 – Lot 2</b>	<p><b>FORM OF BID</b></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>
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	<b>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fail 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.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW1.2 – Lot 2</b>	<p><b>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions.</b></p> <p><b>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</b></p> <p><b>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</b></p> <p><b>We understand that you are not bound to accept the lowest or any Bid you may receive.</b></p>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW1.3 – Lot 2</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p><b>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.</b></p> <p><b>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:</b></p> <ul style="list-style-type: none"> <li><b>(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></li> <li><b>(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;</b></li> <li><b>(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.</b></li> </ul>
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	<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 <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

#### Compliance to the Contract Terms

<b>AW4.1 – Lot 2</b>	<b>Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section entitled ‘PR18152 Lot 2 Contract Terms’</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. See complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>For absolute clarity should a bidder select ‘Yes’ or ‘No’ you are <b>not</b> 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><b>Yes</b>, we accept the terms and condition in their entirety – Pass <b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. <b>No</b> – Fail</p>
<b>AW4.2 – Lot 2</b>	<p><b>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	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

	<p>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"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>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

## LOT 2 PRICE QUESTIONNAIRE

<b>AW5.1- Lot 2</b>	<b>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.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> - Fail

<b>AW5.2 – Lot 2</b>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</b></p> <p><b>All prices shall be in \$ USD and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
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 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 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	<b>Maximum Marks 25%</b>
Answer Type	<b>Price Document Upload</b>

<b>AW5.3- Lot 2</b>	<b>Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc.).</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes - we will provide open book costing – Pass</b> <b>No - we will not provide open book costing – Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes, we will provide open book costing – Pass</b> <b>No, we will not provide open book costing – Fail</b>

<b>AW5.4- Lot 2</b>	<b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b>  <b>Options for suppliers to choose from are outlined in the FAQ documentation that can be found within Stage One: Overview. Please confirm your acceptance of e-payment.</b>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes – Pass</b> <b>No – Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>AW5.5- Lot 2</b>	<b>Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes – Pass</b> <b>No – Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

## LOT 2 QUALITY QUESTIONNAIRE

<b>AW6.1 – Lot 2</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification: Lot 2 Ice Management and Fleet Provision Specification</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW6.2 – Lot 2</b>	<b>Variable Bids</b>  <b>The Contracting Authority shall not accept multiple bids for this Lot <u>and</u> no variant bids. The criteria in regard to variable bids for this Procurement is outlined below.</b>  <b>Please indicate whether you have understood this requirement.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We understand multiple bids are not to be provided and we have provided one bid only – <b>Pass</b> <b>No</b> - We have provided multiple bids - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We understand multiple bids are not to be provided and we have provided one bid only – <b>Pass</b> <b>No</b> - We have provided multiple bids - Fail

<b>AW6.3 – Lot 2</b>	<b>Executive Summary</b>  <b>Please provide an executive summary of your bid.</b>  <b>The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder (but excluding all pricing/financial information)</b>  <b>The objective of the executive summary is to provide the Contracting Authority with a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</b>  <b>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</b>  <b>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</b>
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	<b>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</b>
Bidder Guidance	Bidders to upload their response as an attachment
Scoring Criteria	For Information only
Answer Type	<b>Document Upload</b>

<b>AW6.4 – Lot 2</b>	<p><b>Ice and Weather Forecasting and Fleet Management Methodology</b></p> <p><b>Please Provide a detailed methodology of how you will successfully manage a fleet of icebreaker vessels to breakup/deflect ice flowing towards the drillship, allowing the drillship to maintain its position within a 20m radius.</b></p> <p><b>Your response must include how you will deliver the ice and weather forecasting requirements and how you will successfully use this data to develop a robust fleet management plan.</b></p> <p><b>Your response must include, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• an identification of the data sets and resources which will be utilised to complete the required data collection, and why the chosen approach will ensure reliable and robust data collection. Resources identified should include physical equipment, software and expertise, along with the level of support offered.</li> <li>• your approach to data assimilation and modelling and how accuracy will be maintained.</li> <li>• your approach to ice and wind movement forecasting</li> <li>• your approach to successfully managing a fleet of icebreakers</li> </ul> <p><b>The fleet management will, to some extent, depend on the size, shape, power and capability of the drilling platform along with other variables such as weather, ice coverage etc. In order to understand how your methodology will adapt to these variables the Contracting Authority has outlined scenarios, provided at Annex A within the RFP document entitled 'PR18152 – RFP Request for Proposal'. Please detail how you would adapt your methodology and approach to fleet management in each of the scenarios.</b></p>
Bidder guidance	<p>The Bidder must provide a detailed response on how they would deliver the ice and weather forecasting.</p> <p>Your response should be provided as an attachment limited to 10 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 23%</b></p>
Bidder response	<b>Attachment</b>

<b>AW6.5 – Lot 2</b>	<b>Icebreaker Support Methodology</b> <p>Please provide full details of your recommended fleet of ice breaker vessels you are proposing and the justification for this choice. Your justification should demonstrate that the fleet has the requisite ice breaking capability, power and manoeuvrability to successfully manage the variable ice conditions encountered to break up any ice, such that it will easily pass the drillship without moving the drillship off position.</p> <p>The recommended fleet will depend on icebreaker vessel capability, mobilisation/demobilisation location along with other variables such as the size, shape, power and capability of the drilling platform, weather, ice coverage etc. In order to understand how your methodology will adapt to these variables the Contracting Authority has outlined scenarios, provided at Annex A within the RFP document entitled 'PR18152 – RFP Request for Proposal'. Please detail how you would adapt your recommended fleet in each of these scenarios. For each scenario, please fully describe the ice management strategy, the number of vessels, vessel's capabilities, ice class and a full description of fuel consumption for each vessel in varying operational modes.</p>
Bidder guidance	Your response should be provided as an attachment limited to 12 sides of A4.
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 23%</b></p>
Bidder response	<b>Attachment</b>

<b>AW6.6 – Lot 2</b>	<b>Ice and Fleet Management Limitations</b> <p>Again, using the scenarios, provided at Annex A within the RFP document entitled 'PR18152 – RFP Request for Proposal', please describe the limitations of your ice and fleet management capability taking in to account ice and weather conditions and, ice and fleet management reliability. Please justify how the ice and fleet management you have proposed for each scenario can be successfully delivered notwithstanding the acknowledged limitations.</p> <p>Please ensure your response includes:</p> <ul style="list-style-type: none"> <li>Any operational limitations of ice and weather conditions in which a drillship will not be able to continue to stay on station with the drill string in the borehole;</li> <li>A predicted percentage time between mid-August and the 1<sup>st</sup> week of October when the ice and fleet management would not be able to maintain a capability that would allow a drillship to stay on</li> </ul>
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	<p>station with the drill string in the borehole, both in terms of ice and weather conditions and, ice and fleet management reliability;</p> <ul style="list-style-type: none"> <li>• A predicted number of individual occurrences between mid-August and the 1<sup>st</sup> week of October when the ice and fleet management would not be able to maintain a capability that would allow a drillship to stay on station with the drill string in the borehole, both in terms of ice and weather conditions and, ice and fleet management reliability;</li> </ul>
Bidder guidance	Your response should be provided as an attachment limited to 6 sides of A4.
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 5%</b></p>
Bidder response	Attachment

<b>AW6.7 – Lot 2</b>	<p><b>Project Team</b></p> <p>Please outline the project team including the relevant roles and responsibilities of the key personnel. Your response must provide details of the in-depth knowledge, relevant experience and expertise of the organisation and proposed staff which will be essential to the successful delivery of this project</p> <p>Please include personal profiles (including skills, qualifications and expertise) of the named individual(s) and how the chosen team are suitably skilled in order to ensure the successful delivery of this requirement.</p>
Bidder guidance	Your response should be provided as an attachment limited to 8 sides of A4.
Scoring criteria	<p>Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.</p> <p><b>Maximum marks = 5%</b></p>
Bidder response	Attachment

<b>AW6.8 – Lot 2</b>	<p><b>Collaboration</b></p> <p>To ensure project success, the successful bidder of this Lot will need to work in collaboration with the Customer as well as the successful Lot 1 bidder.</p> <p>Please outline how you will you work in collaboration and maintain relationships with the Contracting Authority and other third parties to ensure the success of this project.</p>
Bidder guidance	Your response should be provided as an attachment limited to 4 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.

	<b>Maximum marks = 4%</b>
Bidder response	Attachment

<b>AW6.9 – Lot 2</b>	<b>Project Plan</b>  <b>Please provide a project plan including a timeline (a GANTT chart or similar) that sets out milestones and deliverables. The plan should also include, but not limited to:</b> <ul style="list-style-type: none"> <li>- <b>Project governance/management arrangements</b></li> <li>- <b>Mobilisation and demobilisation port(s)</b></li> <li>- <b>Mobilisation and demobilisation duration</b></li> <li>- <b>Project Operational Dates flexibility</b></li> <li>- <b>Monitoring arrangements i.e. how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost.</b></li> </ul>
Bidder guidance	Your response should be provided as an attachment limited to 6 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  <b>Maximum marks = 5%</b>
Bidder response	Attachment

<b>AW6.10 – Lot 2</b>	<b>Risk Management</b>  <b>Please identify the risks involved in delivering this project, including selecting the correct type and number of ice breakers, what level of impact the risks would have should they occur (impact), and how likely the risks will occur (probability). Please also demonstrate how these risks can be mitigated, monitored and managed.</b>
Bidder guidance	Your response should be provided as an attachment limited to 4 sides of A4.
Scoring criteria	Scoring will be based on the 0-100 scoring methodology as stated in Section 5 of the RFP document.  <b>Maximum marks = 10%</b>
Bidder response	Attachment

<b>AW6.11 – Lot 2</b>	<b>Pre-Qualification Safety Questionnaire</b>  <b>Bidders are required to complete the Health and Safety Contractor Questionnaire attached to this question entitled 'PR18152 H_S_ContractorQuestionnaire'</b>
Bidder guidance	Please complete and attach the Pre-Qualification Safety Questionnaire.

	<p>Where the Questionnaire is attached and completed with supporting information, the Bidder shall score a <b>Pass</b></p> <p>Where the Questionnaire is not completed or no supporting information provided, the Bidder shall score a <b>Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Document Exchange