



Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of: Department for Business,
Energy and Industrial Strategy**

**Subject: Testing of Industrial Fans for Compliance with Ecodesign
and Energy Labelling Regulations**

Sourcing Reference Number: FM19318

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY
COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																																	
Bidder Guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																																	
Scoring Criteria	For information only																																	
Answer Type	Text <table border="1"> <tr><td>(a)</td><td>Bidders full legal name</td><td></td></tr> <tr><td>(b)</td><td>Address line 1</td><td></td></tr> <tr><td></td><td>Address line 2</td><td></td></tr> <tr><td></td><td>Address line 3</td><td></td></tr> <tr><td></td><td>Address line 4</td><td></td></tr> <tr><td></td><td>Town / City</td><td></td></tr> <tr><td></td><td>Country</td><td></td></tr> <tr><td></td><td>Post code (or equivalent)</td><td></td></tr> <tr><td>(c)</td><td>Bidder contact</td><td></td></tr> <tr><td>(d)</td><td>Telephone No.</td><td></td></tr> <tr><td>(e)</td><td>Email</td><td></td></tr> </table>	(a)	Bidders full legal name		(b)	Address line 1			Address line 2			Address line 3			Address line 4			Town / City			Country			Post code (or equivalent)		(c)	Bidder contact		(d)	Telephone No.		(e)	Email	
(a)	Bidders full legal name																																	
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(d)	Telephone No.																																	
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SEL1.2	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or; In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?
Bidder Guidance	The Bidder shall answer Yes or No Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1 *If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. 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	Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1

SEL1.2.1	Supporting Documentation for SEL1.2.1
Bidder Guidance	Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. 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(s) have been taken to prevent similar unlawful discrimination reoccurring. This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.
Scoring Criteria	For Information Only
Answer Type	Document Upload

SEL1.3	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder Guidance	The Bidder shall choose from the following options; A. N/A – our turnover is less than £36M B. Yes – We are compliant and have attached information in SEL1.3.1 C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1 D. No – we are not and will not be compliant at the time of award of the contract Bidders selecting option 'D' will be considered non-compliant for this Procurement.
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	Multiple Choice Dropdown A. N/A – our turnover is less than £36M B. Yes – We are compliant and have attached information in SEL1.3.1 C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1

	D. No – we are not and will not be compliant at the time of award of the contract
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SEL1.3.1	Supporting Documentation for SEL1.3
Bidder guidance	Where a bidder has responded 'Yes' or 'No (with justification)' to SEL1.3, please provide your supporting information as an attachment. Any bidder declaring <u>declaring</u> , they are compliant within SEL1.3 but not providing evidence may not be considered.
Scoring Criteria	For information only
Answer Type	Document upload

SEL2.12	General Data Protection Regulations (GDPR) The GDPR is mandatory requirement for all contracts or agreements both in the Contracting Authority and the private sectors that involves the transfer and processing of personal data and came into force on the 25th May 2018. It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR, even if the contract or agreement is concluded prior to it coming into force, so as the contract is future proofed and complies with all aspects with the GDPR, this is mutually beneficial to both parties and saves the Contracting Authority and the bidder the additional burden of amending the contract or agreement once the GDPR comes into force. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller). Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/
Bidder Guidance	Bidders can answer Yes – We will / are able to demonstrate compliance as is required by the GDPR now Intend – We are not compliant with the GDPR, but we confirm that we will be compliant prior to commencement of the contract. A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question. No – We will not be compliant prior to any award and we have no intention of being compliant
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Multiple Choice Dropdown Yes – We can demonstrate full compliance as is required by the GDPR now – Pass

	Intend – We are not compliant with the GDPR, but we confirm that we will be compliant prior to commencement of the contract - Pass. No – We will not be compliant prior to any award and we have no intention of being compliant – Fail
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SEL2.13	Data Storage Please confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract.
Bidder Guidance	Bidders are required to confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract Please note, where bidders confirm that data may be stored or transferred outside of the UK, there may be a requirement to include additional Contract Clauses to ensure GDPR Compliance.
Scoring Criteria	For Information Only
Answer Type	Free Text

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004. Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

FOI1.2	FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1 If you have not agreed for your information to be disclosed under the
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	FOIA or EIR in Question FOI1.1 please complete each field 'N/A' (not applicable) 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	The Bidder shall provide details of their proposed exemptions/exception in the fields below. 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. 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. Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question. If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Large Text Field
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Large Text Field

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

AW1.3	CERTIFICATE OF BONA FIDE BID 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. 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: (a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid; (b) Enter into any agreement or arrangement with any other
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	person that he shall refrain from bidding or as to the amount of any Bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above. 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. 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. 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.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

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

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

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

AW4.2	Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause. Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.
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 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). 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: - the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and - the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. 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. 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. 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.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document Upload

PRICE QUESTIONNAIRE

AW5.2	Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments. All prices shall be in £ GBP and exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.
Bidder Guidance	Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: The lowest price for a response which meets the pass criteria shall score 100. 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. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 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) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. 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. For example, assuming the lowest bid is £100,000. Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100 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
Scoring Criteria	Maximum Marks 25%
Answer Type	Price Document Upload

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW6.2	Variable Bids The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.
Bidder Guidance	The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass

PROJ1.1	Do you hold an EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation or equivalent?
Bidder Guidance	Bidders confirm that they hold EN/ISO/IEC 17025:2005/2017 accreditation or the equivalent accreditation. The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes/No

PROJ1.1a	Please supply appropriate evidence of your EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation or equivalent.
Bidder Guidance	Bidders should provide details of their EN/ISO/IEC 17025:2005/2017 accreditation or the equivalent accreditation.
Scoring criteria	For information only
Bidder response	Document Upload

PROJ1.2	Evidential Handling - The results of testing may be used as part of a
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	criminal investigation therefore evidential traceability of the test samples are of the utmost importance. Please provide details of how this will be guaranteed.
Bidder guidance	Bidders should provide details of how this will be guaranteed by considering the following questions: • How will you maintain the chain of evidential traceability of the test samples? • How will the samples be protected from damage whilst on your premises? • Describe how the samples will be stored? • Who will have access to the test samples? Your answer should reflect the handling of the samples for the entirety of the time they are in your care. This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders should attach their response as a PDF attachment to this question.
Scoring criteria	Scoring will be based on the 0 – 100 scoring methodology. Maximum Score = 25% of overall bid
Bidder response	Document Upload

PROJ1.3	Transportation - BEIS requests dedicated transportation of the test samples. “Dedicated” transportation means that no other goods are transported in the vehicle, and that it is locked and sealed for the whole journey. Please describe how you will meet this requirement.
Bidder guidance	The following points should be considered in the bidder’s response (of particular importance for transportation outside the UK): • The driver must be made aware of the fact he/she may be required to provide a witness statement and possibly give evidence in a court of law. • It is vitally important that the driver is able to speak English and understand the instructions for recording any incident where the vehicle is opened for inspection or the seal broken for any other reason. • The samples must be transported to and from BEIS without any damage occurring. • If the seal is broken for any reason, this must be documented along with any relevant information (why the seal was broken, if it was witnessed, any damage to the samples etc.) by the driver and a new seal applied. • Any documentation provided to the driver by authorities (customs/police etc.) must be retained and produced for us.

	If the vehicle is opened for any reason we should be informed as soon as is practicably possible. This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders should attach their response as a PDF attachment to this question
Scoring criteria	Scoring will be based on the 0 – 100 scoring methodology. Maximum Score = 25% of overall bid
Bidder response	Document Upload

PROJ1.4	Please supply evidence of how you will provide a reliable and accurate service and, where necessary, outline how your technical expertise in this area will assist you in delivering the customers requirement to a high standard.
Bidder Guidance	Bidders should provide evidence of how they are competent to undertake the testing. Specific reference should be made to the how you will ensure that the results produced are reliable and will stand up to criticism. Bidders are being asked to demonstrate that they are fully equipped to handle the responsibility of maintaining this contract. The response should include how the lab will mitigate the following risks, and any others that the lab foresee, to ensure the project is not jeopardised: 1) loss or damage to samples. 2) Breakdown of test equipment. 3) Staff availability This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders should attach their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum score = 25% of overall bid
Bidder Response	Document Upload

PROJ1.5	Please confirm that if awarded this contract, you would be able to complete all works no later than 31st March 2020, subject to the contract being awarded in accordance with the published timescales. Allowances will be made should the contract be awarded later than envisaged.
Bidder Guidance	Bidders are asked to confirm that based on award of this contract on 10th December 2019, that they would be able to complete all works no later than 31st March 2020. The Bidder shall answer Yes or No

	Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

PROJ1.6	Criminal proceedings: You may be required to provide evidence to support and corroborate the findings of the test process. This is most likely to take the form of witness statements but could also include presentation of evidence in a court of law. Furthermore, it is an absolute requirement that in the unlikely occurrence that you are called to give evidence in a court of law, you are prepared to make available the required representative to attend. Please confirm that you can meet this requirement and that in this event you will ensure availability to attend court.
Bidder Guidance	Bidders should list details of how they will fulfil these requirements and guarantees that this will apply even for witnesses located outside the UK. The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes/No

PROJ1.7	All requirements apply equally to any subcontractors used (including courier services where applicable). Please confirm that you will make all subcontractors fully aware of the requirements and responsibilities.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No