

Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of **Natural Environment Research Council CEH Lancaster**

Subject **UK SBS FM150072 CEH Lancaster Fume Cupboard Ductwork**

Sourcing reference number **FM150072**

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

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UKSBS
Shared Business Services

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																									
Scoring criteria	For information only																									
Bidder response	<table border="1" style="width: 100%; background-color: yellow;"> <tr> <td colspan="2" data-bbox="408 676 1404 712">Table</td> </tr> <tr> <td data-bbox="408 721 906 770">Bidders full legal name</td> <td data-bbox="912 721 1404 770"></td> </tr> <tr> <td data-bbox="408 779 906 828">Address line 1</td> <td data-bbox="912 779 1404 828"></td> </tr> <tr> <td data-bbox="408 837 906 887">Address line 2</td> <td data-bbox="912 837 1404 887"></td> </tr> <tr> <td data-bbox="408 896 906 945">Address line 3</td> <td data-bbox="912 896 1404 945"></td> </tr> <tr> <td data-bbox="408 954 906 1003">Address line 4</td> <td data-bbox="912 954 1404 1003"></td> </tr> <tr> <td data-bbox="408 1012 906 1061">Town / City</td> <td data-bbox="912 1012 1404 1061"></td> </tr> <tr> <td data-bbox="408 1070 906 1120">Country</td> <td data-bbox="912 1070 1404 1120"></td> </tr> <tr> <td data-bbox="408 1128 906 1178">Post code (or equivalent)</td> <td data-bbox="912 1128 1404 1178"></td> </tr> <tr> <td data-bbox="408 1187 906 1236">Bidder contact</td> <td data-bbox="912 1187 1404 1236"></td> </tr> <tr> <td data-bbox="408 1245 906 1294">Telephone No.</td> <td data-bbox="912 1245 1404 1294"></td> </tr> <tr> <td data-bbox="408 1303 906 1352">Email</td> <td data-bbox="912 1303 1404 1352"></td> </tr> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
Address line 1																										
Address line 2																										
Address line 3																										
Address line 4																										
Town / City																										
Country																										
Post code (or equivalent)																										
Bidder contact																										
Telephone No.																										
Email																										

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

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

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

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

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

AW4.1	<p>Please confirm your acceptance of the attached Contract Terms.</p>  <p>FM150072 ECSC.doc</p>
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>No with justification – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass.</p> <p>When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly.</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No with justification/ No

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>  <p>FM150072 AW5.2 Price schedule.xls</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="408 1554 1398 1935"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
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£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							

Scoring criteria	Maximum Marks 30%
Bidder response	Yes I have responded to provide a Price schedule response

AW5.5	<p>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</p> <p> AW5.5 ISupplier fact sheet.pdf</p> <p>ISupplier</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes - we will utilise an e-invoicing option - Pass No - we will not utilise an e-invoicing option - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.6	Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

QUALITY QUESTIONNAIRE

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

PROJ1.1	<p>Please confirm that you understand that by submitting your completed bid response, should you be awarded this contract, the pricing and installation timetable submitted will be non-negotiable.</p> <p>There will be no allowance for lack of information or understanding of requirement.</p> <p>Should you be awarded this Contract without having visited site and then find that there will be additional costs that you have not allowed for, these will have to be covered by your company.</p> <p>For this reason we strongly advise that you have visited site and submitted any clarification questions to gain complete clarity of these Works</p>
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	<p>– to arrange a site visit please contact;</p> <p>Roger Merrit rjmer@ceh.ac.uk</p>
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.2	Please give details of your methodology for delivering the project with three relevant examples clearly demonstrating your procedure.
Bidder guidance	<p>Bidders should include evidence of experience of similar project</p> <p>the bidder must clearly demonstrate the methodology they will use to deliver the project including up to three examples that show the bidders understanding of the requirement, giving the length, value and scope of each part of the requirement, to include understanding and philosophy of requirement of working in a live occupied building, together with the contact details of one person from each example who can provide independent corroboration.</p> <p>Scoring will be based on 0-100 scoring methodology</p> <p>Maximum character count for long text– 4096 characters</p>
Scoring criteria	Maximum Marks 23.30%
Bidder response	Text and attach

PROJ1.3	Sub Contractor
Bidder guidance	<p>Where appropriate identify any sub-contractors and their specific involvement</p> <p>1.1. For any works subcontracted, the following information is required:</p> <p>1.2. • Details of the supplier</p>

	<p>1.3. • Method Statements 1.4. • Insurance details • Terms and conditions under which they are subcontracted / Communication plan</p> <p>The Bidder shall answer Yes or No</p> <p>Yes - information attached – Pass Not applicable - Pass No – Fail</p>
Scoring criteria	<p>Maximum character count for long text– 4096 characters</p> <p>Mandatory Pass / fail</p>
Bidder response	Drop down selection and attachments

PROJ1.4	Project plan
Bidder guidance	<p>A proposed project plan to include a timetable of major milestones quantifying the number of days and the individuals involved</p> <p>The bidder should detail the qualifications and experience of key staff expected to undertake the works including any sub-contractors. Please provide company organogram. Please provide CV's for such individuals and include the Partner or Director</p> <p>Yes - information attached – Pass No – Fail</p>
Scoring criteria	<p>Maximum character count for long text– 4096 characters</p> <p>Mandatory Pass / fail</p>
Bidder response	Drop down selection and attachments

PROJ1.5	Quality
Bidder guidance	The bidder should give details of how you will ensure a high quality service and your proposals for the monitoring and reporting on the quality of the service and works delivered. Propose a schedule of progress meetings and a reporting structure appropriate to your proposed approach
Scoring criteria	<p>Maximum character count for long text– 4096 characters</p> <p>Maximum Marks 23.30%</p>
Bidder response	Text and attach

PROJ1.6	CDM
Bidder guidance	Please provide details of how you have previously managed CDM within a project, and how your previous experiences would relate to your implementation and management of CDM on this requirement.
Scoring criteria	<p>Bidders are asked to provide details of how they have previously managed CDM within a project, and how their previous experience would relate to their implementation and management of CDM on their requirement.</p> <p>An attachment is allowed for this question.</p> <p>Maximum word count: 400 words. Bid responses over 400 words will only be scored based on the words within the prescribed limit.</p> <p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 23.40%</p>
Bidder response	Free Text

PROJ1.7	Risk and Method Statements
Bidder guidance	Provide example of risk and method statements with regards to work processes and Health and Safety
Scoring criteria	<p>Maximum character count for long text– 4096 characters</p> <p>Mandatory Pass/Fail</p> <p>Yes - information information provided – Pass</p> <p>No – Fail</p> <p>Attachments permitted</p>
Bidder response	Text and attach