



# Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of Innovate UK**

**Subject: Innovate UK PS17179 Loans Administration Service**

**Sourcing reference number: PS17179**

## **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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

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

## COMMERCIAL QUESTIONNAIRE

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |  |                         |  |                |  |                |  |                |  |                |  |             |  |         |  |                           |  |                |  |               |  |       |  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|-------------------------|--|----------------|--|----------------|--|----------------|--|----------------|--|-------------|--|---------|--|---------------------------|--|----------------|--|---------------|--|-------|--|
| <b>SEL1.1</b>             | <b>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).</b>                                                                                                                                                                                                                                                                                                                                                                        |              |  |                         |  |                |  |                |  |                |  |                |  |             |  |         |  |                           |  |                |  |               |  |       |  |
| 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).<br>This is the legal entity with whom we will Contract if successful.                                                                                                                                                                                                                                                                                                                             |              |  |                         |  |                |  |                |  |                |  |                |  |             |  |         |  |                           |  |                |  |               |  |       |  |
| Scoring criteria          | For information only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |  |                         |  |                |  |                |  |                |  |                |  |             |  |         |  |                           |  |                |  |               |  |       |  |
| Bidder response           | <table border="1"> <tr> <td colspan="2"><b>Table</b></td></tr> <tr> <td>Bidders full legal name</td><td></td></tr> <tr> <td>Address line 1</td><td></td></tr> <tr> <td>Address line 2</td><td></td></tr> <tr> <td>Address line 3</td><td></td></tr> <tr> <td>Address line 4</td><td></td></tr> <tr> <td>Town / City</td><td></td></tr> <tr> <td>Country</td><td></td></tr> <tr> <td>Post code (or equivalent)</td><td></td></tr> <tr> <td>Bidder contact</td><td></td></tr> <tr> <td>Telephone No.</td><td></td></tr> <tr> <td>Email</td><td></td></tr> </table> | <b>Table</b> |  | 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 |  |
| <b>Table</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |  |                         |  |                |  |                |  |                |  |                |  |             |  |         |  |                           |  |                |  |               |  |       |  |
| 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                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |  |                         |  |                |  |                |  |                |  |                |  |             |  |         |  |                           |  |                |  |               |  |       |  |

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

|                  |                                                                                                                                                                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SEL3.11</b>   | 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;<br>A. N/A – our turnover is less than £36M<br>B. Yes – information attached<br>C. No (with justification) – we are not compliant but will be prior to commencement of a contract<br>D. No – we are not and will not be compliant at the time of award of the contract |
| Scoring Criteria | Mandatory Pass/ Fail                                                                                                                                                                                                                                                                                                      |
| Bidder response  | Selection                                                                                                                                                                                                                                                                                                                 |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FOI1.1</b>    | <b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b><br>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.<br>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 <a href="http://ico.org.uk">http://ico.org.uk</a><br>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. |
| Bidder guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><b>Yes</b> – Pass<br><b>No</b> – Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Scoring criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Bidder response  | Yes / No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FOI1.2</b> | <b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b><br>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.<br>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><b>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)</b></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 the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, 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 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 |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                     |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                     |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                     |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AW1.1</b> | <p><b>FORM OF BID</b></p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that the</p> |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | <p>Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p> |
| Bidder guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Scoring criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Bidder response  | Yes / No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AW1.3</b> | <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 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. 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.</p> |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                                                                                          |
|------------------|------------------------------------------------------------------------------------------|
| Bidder guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><b>Yes</b> – Pass<br><b>No</b> – Fail |
| Scoring criteria | Mandatory Pass / Fail                                                                    |
| Bidder response  | Yes / No                                                                                 |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AW3.1</b>     | <p><b>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 attached questions as a validation check prior to the award of any Contract.</b></p> <p><b>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.</b></p> |
| Bidder guidance  | <p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority's against a procurement requirement.</p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>                                                                                                                                                                                                                                                |
| Scoring criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Bidder response  | Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to the Contracting Authority against a procurement requirement.                                                                                                                                                                                                                                                                                                                                                               |

|                  |                                                                                                                                                                                                                                            |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AW4.1</b>     | <p><b>Please confirm your acceptance of the attached Contract Terms.</b></p> <div data-bbox="483 1379 549 1447" data-label="Image"> </div> <p>PS17179 S1 -<br/>Services purchasing c</p>                                                   |
| Bidder guidance  | <p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b><br/><b>Yes</b> – Pass<br/><b>No with justification</b> – Pass. See question AW4.2 for details of what amounts to a valid justification.<br/><b>No</b> – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail                                                                                                                                                                                                                      |
| Bidder response  | Drop down menu - Yes, No with justification, No                                                                                                                                                                                            |

|              |                                                                                                                                                          |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AW4.2</b> | <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> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail). 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> |
| Scoring criteria | Mandatory Pass / Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Bidder response  | <p>Drop down menu</p> <p>'N/A'</p> <p>'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



## 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> <div></div> <p>PS17179 AW5.2<br/>Pricing Schedule Appr</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                          |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------|-------|----------|---|-----|----------|-----|----|----------|-----|----|----------|-----|----|----------|-----|----|----------|------|---|----------|------|---|
| Bidder guidance  | <p>Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be:<br/>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> <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria</th><th>Score</th></tr><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></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 |
| 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         |                                                                          |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| Scoring criteria | Maximum Marks 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                          |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| Bidder response  | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                          |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |

## QUALITY QUESTIONNAIRE

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

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROJ1.1</b>   | <b>Implementation</b><br><br>Please explain how you will fulfil the specification in the ITQ, please ensure your response covers the following: <ul style="list-style-type: none"> <li>• <b>Timings</b> - What timescale do you envisage for establishing the service, testing it and being ready to support distribution of the first loans?</li> <li>• <b>Implementation plan</b> - How would you go about delivering to this timescale? What are the key activities and how would you approach them?</li> <li>• <b>Contribution to process design</b> - What would you bring to the iterative process of designing a robust process manual for operationalising the delivery of innovation loans?</li> <li>• <b>How the above will ensure the successful delivery of the services.</b></li> </ul> |
| Bidder guidance  | Scoring will be based on the 0-100 methodology.<br>Please attach your response as a pdf document limited to 6 sides of A4, font Arial size 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Scoring criteria | Maximum Marks 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Bidder response  | Yes I have attached an answer to this question.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROJ1.2</b> | <b>Delivery Capability: on-boarding</b><br><br>Please explain how you will fulfil the specification in the ITQ, please ensure your response covers the following: <ul style="list-style-type: none"> <li>• <b>Systems</b> - How would you approach on-boarding new borrowers and what existing or future systems would you use to deliver this?</li> <li>• <b>Client handling</b> - How would you manage interaction with borrowers, while maintaining confidentiality? How would you protect the reputation of Innovate UK through the design of this activity?</li> <li>• <b>Recovery plans</b> - Describe how you would ensure continuity of service in the event of a significant failure of systems and/or infrastructure?</li> <li>• <b>People</b> - How would you allocate staff to working on this contract,</li> </ul> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | <p>what skills would you prioritise and what FTE time commitment do you think is appropriate?</p> <ul style="list-style-type: none"> <li>• <b>Regulatory requirements</b> - How would you ensure that any appropriate regulatory requirements are met a) ahead of commencement and b) as required through the delivery of the contract?</li> <li>• <b>How the above will ensure the successful delivery of the services.</b></li> </ul> |
| Bidder guidance  | <p>Scoring will be based on the 0-100 methodology.</p> <p>Please attach your response as a pdf document limited to 8 sides of A4, font Arial size 11.</p>                                                                                                                                                                                                                                                                               |
| Scoring criteria | Maximum Marks 30%                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Bidder response  | Yes I have attached an answer to this question.                                                                                                                                                                                                                                                                                                                                                                                         |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROJ1.3</b>   | <p><b>Delivery Capability: Portfolio Management</b></p> <p>Please explain how you will fulfil the specification in the ITQ, please ensure your response covers the following:</p> <ul style="list-style-type: none"> <li>• <b>Interest Calculation and Notification:</b> How will you ensure that daily interest is calculated and reported accurately to borrowers and Innovate UK?</li> <li>• <b>Reporting capabilities</b> - How would you report portfolio and individual loan performance, including frequency, mechanism (either existing or planned) and for quality assurance?</li> <li>• <b>Repayment collections</b> - How would you collect repayments, and how would you seek to collect and/or address non-payment or late payments?</li> <li>• <b>Handling exceptions / escalation</b> - What governance arrangements do you envisage for assessment, mitigation and escalation of issues or perceived issues within the portfolio?</li> <li>• <b>Data holding and security</b> – How will data be stored locally and shared with Innovate UK, including both online and physical measures taken to protect borrower and Innovate UK data at all stages of the on-boarding and portfolio administration process?</li> <li>• <b>How the above will ensure the successful delivery of the services.</b></li> </ul> |
| Bidder guidance  | <p>Scoring will be based on the 0-100 methodology.</p> <p>Please attach your response as a pdf document limited to 8 sides of A4, font Arial size 11.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Scoring criteria | Maximum Marks 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Bidder response  | Yes I have attached an answer to this question.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |