

## RFI Summary

### Contact Information

<b>Organization Name :</b>	Crown Commercial	
<b>Name(s)</b>	<b>Contact#s</b>	<b>E-mail Address</b>
BuyerUser1 UKSBS	01793 867005	Emptoris@uksbs.co.uk
Hannah McNeill	01793 867063	hannah.mcneill@uksbs.co.uk
Reece Baines	01793 867038	reece.baines@uksbs.co.uk
Elizabeth Gage	01793 867398	elizabeth.gage@uksbs.co.uk

### Overall Information

<b>Name :</b>	UK SBS PR150076 CLARA Front End Waveguid...	<b>Unique Id :</b>	UK SBS PR150076 CLARA Front End Waveguid...
<b>Description :</b>	UK Shared Business Services Invitation t...	<b>Template :</b>	No
<b>Type :</b>	RFI	<b>Locked? :</b>	Yes

### Participation

Invitation Only

<b>Schedule</b>	<b>Status</b>
<b>Start Date/Time :</b>	20/10/2015 14:00BST
<b>End Date/Time :</b>	13/11/2015 14:00BST
<b>Round Name :</b>	
<b>Round Description :</b>	


### RFI Attachments

Name	Description	Content	Type	Size
Bidder Training		Bidder Training.pdf	application/pdf	1824644
CLARA_FrontEnd_Waveguide_Specification_...		CLARA_FrontEnd_Waveguide_Specification_...	application/pdf	810829
GS1 - Goods and Services purchasing con...		GS1 - Goods and Services purchasing con...	application/pdf	189206
PR150076 ITQ Invitation to Quote Final ...		PR150076 ITQ Invitation to Quote Final ...	application/pdf	269490
UK SBS PR150076 AW5.2 Price schedule.xl...		UK SBS PR150076 AW5.2 Price schedule.xl...	application/vnd.openxmlformats-officedo...	39941
UK SBS Training videos		http://www.uksbs.co.uk/services/procure...	URL	0

### Questionnaires

Category	Name	Attachments
	SECTION 1, 2, 3, 4, 5 and 7 - Guidance ...	0
	SECTION 6 - COMMERCIAL QUESTIONNAIRE	0
	SECTION 6 - PRICE QUESTIONNAIRE	0
	SECTION 6 - QUALITY QUESTIONNAIRE	0

### Invitations

Supplier/User	E-mail	Invitation Type	Accepted
 UKSBS Test Supplier 1			No Response

<input type="checkbox"/> UKSBS Test Supplier 1	Emptoris@uksbs.co.uk	RFI	No Response
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**Name: UK SBS PR150076 CLARA Front End Waveguide**      **Buyer: Hannah McNeill**      **Date: 20/10/2015 10:40**

**Questionnaire Name: SECTION 1, 2, 3, 4, 5 and 7 - Guidance Notes**

Questions	Response Format
Please confirm you have read and understood the attached guidance notes in Sections 1, 2, 3, 4, 5 and 7 and any RFX attachments and RFX messages included ? *	

Required Field(\*)

**Questionnaire Attachments**

Name	Description	Content	Type	Size
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**NO DATA AVAILABLE**

**Name: UK SBS PR150076 CLARA Front End Waveguide**      **Buyer: Hannah McNeill**      **Date: 20/10/2015 10:40**

**Questionnaire Name: SECTION 6 - COMMERCIAL QUESTIONNAIRE**

Questions	Response Format
SEL1.1 - Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted). Bidder guidance - The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful. Scoring criteria - For information only *	<b>Response</b>
	Bidder name
	Address line 1
	Address line 2
	Address line 3
	Address line 4
	Town / City
	Country
	<a href="#">Post code or equ...</a>
	Bidder contact
FOI1.1 - Freedom of Information Act 2000 (FOI) and / or Environmental Information Regulations 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request. 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> 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 Yes or No Yes – Pass No – Fail Scoring criteria - Mandatory Pass / Fail *	Telephone No.
	E Mail
FOI1.2 - Freedom of Information Act 2000 (FOI) and / or Environmental Information Regulations 2004 (EIR) exemptions Please complete this section only if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete each field 'N/A' (Not applicable) If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you	< Yes/No >
	Confidential info <a href="#">FOI/EIR Justific...</a>
	1
	2
	3
	4

are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable) Bidder guidance - The Bidder shall provide details of their proposed exemptions/exception in the table below. The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS. 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. Scoring criteria - For information only *	5
AW1.1 - Form of Bid Please read the statement in RFX attachments relating to Question AW1.1 and respond. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
AW1.3 - Certificate of Bona Fide Bid Please read the statement in RFX attachments relating to Question AW1.3 and respond. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
AW3.1 - In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the following questions as a validation check prior to the award of any Contract. If the Bidder fails to meet UK SBS' expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement. The validation check document is located in RFX Attachments and attached to this question. Bidder guidance - The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement. Yes – Pass No – Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
AW4.1 - Please confirm your acceptance of the attached Contract Terms. Bidder guidance - The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass. When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted. Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly. No – Fail Scoring criteria - Mandatory Pass / Fail *	

Required Field(\*)

#### Questionnaire Attachments

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

#### Question 4 Attachments

Name	Description	Content	Type	Size
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AW1.1 Form of Bid		AW1.1 Form of Bid ITQ.pdf	application/pdf	27564
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#### Question 5 Attachments

Name	Description	Content	Type	Size
AW1.3 Certificate of Bona Fide Bid	AW1.3 Certificate of Bona Fide Bid	AW1.3 Certificate of Bona Fide Bid.pdf	application/pdf	36798

#### Question 6 Attachments

Name	Description	Content	Type	Size
AW3.1 ITQ Validation check		AW3.1 ITQ Validation check.pdf	application/pdf	64701

**Name: UK SBS PR150076 CLARA Front End Waveguide**      **Buyer: Hannah McNeill**      **Date: 20/10/2015 10:40**

#### Questionnaire Name: SECTION 6 - PRICE QUESTIONNAIRE

Questions	Response Format
<p><b>AW5.2 - Bidders are required to complete the Excel Pricing Schedule attached in the RFX attachments. All prices shall be in £ GBP and exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived. Bidder guidance - Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0. For example, assuming the lowest bid is £100,000. Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100 Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0 Scoring criteria -</b></p> <p><b>Maximum Marks 35% *</b></p>	
<p><b>AW5.5 - UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing. There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment. XML (for Science Warehouse Contracts only) ADI Consolidated Data Upload ISupplier Bidder guidance - The Bidder shall answer Yes or No Yes - we will utilise an e-invoicing option - Pass No - we will not utilise an e-invoicing option - Fail Scoring criteria - Mandatory Pass / Fail Bidder response - Yes / No *</b></p>	< Yes/No >
<p><b>AW5.6 - Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS. Bidder guidance - The Bidder shall answer Yes or No Yes - Pass No - Fail Scoring criteria - Mandatory Pass / Fail *</b></p>	< Yes/No >
<p><b>AW5.7 - UK SBS standard payment terms are 30 days from receipt of goods / services and a correctly submitted invoice. Please confirm the discount you will offer for invoices correctly submitted and paid within 10 days of receipt. Bidder guidance - The Bidder shall answer % discount The</b></p>	

scoring methodology for this question shall be as follows: 0 marks – no discount Each 0.5% discount – 10 out of 100 Up to a maximum of 5% discount – score 100 Scoring criteria - Maximum Marks 5%*	
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Required Field(\*)

#### Questionnaire Attachments

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

#### Question 2 Attachments

Name	Description	Content	Type	Size
AW5.5 ISupplier fact sheet		AW5.5 ISupplier fact sheet.pdf	application/pdf	173958

**Name:** UK SBS PR150076 CLARA Front End Waveguide **Buyer:** Hannah McNeill **Date:** 20/10/2015 10:40

#### Questionnaire Name: SECTION 6 - QUALITY QUESTIONNAIRE

Questions	Response Format
AW6.1 - Please confirm your compliance to the requirements of Section 4 Specification Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No – Fail Scoring criteria Mandatory Pass / Fail*	< Yes/No >
AW6.2 Please provide a method statement to support your ability to meet the requirements of Section 4 of the Specification contained in the tender information pack, which should include an explanation and development plan (milestone plan). Your response should demonstrate how lessons learnt from similar projects will be applied to the delivery of this particular requirement. Bidder Guidance: The Bidder is to provide evidence of lessons learnt from similar builds of waveguide systems including RF windows and specialised RF splitters and how this will benefit the project. The maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response. Attachments are permitted. Scoring Criteria: Scoring will be based on 0-100 scoring methodology as stated in the ITQ document Maximum marks 5%*	< Text >
AW6.3 Delivery: Please confirm the best realistic delivery date the Bidder can offer for the waveguide, based on an end of November 2015 order. Delivery is require no later than 28th February 2016. The Bidder is also require to provide appropriate project schedule/programme of work in support to their answer. Bidder Guidance: The Bidder is to identify and select the best possible delivery date that can be achieved. a)Completion by 29th January 2016 b)Completion 5th February 2016 c)Completion by 19th February 2016 d)Completion by 28th February 2016 e)Completions 29th February 2016 or after Scoring methodology: a)Completion by 29th January 2016 – 100 marks b)Completion 5th February 2016 – 80 marks c)Completion by 19th February 2016 -60 marks d)Completion by 28th February 2016 – 40 marks e)Completions 29th February 2016 or after – 0 marks Scoring Criteria: Maximum marks 50%*	
AW6.4 Referring to section 4.8 of the Specification, please select what is your proposed warranty for this requirement. The minimum expected warranty period will be 12 months from the delivery of the equipment. The Bidder is to provide an attachment of their proposed warranty to include timescale and details of what is covered in the warranty. The attachment will not be scored and will be for information only. Bidder Guidance: Please be aware, the maximum character count within a text response within this e-sourcing suite is 4096, if your response is likely to exceed this, please add an attachment with your response. Attachments are permitted. The warranty offered will be assessed from the	

delivery of the equipment. 48 months + 36 months 24 months 18 months The scoring methodology for this question is as follows: 48 months+ - 100 marks 36 months - 75 marks 24 months - 50 marks 18 months - 37.5 marks Scoring Criteria: Maximum Marks 5%*	
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Required Field(\*)

Questionnaire Attachments				
Name	Description	Content	Type	Size

NO DATA AVAILABLE