



# Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation –  
Science and Technology Facilities Council**

**Subject: R92 Laboratory Extension at STFC Rutherford Appleton  
Laboratory**

**Sourcing Reference Number: FM18195**

## **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). 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></p> <p><b>Yes</b> – Fail</p> <p><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; A. N/A – our turnover is less than £36M B. Yes – information attached C. No (with justification) – we are not compliant but will be prior to commencement of a contract 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> 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 <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <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> 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. 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) 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)
---------------	---

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

AW1.1	<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 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</p>
-------	--

	<p>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	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	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> <b>Yes</b> – Pass <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 – Pass</b> <b>No – Fail</b></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>	<b>Please confirm your acceptance of the attached Contract Terms.</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes – Pass</b> <b>No with justification – Pass.</b> See question AW4.2 for details of what amounts to a valid justification. <b>No – Fail</b></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</li> </ul>

	<p>Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</p> <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).</p> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p>
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

<b>AW5.1</b>	<b>Please confirm your price shall remain firm and fixed for the full term of the Contract.</b>
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	Drop down menu - Yes, No

<b>AW5.2</b>	<p><b>Pricing Schedule</b></p> <p><b>Bidders are required to complete the excel spreadsheet attached within AW5.2 and the RFX attachments section of the sourcing portal.</b></p> <p><b>Bidders should ensure this is completed in full in order for their bid to be considered.</b></p> <p><b>Any costs appearing elsewhere will not be considered.</b></p>
Bidder guidance	<p>Bidders are asked to confirm their Firm and Fixed price for complete installation and commissioning of this project.</p> <p>This price must cover all aspects of the specification and be the total invoice cost that UK Research and Innovation will be required to pay.</p> <p>This price is to be excluding VAT.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p>

	<p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
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 <b>40.00%</b>																								
Bidder response	Yes, I have uploaded the completed pricing document to AW5.2																								

<b>AW5.5</b>	<p><b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b></p> <p><b>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</b></p> <p> iSupplier Fact Sheet</p> <p><b>ADI Consolidated Data Upload iSupplier</b></p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes</b> – we will utilise an e-invoicing option - Pass <b>No</b> – we will not utilise an e-invoicing option - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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

<b>AW5.7</b>	<b>Please confirm the forecast cash flow for the works that aligns with the programme submitted under PROJ1.5</b>
Bidder guidance	The Bidder shall provide a forecast cash flow from appointment to completion of the contract works that aligns with PROJ1.5.  Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring criteria	For Information Only
Bidder response	Yes, I have attached my response as a PDF to AW5.7

#### 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> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>PROJ1.1</b>	<b><u>Subcontractor Selection</u></b>  <b>Please provide a list of key subcontractors (where known), for the works that will be utilised to obtain subcontract tenders.</b>
Bidder Guidance	Bidders are asked to provide a list of the key subcontractors (where known), for the works that will be utilised to obtain subcontract tenders  Your response should include, but not be limited to: <ul style="list-style-type: none"> <li>• Roofing</li> <li>• Cladding</li> <li>• Windows</li> <li>• Doors</li> </ul> <p>This question is limited to 4 sides of A4, font 12pt Arial.</p> <p>Bidders should attach their response as a PDF attachment to this question</p>
Scoring	For Information Only

Criteria	
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.1

<b>PROJ1.2</b>	<p><b><u>Health &amp; Safety</u></b></p> <p><b>Please provide your initial Construction Stage Health and Safety Plan for this specific project.</b></p>
Bidder Guidance	<p>Bidders are asked to provide a Construction Stage Health and Safety Plan for this project.</p> <p>As a minimum your response should include the following:</p> <ul style="list-style-type: none"> <li>• Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.</li> <li>• Details of the management structure and responsibilities.</li> <li>• Arrangements for issuing health and safety directions.</li> <li>• Procedures for informing other contractors and employees of health and safety hazards.</li> <li>• Selection procedures for ensuring competency of other contractors, the self-employed and designers.</li> <li>• Procedures for communications between the project team, other contractors and site operatives. Arrangements for cooperation and coordination between contractors. Procedures for carrying out risk assessments and for managing and controlling the risk.</li> <li>• Emergency procedures including those for fire prevention and escape.</li> <li>• Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.</li> <li>• Arrangements for welfare facilities.</li> <li>• Procedures for ensuring that all persons on site have received relevant health and safety information and training.</li> <li>• Arrangements for consulting with and taking the views of people on site.</li> <li>• Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.</li> <li>• Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.</li> <li>• Review procedures to obtain feedback.</li> <li>• A copy of the contractor's health and safety policy, risk assessment procedures</li> <li>• Include records of training and training policy.</li> <li>• Include the number and type of staff responsible for health and safety on site and include details of qualifications and duties.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>10</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>

Scoring Criteria	For Information Only
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.2

<b>PROJ1.3</b>	<b><u>Site Waste Management</u></b>  <b>Please provide a Site Waste Management Plan for this specific project.</b>
Bidder Guidance	<p>Bidders are asked to provide a Site Waste Management Plan for this specific project.</p> <p>The response should include the following detail as a minimum:</p> <ul style="list-style-type: none"> <li>• 590 Site Waste Management Plan</li> <li>• Provide details of waste management procedures and how waste will be managed. To include:</li> <li>• Waste manager responsible for implementing the objectives of the plan.</li> <li>• Types and quantities of waste to be generated.</li> <li>• Resource management options for these wastes including proposals for minimising/re-use and recycling.</li> <li>• The use of appropriate and licensed waste management contractors.</li> <li>• Record keeping.</li> <li>• Demolition plan.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>4</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	For Information Only
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.3

<b>PROJ1.4</b>	<b><u>Environmental Policy</u></b>  <b>Please provide a copy of your organisations Environmental policy for this specific project.</b>
Bidder Guidance	<p>Please provide a copy of your organisations Environmental policy for this specific project.</p> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>4</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	For Information Only

Bidder Response	Yes, I have attached my response as a PDF to PROJ1.4
-----------------	--

<b>PROJ1.5</b>	<b><u>Programme</u></b>  <b>Based on the specification provided, please provide a fully integrated project programme.</b>
Bidder Guidance	Based on the specification provided, bidders are asked to provide a fully integrated project programme.  Bidders are asked to ensure that as a minimum, the following areas are covered / depicted within the programme; <ul style="list-style-type: none"> <li>• Cover all work from award of contract to completion on site;</li> <li>• Allow for the review of design and construction details by the Technical Assessor and note any long lead in items and factory build periods.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>4</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	For Information Only
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.5

<b>PROJ1.6</b>	<b><u>Programme Methodology</u></b>  <b>Please provide a clear method statement that relates to you project programme within PROJ1.5</b>
Bidder Guidance	Bidders are asked to provide a clear method statement that relate to their project programme within PROJ1.5  Within your response you must ensure that you have provided sufficient detail as to illustrate how you will achieve the programme.  An attachment is allowed for this question  This question is limited to <b>4</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b>  Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology  <b>Maximum Score – 15.00% of overall bid</b>
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.6

PROJ1.7	<p><b><u>Logistics and Site Management Methodology</u></b></p> <p><b>Please provide your logistics and site management methodology detailing how you would undertake the works from appointment to completion ensuring that the final build is delivered in accordance with the specification.</b></p>
Bidder Guidance	<p>Please provide your logistics and site management methodology detailing how you would undertake the works from appointment to completion ensuring that the final build is delivered in accordance with the specification.</p> <p>The response should include the following detail as a minimum:</p> <ul style="list-style-type: none"> <li>• Understanding of our requirement</li> <li>• How you will manage and coordinate suppliers / subcontractors</li> <li>• Align to the dates identified in the tender;</li> <li>• Cover both on and off-site activity;</li> <li>• Include the rationale and assumptions underpinning the approach.</li> <li>• provide simple layout plans detailing the key sequencing (and phasing if applicable)</li> <li>• your proposed working arrangements including mobilisations plan</li> <li>• Your plant proposal to ensure works are completed efficiently and on time.</li> </ul> <p>Layout plans should include proposed site set up, materials set down, storage areas, proposed access and circulation routes, entry and egress, and fencing lines and other segregation measures for safety and security.</p> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>5</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b></p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring will be based on the 0 – 100 scoring methodology</p> <p>Maximum Score – <b>12.50% of overall bid</b></p>
Bidder Response	<p>Yes, I have attached my response as a PDF to PROJ1.7</p>

PROJ1.8	<p><b><u>Traffic Management Plan</u></b></p> <p><b>Please provide a Traffic Management Plan for this project.</b></p>
Bidder Guidance	<p>Bidders are asked to provide a Traffic Management Plan for this project.</p> <p>Plan should include but not be limited to:</p> <ul style="list-style-type: none"> <li>• How operatives working on site will ensure compliance to health and safety at all time;</li> <li>• Processes for deliveries to the site;</li> <li>• How your organisation will manage residual impact on external traffic</li> </ul>

	<p>flow;</p> <ul style="list-style-type: none"> <li>• How you will deliver good working relationships with neighbourhood groups.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>4</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b></p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring will be based on the 0 – 100 scoring methodology</p> <p>Maximum Score – <b>10.00% of overall bid</b></p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.8

<b>PROJ1.9</b>	<p><b><u>Project Delivery Team</u></b></p> <p><b>Please explain how you will manage your Project Delivery team to deliver the project continuity through team members for the duration of this contract.</b></p>
Bidder Guidance	<p>Bidders are required to detail how they will manage their Project Delivery team to deliver the project continuity through team members for the duration of this contract.</p> <p>Your response should include the following but not limited:</p> <ul style="list-style-type: none"> <li>• Explain roles &amp; responsibilities within your project team</li> <li>• Explain how you will ensure appropriate resource provision for the project at all project stages</li> <li>• Explain your quality assurance processes</li> <li>• Continuity of delivery in the event of staff illness</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>4</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b></p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring will be based on the 0 – 100 scoring methodology</p> <p>Maximum Score – <b>12.50% of overall bid</b></p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.9

<b>PROJ1.10</b>	<p><b><u>Quality Management</u></b></p> <p><b>Please describe how you will ensure quality is managed and taken into</b></p>
-----------------	---

	<b>consideration through all project stages, ensuring the success of the final build.</b>
Bidder Guidance	<p>Bidders are asked to describe how you will ensure quality is managed through all project stages ensuring the success of the final build:</p> <p>The bidder should ensure that as a minimum the response includes the following:</p> <ul style="list-style-type: none"> <li>• During the build stage</li> <li>• The aftercare service</li> <li>• Completing the defects report</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>4</b> single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b></p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring will be based on the 0 – 100 scoring methodology</p> <p>Maximum Score – <b>10.00% of overall bid</b></p>
Bidder Response	Yes, I have attached my response as a PDF to PROJ1.10