

OFFICIAL

Industry Clarification Questions and Answers
GPA GovPass Cards and Associated Goods
Contract Reference: C1000733

| Ref | Industry Clarification Question | Authority Response |
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| 1 | <p>Can subcontracting be utilised for specific components of the project?</p> <ul style="list-style-type: none"> - If so, are there any restrictions or guidelines we should be aware of? | <p>The Supplier is entitled to sub-contract its obligations under this Contract to subcontractors, ensuring they comply with the obligations under this Contract as set out in Section 8 of the Mid-Tier Core Terms V1.2. Please refer to Mid-Tier Schedule 27 Key Subcontractors V1.0 for further information around restrictions and Section 8 of C1000733 Attachment 5 Standard Questionnaire V2.0 viewable on Contracts Finder.</p> |
| 2 | <p>Our company has recently started trading, and our financial history is limited. How does the procurement process accommodate companies with a short financial trading history?</p> | <p>Please provide alternative means demonstrating financial status if this is not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). This information has been added to C1000733 Attachment 5 Standard Questionnaire V2.0 and is viewable on Contracts Finder.</p> |
| 3 | <p>Could you please provide the estimated value of the contract? This information will help us assess our capacity and commitment appropriately.</p> | <p>The maximum contract value is £2m (ex-VAT) over the 5 year contract term.</p> |
| 4 | <p>Who is the current supplier and how long have they been supplying the work?</p> | <p>Previously, cards and printers have been supplied by Universal Smart Cards Limited who have supplied the initial 100,000 cards for this project.</p> |
| 5 | <p>Cards are encoded and pre-personalised with DTC printer</p> <ul style="list-style-type: none"> o Is this just black ink, it refers to greyscale but we assume that it is black. o Is the pre-person on one side or both? (the artwork suggests its just the | <p>Yes - our DTC printers perform all the encoding and print on two sides in black ink. Our retransfer printers are used for our internal bureau service or are installed in building pass offices for final personalization.</p> <p>Not all of the printers are used for encoding.</p> <p>Yes, laminate is required, the front of the card will be laminated.</p> |

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| | <p>back of the card)</p> <ul style="list-style-type: none"> ○ Are these printers performing all the encoding, if so, why are only 2 encoders required across all 10 DTC printers. ○ It asks for laminate (1000 cards), is this required? What is being laminated? Is it just the back of the card? | |
| 6 | <p>We assume the retransfer printer applying the photo, colour elements, the expiry date and the name?</p> <ul style="list-style-type: none"> ○ It makes sense for this side to be laminated. ○ There are ribbons that can provide the colour print and laminate in one process. ○ Why is there a need for an encoder at this stage? Is it doing some | Please see the answer to question 5 above. |

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| | secondary encoding? | |
| 7 | Is it possible to provide a "ISO 27001 certification" instead of "Cyber Essentials certification"? | Yes, with the supporting Statement of applicability (SOA) to support the ISO27001 Certification. Please refer to Section 10 of C1000733 Attachment 3 Statement of Requirements GovPass Cards and Associated Goods V2.0 which has been updated and is viewable on Contracts Finder |
| 8 | I have a few questions that will help quote the correct products regarding the attached Price Schedule. Numbers 7,8,9 & 10 are these just blank access control cards to be quoted on or preprinted access control cards please. | Number 7, 8, 9 & 10 refer to blank access control cards as detailed within section 3 of the C1000733 Statement of Requirements GovPass Cards and Associated Goods V2.0 which provides full details of the requirement. |
| 9 | Numbers 17,18,19,20,,21,22,23,24,25, 26,27,28,29,30,31 It is mentioned that proposed printer models, 1,2 and 3, please can you confirm which printers they would prefer as there are many different manufacturers of card printers and it would prove difficult to assess like for like. | Please refer to Section 3.12 of the C1000733 Statement of Requirements GovPass Cards and Associated Goods v2.0 document for information around the minimum requirements for the three printers requested. |
| 10 | Please can I ask whether specification 7.1 for Quality should be considered a mandatory requirement for the GovPass tender. There are no systems being provided or system integrations as part of the specification, the contract is essentially buying and selling of goods. I feel this requirement will preclude suppliers from bidding. We do hold ISO 27001 and Cyber Essentials certification. If at a later date the winning supplier is required to encode the cards and/or provide print management software, | Evaluation Assurance Level (EAL) 5+ Common Criteria documentation, as detailed in the C1000733 Statement of Requirements GovPass Cards and Associated Goods V2.0 document is a mandatory requirement. |

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| | <p>then if successful in our bid we would commit to carrying out the certification below. I'm discussing this point with the hardware manufacturers Matica and Evolis to see whether they even hold this certificate.</p> | |
| 11 | <p>You have asked for us to recommend 3 printer types along with the Evolis that needs to be provided. In the pricing matrix it has printer volumes of 10 per printer. Is it the intention that you will require a total of 40 printers for the contract or only 10 based on the printer model that you decide to go with?</p> | <p>We anticipate requiring 40 printers to create the finished cards based on 120,000 cards per year. It is likely that we will procure a range of printers (up to the 4 requested) to provide redundancy however the quantities are indicative and therefore the quantities ordered may differ to what is shared in the Pricing Schedule depending on business need.</p> |
| 12 | <p>There is no reference to any maintenance required for the printers is this correct? or are you intending to have maintenance included?</p> | <p>Maintenance is not part of the requirement</p> |
| 13 | <p>You have asked for pricing for 4 card types, at 120,000 cards per year. Is it the intention to take 480,000 cards per year or will it be a total of 120,000 split against each card type.</p> | <p>As detailed in C1000733 Attachment 3 Statement of Requirements GovPass Cards and Associated Goods V2.0 we require 120,000 cards per year, and each order will be for a minimum of 120,000 cards. The four card options on the pricing schedule are limited to what we anticipate ordering over the life of the contract and to provide the GPA with options should we choose to adopt a 16kb card in the future, in addition to the 32kb card. It is undecided at this stage if we will order recycled cards over standard PVC as it is dependent on the final pricing.</p> |
| 14 | <p>For the SAM AV3 Cards - What size SIM punch is required as it is available in 2 sizes – Mini SIM (2FF) or Micro SIM (3FF)</p> | <p>We require the option to purchase both Mini SIM (2FF) and Micro SIM (3FF). The Pricing schedule has been updated at V2 to reflect this. Please see C1000733 Attachment 4 Price Schedule V2 on Contracts Finder.</p> |
| 15 | <p>For the common criteria certification can I confirm</p> | <p>Yes, the common criteria certification requirement detailed at para 7.1 of C1000733 Attachment 3 Statement of Requirements GovPass Cards and Associated Goods V2.0 is in regards to the</p> |

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| | that this certification is for the NXP Chip which will be provided and that you want to see confirmation that it conforms to the common criteria standard? | NXP Chip. |
| 16 | <p>There appears to be an error in para. 6.1 of the Specification, which states ...</p> <p><i>The GPA estimates a need for 120,000 cards per year and therefore anticipate a minimum order quantity of 120,000 cards per year in batches of 120,000 per order. However, there are no committed volumes within this contract. The GPA will place a purchase order when the need arises in line with the successful supplier's priced response. The GPA reserves the right to place no orders under this contract.</i></p> <p>If GPA needs 120,000 cards per year will GPA order in a single batch/order.</p> | <p>The requirements at para 6.1 in C1000733 Attachment 3 Statement of Requirements GovPass Cards and Associated Goods V2.0 is correct.</p> <p>There is no guarantee of an order however GPA currently requires 120,000 cards per year and therefore these will be ordered in batches of 120,000, as per C1000733 Attachment 4 Price Schedule V2 which requests for prices based on an order of 120,000 cards.</p> <p>Should GPA require more than 120,000 cards in a year then an additional order for 120,000 cards will be placed.</p> |
| 17 | Is there a word copy available rather than the PDF so that answers can be submitted in the document? | A word copy has been made available of C1000733 Attachment 2 How to Bid and C1000733 Attachment 5 Standard Questionnaire V2.0 on Contracts Finder . If you prefer you are able submit these in either the original PDF format or the newly uploaded word format. |
| 18 | <p>Associated Goods: Is it compulsory to bid or offer on all or any of those "Associated Goods"?</p> <p>Can we bid/offer only on some of the "Associated Goods" which we are able to offer? But would a partial bid on "Associated Goods" have a negatively impact on our "Total Evaluated Price", compared to another</p> | Suppliers must supply all goods detailed in Section 3 C1000733 Attachment 3 Statement of Requirements V2.0 and C1000733 Attachment 4 Pricing Schedule V2.0, viewable on Contracts Finder . Within the pricing schedule pricing must be entered for every item. Any bids that fail to submit pricing for all items will be rejected. |

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| | bidder who bids on all "Associated Goods" but at higher prices? | |
| 19 | Should we provide provide a valid 'Common Criteria' EAL5+ Certification' when submitting the bid or after submitting the bid? QUALIFICATION - TECHNICAL 5.2 and How to Make Your Bid 1.2.6 seem to suggest slight differently. | As per Section 7.1 C1000733 Attachment 3 Statement of Requirements V2.0 and question 5.2 of C1000733_Attachment 2 How to Bid v3.0, you are required to submit the Common Criteria EAL5+ Certification as part of your bid. Please see the applicable documents on Contracts Finder . |
| 20 | If we do not have enough sample cards (10 cards per casing), could we submit as many as we can? Or can we submit a combination of 10 cards but with different casing? | The GPA has reviewed the number of cards required to adequately test conformity to the statement of requirements and we have decided that for the evaluation an absolute minimum of 5 cards per type is required. If possible we would still prefer to receive 10 cards per type, however your bid will be discounted if you are not able to send the revised minimum of 5 cards per type. This change has been updated in C1000733 Attachment 2 How to Bid V3.0. Please see the applicable document on Contracts Finder . |
| 21 | Are we required to label the cards samples that will be posted? | We have reviewed the instructions in C1000733 Attachment 2 How to Bid and amended these so the supplier is required to label the card samples for testing. Please ensure the card samples submitted are clearly labelled with the following information: supplier name (your company), card type, quantity of card submitted. This change has been updated in C1000733 Attachment 2 How to Bid V3.0. Please see the applicable document on Contracts Finder . Recognising that this is a late change, if you have already posted the card samples to be tested for evaluation, and they do not comply with the revised labelling requirement, then the cards received will still be accepted, as long as we can identify which supplier sent the card samples. |
| 22 | Please can you send a copy of Schedule 22 (Insurance Requirements) which is referred to in section 17. Insurance of the Core Terms – Mid-Tier. | We have reviewed the documents and have now uploaded Mid-Tier Schedule 22 (Insurance) into C1000733 Attachment 6 - Award Form - Terms and Conditions and Schedules V3.0. A revised copy of the Mid-Tier Core Terms has also been uploaded into this folder. Please see the applicable documents on Contracts Finder . |
| 23 | Is there any opportunity for the deadline to be extended to the 25 th | The GPA has reviewed the current deadline of 11th March 2024 and we can accommodate an extension to the bid deadline to 25th March 2024. As a reminder, for GPA to receive the sample cards you are required to supply the following information a |

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| | <p>March to enable our test cards to be delivered?</p> | <p>minimum of 48 hours in advance of the delivery date to naomi.clarke@gpa.gov.uk: date of delivery, name of delivery driver, name of courier company, registration plate of Vehicle, as detailed in Section 4 Testing C1000733 Attachment 3 How to Bid V3.0. The new deadline for receipt of bids and sample cards has been amended in C1000733 Attachment 1 About the Procurement V2.0 and available on Contracts Finder.</p> |
| <p>24</p> | <p>Could we deliver the samples in person?</p> | <p>We have reviewed the request to deliver the card samples required in person and can accommodate this if it is not possible to deliver these via courier. If you are wishing to deliver your card samples in person you are required to email naomi.clarke@gpa.gov.uk 48 hours in advance of the delivery with the following information:</p> <p>Date of delivery, delivery drivers name, registration plate of vehicle.</p> <p>If you are delivering the card samples in person you are required to deliver these to the following address:</p> <p>Goods-in entrance, Clive Steps, King Charles Street, London, SW1A 2AQ.</p> <p>Please ensure the package is clearly labelled with the following: Naomi Clarke, 100 Parliament Street, Room 1.42, London, SW1A 2BQ.</p> <p>We will not be able to accept any deliveries that are not clearly labelled with this information.</p> |