

Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of Natural Environment
Research Council, National Oceanography Centre, Liverpool**
Subject UK SBS Motorised Window System Enhancement
Sourcing reference number UK SBS FM17113

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

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UKSBS
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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.uksubs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																								
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																								
Scoring criteria	For information only																								
Bidder response	<table border="1"> <tr> <td colspan="2">Table</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>	Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																									
Bidders full legal name																									
Address line 1																									
Address line 2																									
Address line 3																									
Address line 4																									
Town / City																									
Country																									
Post code (or equivalent)																									
Bidder contact																									
Telephone No.																									
Email																									
SEL1.2	<p>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;</p> <p>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?</p>																								
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail</p> <p>No – 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</p>																								

	unlawful discrimination from reoccurring. 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.
Scoring Criteria	Mandatory Pass / Fail
Bidder response	Yes / No

SEL3.11	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

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 http://ico.org.uk 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
Bidder response	Yes / No

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS 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	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 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. 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	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	FORM OF BID 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. 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
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	<p>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 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 Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p>
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	<p>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	<p>The Bidder shall answer Yes or No Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW3.1	<p>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.</p> <p>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.</p> <div data-bbox="481 1149 549 1216" data-label="Image"> </div> <p>AW3.1 ITQ Validation check.pdf</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. Yes – Pass No – 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.


AW4.1	<p>Please confirm your acceptance of the attached Contract Terms.</p> <div data-bbox="481 1756 549 1823" data-label="Image"> </div> <p>AW4.1 PSSC NOCL Motorised Window Sy</p>
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Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – Pass. See question AW4.2 for details of what amounts to a valid justification. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause.
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"> 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 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. <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	Drop down menu ‘N/A’ ‘I have answered AW4.1 ‘No with justification’ and attach modifications / requested / justification’.

AW4.3	<p>Please complete and return the attached NEC3 Engineering and Construction Short Contract Data Part 2</p>  <p>FM17113 AW4.3 Short Contract Data f</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes, I have completed and attached NEC3 Professional Services Short Contract Data Part 2/No, I have not completed and attached NEC3 Professional Services Short Contract Data Part 2

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><p>AW5.2 Price Schedule Template.xl</p></div>																								
Bidder guidance	<p>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.</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																							
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£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks 50%																								
Bidder response	Yes																								

AW5.3	<p>Please confirm you understand that by submitting your completed bid response, should you be awarded this contract, the pricing submitted will be non-negotiable.</p> <p>There will be no allowance for lack of information or understanding of requirement.</p> <p>Should you be awarded this Contract without having visited site and then find that there will be additional costs that you have not allowed for, these will have to be covered by your company.</p> <p>For this reason we strongly advise that you have visited site and submitted any clarification questions to gain complete clarity of these Services.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No - Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

AW5.5	<p>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</p> <div data-bbox="478 1408 545 1473" data-label="Image"> </div> <p>AW5.5 ISupplier fact sheet.pdf</p> <p>ADI Consolidated Data Upload ISupplier</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – we will utilise an e-invoicing option - Pass</p> <p>No – we will not utilise an e-invoicing option - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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

QUALITY QUESTIONNAIRE

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

PROJ1.1	Please explain how you would ensure safety when undertaking the feasibility assessment
Bidder Guidance	<p>Bidders are asked to provide a risk assessment for undertaking the feasibility study</p> <p>Maximum word count: 2000 words.</p> <p>Bid responses over 2000 words will only be scored based on the words within the prescribed limit in addition to a Gantt chart if submitted.</p> <p>Please ensure your response, if provided as an attachment, is in Word format so that the word count can be verified.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10 %</p>
Bidder Response	Free Text

PROJ1.2	Please provide details of what considerations you would build into your design of the new window control system.
Bidder Guidance	<p>Please provide details of stakeholders that you would engage as well as building control and design considerations.</p> <p>An attachment is allowed for this question.</p> <p>Maximum word count: 1000 words</p> <p>Bid responses over 1000 words will only be scored based on the words within the prescribed limit.</p> <p>Please ensure your response, if provided as an attachment, is in Word format so that the word count can be verified.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10 %</p>
Bidder Response	Free Text

PROJ1.3	Please provide a summary of how you would ensure that this installation is robust.
Bidder Guidance	<p>Bidders are asked to provide details of how they would ensure that the entire system (hardware and software) is robust including:</p> <ul style="list-style-type: none"> - best practice in commissioning - actions to future proof the system - post installation monitoring <p>An attachment is allowed for this question.</p> <p>Maximum word count: 400 words. Bid responses over 400 words will only be scored based on the words within the prescribed limit.</p> <p>Please ensure your response, if provided as an attachment, is in Word format so that the word count can be verified.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10 %</p>
Bidder Response	Free Text

PROJ1.4	Please provide an overview of the resources you expect to use to undertake the delivery of the project.
Bidder Guidance	<p>Bidders are asked to provide an overview of the resources that they expect to use to undertake the delivery of this requirement.</p> <p>Within your response we would expect you to identify the following areas as a minimum:</p> <ul style="list-style-type: none"> • Proposed organisational chart which highlights responsibilities, reporting lines and details of the key staff expected to undertake the works <p>An attachment is allowed for this question.</p> <p>Maximum word count: 1200 words Bid responses over 1200 words will only be scored based on the words within the prescribed limit.</p> <p>Please ensure your response, if provided as an attachment, is in Word format so that the word count can be verified.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Scoring Criteria	For Information Only
Bidder Response	Drop down menu - I have attached resource details, organisation chart, third party sub-contractor resource / I have not attached resource details, organisation chart, third party sub-contractor resource

PROJ1.5	Please provide details of any memberships to professional bodies appropriate to the provision of this particular service.
Bidder Guidance	<p>Bidders are asked to provide details of any memberships held to professional bodies appropriate to the provision of this particular service.</p> <p>An attachment is allowed for this question.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Scoring Criteria	For Information Only
Bidder Response	Drop down menu - I have attached membership details / I have not attached membership details

PROJ1.6	Please confirm you will comply with all required standards or equivalents as detailed within the specification.
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

PROJ1.7	Please confirm you will comply with NERC's Health and Safety Policy; an induction will be provided by NERC prior to the winning bidder starting work on NERC's site. A copy of the Policy can be found within the RFx attachments entitled FM17113 Appendix 1 NERC Health & Safety Policy.
Bidder Guidance	<p>Bidders are asked to confirm they will comply with the NERC H&S Policy.</p> <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Drop down menu - Yes / No

INTERVIEW QUESTIONNAIRE

Presentation

INT1.1	<p>Bidders are to provide a presentation on the following topic:</p> <p>Company to provide a brief presentation on approach to feasibility and design for these works</p>
Bidder Guidance	<p>Bidders presentations are not to exceed 10 minutes. Presentations are to be provided in PowerPoint 2010 format. Bidders are required to submit a copy of their presentation in response to this question.</p> <p>The presentation will be loaded onto a local PC with projector prior to arrival. Bidders are also recommended to bring a copy of their presentation on a USB stick as a backup.</p> <p>It is recommended that the presentation cover, but is not limited to:</p> <ul style="list-style-type: none"> - The process to be undertaken for feasibility - How options will be summarised <p>Considerations at design</p> <p>Attachments are allowed</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10 %</p>

INT1.2	<p>Please explain the process you would go through to validate your design ahead of preparation of the tender package for principle contractor</p>
Bidder guidance	<p>Please detail any design or physical checks that you would complete</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2 %</p>

INT1.3	<p>Explain how your experience of managing principle contractors on similar projects will assist you in undertaking this project</p>
Bidder guidance	<p>Please draw examples from your experience, what key activities have ensured effective project delivery</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 2 %</p>

INT1.4	Please explain how you would ensure effective commissioning of the new window system
Bidder guidance	Please explain what best practice guidelines you would draw upon
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 2 %

INT1.5	Please explain what internal procedures you have to ensure effective quality control for this project
Bidder guidance	Please detail the internal quality control procedures you will be using for this project and explain any applicable standards maintained by the company
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 2 %

INT1.6	Please describe what measures you would take to ensure effective project handover to the client and what the benefits are of this.
Bidder guidance	Highlight benefits and any standard processes that you would undertake
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 2 %