

# Request for Proposal Questions



Request for Proposal (RFP) on behalf of **UK Research and Innovation**

Subject **Cleaning Services at MRC Harwell**

Sourcing reference number **FM18115**

## Section 6 – Selection and Award questionnaires

### Section 6 – Selection questionnaire

#### 6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at

<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

#### **Cleaning Services at MRC Harwell**

**FM18115**

#### **OPEN PROCEDURE**

#### **Bidder Guidance notes for completion for Parts 1,2,3 and definitions for all sections**

1. The “authority” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard **Selection Questionnaire** i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (**as amended**) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

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

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection shall complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	<p>Bidders are required to complete the below table.</p> <p>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).</p> <p>Scoring criteria - For information only;</p> <p>Full name of the potential supplier submitting the information  Registered office address (if applicable)  Registered website address (if applicable)  Date of registration in country of origin  Company registration number (if applicable)  Charity registration number (if applicable)  Head office DUNS number (if applicable)  Registered VAT number  Trading name(s) that will be used if successful in this procurement</p>	
SEL1.2	<p>Please select from the below options to indicate your trading status</p> <p>Bidder Guidance - the Bidder shall select from the following options;</p> <p>i) a public limited company  ii) a limited company  iii) a limited liability partnership  iv) other partnership  v) sole trader  vi) Third Sector  vii) Other (Please Specify your trading status)</p> <p>Scoring Criteria - For information only)</p>	

SEL1.3	<p>SEL1.3 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?</p> <p>Bidder guidance - The bidder shall answer Yes or No  Yes - If you responded yes, please provide the relevant details, including the registration number(s).  No - no further information required</p> <p>Scoring Criteria - For Information Only</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
SEL1.4	<p>SEL1.4 Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?</p> <p>Bidder Guidance - The bidder shall answer Yes or No  Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this.  No - no further information required</p> <p>Scoring Criteria - For Information Only</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SEL1.5	<p>Please select from the below options to indicate whether any of the following classifications apply to you</p> <p>Bidder Guidance - The bidder shall select from the following options</p> <p>i) Voluntary, Community and Social Enterprise (VCSE)  ii) Micro, Small or Medium Enterprise (SME)*  iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p> <p>Bidder Guidance  See EU definition of SME:  <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</a></p> <p>Scoring Criteria - For information only</p>	<p>i) Voluntary, Community and Social Enterprise (VCSE)  ii) Micro, Small or Medium Enterprise (SME)*  iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p>
SEL1.6	<p>SEL1.6 - Please detail information concerning Persons of Significant Control (PSC) by uploading an attachment with the following information;</p> <p>i) - Name;  ii) - Date of birth;  iii)- Nationality;  iv)- Country, state or part of the UK where the PSC usually lives;  v)- Service address;</p>	<p>i) - Name;  ii) - Date of birth;  iii)- Nationality;  iv)- Country, state or part of the UK where the PSC usually lives;  v)- Service address;  vi) - The date he or she became a PSC in</p>

	<p>vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</p> <p>vii)- Which conditions for being a PSC are met;</p> <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> <li>- N/A</li> </ul> <p>(Please enter N/A if none of the above are applicable)</p> <p>Bidder guidance -The Bidder shall complete the below table. Guidance on PSC can be found at</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships">https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships</a></p> <p>Scoring criteria - For information only</p>	<p>relation to the company (for existing companies the 6 April 2016 should be used);</p> <p>vii)- Which conditions for being a PSC are met;</p> <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> <li>- N/A</li> </ul>
SEL1.7	<p>SEL1.7 Please provide details of your immediate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Immediate Parent Company</p> <p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT Number</p>
SEL1.8	<p>SEL1.8 Please provide details of your Ultimate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Ultimate Parent Company</p> <p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT Number</p>

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Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1																								
Bidding model																								
Question number	Question				Response																			
SEL1.9	<p>SEL1.9 Are you bidding as the lead contact for a group of economic operators?</p> <p>Bidder Guidance - The Bidder Shall answer Yes or no</p> <p>Yes - If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>No - If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p> <p>Scoring Criteria - For Information Only</p>				<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p>																			
SEL1.10	<p>SEL1.10 Please provide the name and details of group of economic operators (if applicable)</p> <p>Bidder Guidance - the bidder shall include details of the following Name of group of economic operators and the proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.</p> <p>Scoring Criteria - For Information Only</p>																							
SEL1.11	<p>SEL1.11 Are you or, if applicable, the group of economic operators proposing to use sub-contractors?</p> <p>Bidder Guidance - The Bidder Shall answer yes or no</p> <p>Scoring Criteria - For Information Only</p>				<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>																			
SEL1.12	<p>SEL1.12 If you responded Yes to SEL1.11, please provide additional details for each subcontractor as follows as an attachment to this question, we shall ask them to complete this form as well; If you responded no- please select N/A</p> <table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Name						Registered address						Trading status					
Name																								
Registered address																								
Trading status																								

	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

SEL1.13	<p><b>Contact details and declaration</b></p> <p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p>Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements. Scoring criteria Mandatory Pass / Fail</p>
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SEL1.13	Contact details and declaration
Question	Response

Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
SEL2.1	<b>Regulations 57(1) and (2)</b> The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a> , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a> .	
SEL2.2	SEL2.2 - Participation in a criminal organisation  Bidder Guidance - The bidder Shall answer Yes or No  Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.  No - Pass  Scoring Criteria - Mandatory Pass/Fail	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
SEL2.3	SEL2.3 - Corruption  Bidder Guidance - The bidder Shall answer Yes or No  Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at



	<p>issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
SEL2.4	<p>SEL2.4 - Fraud</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.5	<p>SEL2.5 - Terrorist Offences or offences link to terrorist activities</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.6	<p>SEL2.6 - Money laundering or Terrorist financing</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	Scoring Criteria - Mandatory Pass/Fail	
SEL2.7	<p>SEL2.7 - Child Labour and other forms of trafficking in human beings</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No – Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.8	<p>If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL2.9	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - Fail No - Pass</p> <p>In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. Please Note: The authority reserves the right to use its sole discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>in breach of its obligations relating to the non-payment of taxes or social security contributions.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
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SEL3.1	<p>SEL3.1 - Grounds for discretionary rejection – The Contracting Authority is entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further.</p> <p>If you cannot provide a compliant answer – (No) to the above questions, it is possible that your application might not be accepted. In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement. The detailed grounds for discretionary exclusion of an organisation are set out on <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <p>Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance</p>	Yes <input type="checkbox"/>
SEL3.2	<p>SEL3.2 - Breach of environmental obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.3	<p>SEL3.3 - Breach of social obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.4	<p>SEL3.4 - Breach of labour law obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.5	<p>SEL3.5 - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	Cleaning)	
	Scoring Criteria - Pass/fail	
SEL3.6	<p>SEL3.6 Guilty of grave professional misconduct?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.7	<p>SEL3.7 Entered into agreements with other economic operators aimed at distorting competition?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.8	<p>SEL3.8 Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.9	<p>SEL3.9 Been involved in the preparation of the procurement procedure within the meaning of Regulation 41 of the Public Contracts Regulations 2015 (as amended)</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.10	<p>Prior Performance issues</p> <p>Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.11	<p>SEL 3.11 The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

SEL3.12	<p>SEL3.12 The organisation has withheld such information as described in SEL3.11</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL3.13	<p>SEL3.13 The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended).</p> <p>Is the above Statement true of your organisation?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>



	<p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	
SEL3.14	<p>SEL3.14 The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

## Part 3: Selection Questions<sup>1</sup>

Section 4	Economic and Financial Standing	
	Question	Response

<sup>1</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

<b>SEL4.1</b>	<p>SEL4.1 - Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide <b>one</b> of the following;</p> <p>a. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation</p> <p>b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>c. Alternative means of demonstrating financial status if any of the above are 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).</p> <p>Bidder Guidance - The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes I will provide the attachment(s) if requested</p>
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<b>SEL4.3</b>	<p>SEL4.3 Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its relationship to you.</p> <p>If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage?</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere ( from a bank?)</p> <p>Bidder Guidance - If this question does not apply, please respond "N/A".</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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	<p>Please provide your response in the text box below</p> <p>The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p> <p>Scoring Criteria – Mandatory Pass/fail</p>	
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	<b>Technical and Professional Ability</b>
<b>SEL5.1</b>	<p>SEL5.1 - Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>Bidder Guidance - The Bidder shall ensure all reference(s) comply with the requirements of having a similar scope and value to this procurement are still running or have been completed in the last five years (works) and three years</p>

	<p>(supplies / services) to achieve a pass.</p> <p>If you cannot provide at least one example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>		
	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

SEL5.2	<p>SEL5.2 Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Bidder guidance – Free text</p> <p>Scoring Criteria - For Information Only</p>
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	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
<b>SEL5.3</b>	<p>SEL5.3 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

	<p>Modern Slavery Act 2015?</p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p> <p>Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4</p> <p>Scoring Criteria - For Information Only</p>	
<b>SEL5.4</b>	<p>SEL5.4 If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall respond Yes or No Yes - Please provide relevant URL or attachment No - Please provide an explanation as an attachment</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/> Please provide relevant the url ...</p> <p>No <input type="checkbox"/> Please provide an explanation</p>

### Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

	Insurance
<b>SEL4.4</b>	<p>SEL4.4 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10,000,000 Public Liability Insurance = £10,000,000 Product Liability Insurance = £5,000,000</p> <p>Bidder Guidance - It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer yes or no</p> <p>Yes= Pass</p>

	No= Fail	
	Scoring Criteria - Mandatory Pass/fail	
<b>SEL4.6</b>	<p>SEL4.6 Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with Procurement Policy Note 14/15 and can provide evidence if requested?</p> <p>Bidder Guidance - The Bidder shall answer Yes or No</p> <p>Yes - There is a process in place to ensure our supply chain supports skills, development and apprenticeships, and we can evidence on request.</p> <p>No - We do not have a process in place</p> <p>Scoring Criteria - For Information Only.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
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	Drop down menu - Yes / No

SEL5.6	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes = *Fail</p> <p>No = Pass</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass/Fail

<b>SEL5.7</b>	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
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Bidder Guidance	<p>The Bidder shall answer yes or no  Yes – Fail*  No – Pass</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.8</b>	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	<p>The Bidder Shall answer Yes/No/Not Applicable</p> <p>A response of ‘<b>Yes</b>’ or ‘<b>Not Applicable</b>’ will result in a <b>pass</b> and a response of ‘<b>No</b>’ will result in a <b>fail</b> against this question.</p>
Scoring Criteria	Selection – Yes/No/ Not Applicable

<b>SEL5.9</b>	<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 <b>Yes</b> or <b>No</b>  <b>Yes</b> – Fail*  <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	Drop down menu - Yes / No

<b>SEL5.10</b>	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors 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 any of your subcontractors 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  <b>Yes</b> – Fail*  <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 sub-contractors, 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 by your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.10</b>	<p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders’ guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at:  <a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p>
Bidder guidance	<p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> <li>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> <li>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses</li> </ul>



	<p>information is handled by a supplier.</p> <p>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</p> <p>Bidders can answer</p> <p><b>Yes</b> – the Cyber Essential Certificate is currently in place  <b>No</b> – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract  <b>Intend</b> – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.  A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

<b>SEL2.20</b>	<p>General Data Protection Regulations (GDPR)</p> <p>The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data and comes into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR, even if the contract or agreement is concluded prior to it coming into force, so as the contract is future proofed and complies with all aspects with the GDPR, this is mutually beneficial to both parties and saves the Contracting Authority and the bidder the additional burden of amending the contract or agreement once the GDPR comes into force. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:</p> <p><a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder guidance	<p>Bidders can answer</p> <p><b>Yes</b> – We will are able to demonstrate compliance as is required by the GDPR now  <b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant  <b>Intend</b> – We are not compliant with the GDPR but we confirm that we</p>

	will be compliant prior to commencement of the contract. A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA 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></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p><b>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</b></p> <p><b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</b></p> <p>If you have agreed for your information to be disclosed under the FOIA 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).</p>
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, 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 the Contracting Authority 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 FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

## Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

6.3 Guidance on completion of the questions is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

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

**COMMERCIAL QUESTIONNAIRE**

**RFP Governance**

AW1.1	<p><b>FORM OF BID</b></p> <p>I declare that to the best of my knowledge the answers submitted in this RFP 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 the Contracting Authority may reject this RFP 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 RFP 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 RFP, 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 RFP I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this RFP 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 RFP 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 fail to be disclosed The Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW1.2</b>	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2. We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - 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.</p> <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</p>
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	<p>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.</p> <p>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 <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

### Compliance to the Contract Terms

<b>AW4.1</b>	<b>Please confirm your acceptance of the attached Contract Terms.</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b>, <b>No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No with justification</b> –Pass. See question AW4.2 for details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

<b>AW4.2</b>	<b>Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause</b>
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and</li> </ul>

	<p>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 QUESTIONNIARE


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

AW5.2	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</b></p> <p><b>All prices shall be exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>																								
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 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 at Award stage</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 at Award stage	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 at Award stage	Score																							
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£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							



Scoring criteria	Maximum Marks <b>30.00%</b>
Bidder response	Drop down menu – Yes

<b>AW5.3</b>	<b>Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc.).</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes - we will provide open book costing – Pass</b> <b>No - we will not provide open book costing – Fail</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, , No

<b>AW5.5</b>	<p><b>The Contracting Authority are 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 preferred method of e-payment.</b></p>  <p>AW5.5 ISupplier fact sheet.pdf</p> <p><b>ISupplier</b></p>
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	Drop down menu – 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 – Pass</b> <b>No – Fail</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

## 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	Drop down menu - Yes / No

<b>AW6.2</b>	<b>Variable Bids</b>
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below.  The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b>  <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>PROJ1.1</b>	<b>Please provide a method statement on how you would undertake the works from appointment to completion as detailed in the specification.</b>
Bidder Guidance	<p>Bidders are asked to provide a method statement which details how you plan to undertake the works from appointment to completion as detailed in the specification.</p> <p>Your response should cover the following areas, but not limited to:</p> <ul style="list-style-type: none"> <li>• Your comprehensive understanding of our specification requirements, details of approach to be taken, the stages of development and the key considerations.</li> <li>• Explain how you envisage training up the team to cover site from the date of appointment, as there are site specific procedures and practices to follow.</li> <li>• Detail your ability to increase to increase resource in-line with a change in business need. A detailed plan should be provided.</li> <li>• Provide a detailed description on their knowledge and expertise in working within a similar facility and how they would manage such an environment.</li> <li>• How you will manage the ad hoc requirements during this contract in which the site may require additional services from the contractor, e.g. deep cleans of laboratories/offices, onsite functions &amp; carpet cleans</li> </ul>

	<p>etc.</p> <ul style="list-style-type: none"> <li>• Please provide detail on how you will resource/outsourcing any specialised cleaning and the notice period that would be needed.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>10</b> sides of A4, font 12pt Arial. <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 is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks <b>30.00%</b></p>
Bidder Response	Free Text

<b>PROJ1.2</b>	<b>Please provide details of how you plan to manage continuity through team members for the duration of this contract, making specific reference to the proposed management structure and clear lines of responsibility and escalation.</b>
Bidder Guidance	<p>Bidders are asked to provide details of how they plan to manage continuity through team members for the duration of this contract, making specific reference to the proposed management structure and clear lines of responsibility and escalation.</p> <p>As a minimum we require your response to contain the following information, but not limited to:</p> <ul style="list-style-type: none"> <li>• Lines of reporting/management and escalation methods</li> <li>• Holiday entitlement and providing the appropriate cover (especially for the janitor position)</li> <li>• Managing sick leave</li> <li>• Managing staff cover at very short notice, very early in the morning</li> <li>• On-site Supervision</li> <li>• Providing consumables (cleaning materials) at all times</li> <li>• Monthly Quality Audits</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>8</b> sides of A4, font 12pt Arial. <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 is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks <b>20.00%</b></p>
Bidder Response	Free Text

<b>PROJ1.3</b>	<b>Please provide details of how you plan to manage the working</b>
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	<b>conditions within the MRC Harwell environment.</b>
Bidder Guidance	<p>Bidders are asked to provide details of how they plan to manage the working conditions within the MRC Harwell environment.</p> <p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> <li>• a detailed description of their processes and procedures to demonstrate their competence with Health and Safety in the delivery of this contract</li> <li>• How matters are identified, addressed and mitigated for the duration of this contract.</li> <li>• Accident statistics</li> <li>• Structure and organisation arrangements for safety issues</li> <li>• System for issuing safety alerts</li> <li>• Method of managing safe working within normal working hours</li> <li>• Method of managing safe working in silent (lone working) hours</li> <li>• Examples of site relevant RAMS</li> <li>• Cleaning and Management of areas you would be working within and walking through</li> <li>• How you will manage not impeding on the working environment</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>5</b> sides of A4, font 12pt Arial. <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 is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks <b>10.00%</b></p>
Bidder Response	<b>Free Text</b>

<b>PROJ1.4</b>	<b>Please detail how you will ensure that all site staff have the appropriate training for the duration of this contract.</b>
Bidder Guidance	<p>Bidders are asked to provide details of how they will ensure that all site staff have the appropriate training for the duration of this contract.</p> <p>Your response should cover the following areas as a minimum, but not be limited to:</p> <ul style="list-style-type: none"> <li>• How you will ensure that site staff are trained in the duties that are expected of them from date of appointment</li> <li>• New staff, Cover staff and Refresher training</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>4</b> sides of A4, font 12pt Arial. <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</p>

	attachment to this question
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks <b>10.00%</b>
Bidder Response	Drop down menu - I have attached resource details / I have not attached resource details
<b>PROJ1.5</b>	<b>Please provide an organogram which details how you intend on staffing and managing this contract in alignment with the specification and your pricing submission (AW5.2).</b>
Bidder Guidance	<p>Bidders are asked to provide an organogram which details how they intend on staffing and managing this contract</p> <ul style="list-style-type: none"> <li>• Resource organogram for staff to be deployed on site</li> <li>• Shift patterns</li> <li>• Resource organogram for all staff that will be trained to work on site to allow for provision of sick cover / holidays / increase in staffing requirements due to events</li> </ul> <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 resource details / I have not attached resource details