



# Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of **Medical Research Council (MRC)**

Subject: **Building Management System**

Sourcing Reference Number: **FM18011**

## **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.uksbs.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" style="background-color: yellow;"> <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 <b>Yes</b> or <b>No</b></p> <p><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	Yes / No

<b>SEL3.11</b>	<b>If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.</b>
Bidder guidance	<p>The Bidder shall choose from the following options;</p> <p>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</p> <p>Please note that any bidder selecting “D” will score 0 and as a result will not be considered during the evaluation process.</p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) 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 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>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.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass  <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 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p><b>Please complete this section <u>only</u> if you have agreed for your</b></p>
---------------	---

	<p><b>information to be disclosed under the FOI Act or EIR in Question FOI1.1.</b></p> <p><b>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)</b></p> <p><b>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)</b></p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act
<b>AW1.1</b>	<p><b>FORM OF BID</b></p> <p><b>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.</b></p> <p><b>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</b></p>	

	<p>Contracting Authority or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing 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 <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>AW1.3</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above.</li> </ul>
--------------	---

	<p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not. We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority. We agree that the Contracting Authority may disclose the Bidders information/documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>AW3.1</b>	<p><b>In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the attached questions as a validation check prior to the award of any Contract.</b></p> <p><b>If the Bidder fails to meet the Contracting Authority's expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</b></p>
Bidder guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority's against a procurement requirement.</p> <p><b>Yes</b> – Pass <b>No</b> – 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.

<b>AW4.1</b>	<b>Please confirm your acceptance of the attached Contract Terms.</b>
--------------	---

Bidder guidance	The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b>  <b>Yes</b> – Pass <b>No with justification</b> – Pass. See question AW4.2 for details of what amounts to a valid justification. <b>No</b> – Fail
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 proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <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’.

<b>PROJ1.2</b>	<b>Please confirm that you understand that by submitting your completed bid response, should you be awarded this contract, the pricing and installation timetable submitted will be non-negotiable.</b>
----------------	---

	<p>There will be no allowance for lack of information or understanding of requirement due to not having attended site.</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 and due to the highly volatile environment you will be working in 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 <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> - Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

<b>AW6.2</b>	<p><b>Non-Disclosure Agreement</b></p> <p>In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to agree to the Non-Disclosure Agreement attached prior to the award of any Contract.</p> <p>If the Bidder fails to agree to this UK SBS 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>
Bidder guidance	<p>Bidder guidance - The Bidder is not required to complete the non-disclosure agreement at this stage but will be required to respond to the question in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

## PRICE QUESTIONNAIRE

PROJ2.1	<p>Please confirm that your submitted bid price is within the project budget of £100,000 excluding VAT (for the 1<sup>st</sup> and 2<sup>nd</sup> year service costs, excluding any call out fees).</p> <p><b>Bids that exceed this value will not be considered.</b></p> <p>This should include all costs relating to the projects as well as Travel, Subsistence and Overhead costs.</p>
Bidder guidance	<p>Bidders are asked to confirm that your final price submitted within AW5.2 will fall within this budget.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.2	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</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 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>

	For example, assuming the lowest bid is £100,000.																								
	<table border="1"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score																							
£100,000	0	100																							
£120,000	20%	80																							
£140,000	40%	60																							
£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks <b>20%</b>																								
Bidder response	Yes																								

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

<b>AW5.6</b>	<p><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></p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>SEL1.1</b>	<b><u>Case studies</u></b>
---------------	----------------------------

	Please provide details of a maximum of two case studies relevant to this particular requirement, which are still running or have been completed within the last three years. Please ensure each case study includes the title of the contract, the start and end dates, and a description of the work carried out and how it relates to the scope of this procurement.
Bidder guidance	<p>Bidders should attach their answer as a pdf to this question.</p> <p>This question will be for information only.</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	I have attached case studies requested / I have not attached the case studies requested.

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>PROJ1.1</b>	<b>Please confirm you have attended a site visit for this requirement.</b>
Bidder Guidance	Bidder shall confirm <b>Yes</b> or <b>No</b>  Please note that a visit to site will be required before a contract can be signed, however it is strongly advised that in order to gain a full understanding of the scope of work this is done during the tender process.  Bidders are require to complete, sign and return the attached prior to the site visit
Scoring Criteria	For Information Only
Bidder Response	Yes / No

<b>PROJ1.3</b>	<b>Please provide details of how you propose to deliver this contract in line with the specification.</b>
Bidder guidance	Bidders are asked to provide a full description of how they propose to deliver this contract in line with the specification.  Bidders should ensure that their response demonstrates efficient service management whilst providing reassurance of their understanding of the complex controls, technology and systems currently in use on site.  As a minimum your response should cover all of the following elements: <ul style="list-style-type: none"> <li>• Data and records management,</li> <li>• Data security and regulatory compliance</li> <li>• Remote Connectivity and Remote Technical Responses</li> <li>• Software upgrades &amp; support; access to System Engineering Tool (SET) software etc.</li> <li>• Planned Preventative Maintenance and On-site responses</li> <li>• The response should include sample Risk Assessments and Method Statements for the activities to be undertaken.</li> <li>• Your response must include example copies of reports that will be produced as required by the specification</li> <li>• If you intend to use sub-contractors, you should assure MRC that you have a robust approach to sub-contractor management,</li> </ul>

	<p>including how you will select, vet, appoint, monitor and manage any sub-contractors, including proposing these to MRC. If you already have existing relationships with sub-contractors which would be used on this contract, details should also be provided.</p> <ul style="list-style-type: none"> <li>• Handling of 24/7 365 days a year emergency calls (available for Trend technical support PIN holders at MRC) and examples of response procedure.</li> <li>• Handling of 2 hour remote response &amp; 4 hour site response and examples of response procedure.</li> </ul> <p>Your response should also include how you will ensure that sub-contractors adhere to all relevant legislation, deliver in line with the terms of your contract with MRC, and how you will ensure that information required by MRC in the delivery of this contract is available.</p> <p>This question is limited to 12 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach 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>40.00%</b></p>
Bidder response	Text

<b>PROJ1.4</b>	<p><b>Please provide details of how you will ensure adequate critical spare parts (mainly manufactured by Trend Controls, and equivalent where applicable) are available throughout the contract period as per the specification requirement.</b></p>
Bidder guidance	<p>Bidders are asked to provide details of how they will ensure that adequate critical spare parts are available throughout the contract period.</p> <p>This question is limited to 3 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach 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>15.00%</b></p>
Bidder response	Text

<b>PROJ1.5</b>	<p><b>Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project and those highlighted in Section 4 of the Specification, making specific reference to the challenging needs of highly complex scientific research operations that also includes the wellbeing of animals to comply with home office requirements</b></p>
Bidder guidance	<p>Bidders are asked to demonstrate their knowledge of the skills and expertise that are essential to the successful delivery of this project as per</p>

	<p>the specification.</p> <p>Within your response, bidders are required to make specific reference to the challenging needs of highly complex scientific research operations that also include the wellbeing of animals in order to comply with home office requirements.</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> <li>• Within your appointment decisions please identify the appropriate expertise that your key members would bring to this project and any specific skills they may hold in scientific requirements</li> <li>• Cover for staff absence</li> <li>• Procedures and practises to ensure that there will be no impact on the research operations and the safety of the staff working at the facility.</li> <li>• As it has been highlighted in the specification the facilities, have very stringent operational requirements including tightly controlled environmental conditions please provide a detailed methodology as to how the proposed team will ensure that all current conditions are regulated.</li> </ul> <p>This question is limited to 3 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach 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	Text

<b>PROJ1.6</b>	<p><b>Please provide details of how new internal developments in technologies and service delivery will be implemented on-site to ensure optimal service delivery and continuous improvement throughout the contract term.</b></p> <p><b>For example: Internal process of communication, external process of communication with MRC etc.</b></p>
Bidder guidance	<p>Bidders are asked to provide details of how new internal developments in technologies and service delivery will be implemented on-site to ensure optimal service delivery and continuous improvement throughout the contract term.</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> <li>• Internal process of communication</li> <li>• External process of communication with MRC</li> </ul> <p>This question is limited to 3 sides of A4, font 12pt Arial. Any additional</p>

	content provided beyond this will not be considered or scored during the evaluation process.  Bidders should attach their response as a PDF attachment to this question
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology.  Maximum Marks <b>5.00%</b>
Bidder response	Text

<b>PROJ1.7</b>	<b>Please provide details of your processes and procedures to demonstrate competence and compliance with Health and Safety in the delivery of this contract.</b>
Bidder guidance	<p>Bidders are required to provide details of their processes and procedures to demonstrate their competence and compliance with Health and Safety in the delivery of this contract</p> <p>Response should cover all of the following elements:</p> <ul style="list-style-type: none"> <li>• Accident statistics</li> <li>• Structure and organisation arrangements for safety issue</li> <li>• Management review process</li> <li>• System for issuing safety alerts</li> <li>• Details of staff training</li> <li>• Written procedure for safety isolation of electrical circuits</li> </ul> <p>This question is limited to 3 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach their response as a PDF attachment to this question</p> <p>The Bidder shall answer:</p> <p>I have provided the information requested (with supporting documentation attached) – <b>Pass</b>  I have not provided the information requested (with no supporting documentation attached) – <b>Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	I have provided the information requested / I have not provided the information requested

<b>PROJ1.8</b>	<b>Please confirm that all engineers working on site will hold the relevant qualifications detailed within the specification for their relevant roles, and that this information will be made available to MRC within 48 hours of a request being made.</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> I have attached these qualifications – Pass  <b>No</b> I have not attached these qualifications – Fail</p>
Scoring	Mandatory Pass / Fail

criteria	
Bidder response	Drop down menu - Yes / No
<b>PROJ1.9</b>	<b>Please provide details of your proposed Contract Manager and processes for reporting on contract performance at Contract Management Meetings and Energy Performance Reviews as set out in the specification including sample copies of reports that will be provided.</b>
Bidder guidance	<p>Bidder to confirm they have provided the requested details and confirm they can meet the MRC performance specification requirement for Contract/Service reporting.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No