

# Request for Proposal

Question bank



Department for  
Business, Energy  
& Industrial Strategy

**Request for Proposal (RFP) on behalf of The Department for  
Business, Energy and Industrial Strategy (BEIS)**

**Subject: Research Collaboration Network Framework**

**Sourcing Reference Number: PS22407**

## Section 6 – Response Evaluation Questionnaires

### Introduction

Bidders should note that the response evaluation questionnaire is located within the **Jaggaer eSourcing portal**.

**Guidance on how to register and use the eSourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>**

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

### Research Collaboration Network Framework

**PS22407**

### OPEN ABOVE THRESHOLD 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.

## Section 6 – Evaluation Response Questionnaires

### 6.1 Qualification / Selection Questionnaire

6.1.1 Bidders should note that the Qualification / Selection Questionnaire is located within the **Jaggaer eSourcing Portal**.

Guidance on how to register and use the Jaggaer eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

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
1.1 (a)	Full name of the potential supplier submitting the information	
1.1 (b) – (i)	Registered office address (if applicable)	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1 (d)	Date of registration in country of origin	
1.1 (e)	Company registration number (if applicable)	
1.1 (f)	Charity registration number (if applicable)	
1.1 (g)	Head office DUNS number (if applicable)	
1.1 (h)	Registered VAT number	
1.1 (i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1 (i) – (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1 (j) – (i)	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?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.1 (j) – (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1 (k)	Trading name(s) that will be used if successful in this procurement	
1.1 (l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>2</sup> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met; <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. <sup>3</sup></li> </ul> </li> </ul> (Please enter N/A if not applicable)	N/A <input type="checkbox"/>
1.1 (o)	Details of immediate parent company: <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A <input type="checkbox"/>
1.1 (p)	Details of ultimate parent company: <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul>	N/A <input type="checkbox"/>

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>2</sup> UK companies, Societies European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

<sup>3</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

	(Please enter N/A if not applicable)	
--	--------------------------------------	--

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																																																																
1.2 (a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.																																																																
1.2 (a) - (ii)	Name of group of economic operators (if applicable)																																																																	
1.2 (a) - (iii)	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.																																																																	
1.2 (b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																
1.2 (b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <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> <tr><td>Company registration number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Head Office DUNS number (if applicable)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Registered VAT number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Type of organisation</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>SME (Yes/No)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>The approximate % of contractual obligations assigned to each sub-contractor</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						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					
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																																																																		

### Contact details and declaration

1)I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

2)I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

3)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.

4)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.

5)I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3 (a)	Contact name	
1.3 (b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3 (d)	Phone number	
1.3 (e)	E-mail address	
1.3 (f)	Postal address	
1.3 (g)	Signature (electronic is acceptable)	
1.3 (h)	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
2.1 (a)	<b>Regulations 57(1) and (2)</b>  The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</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> .	
2.1 (a) - (i)	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (ii)	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iii)	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iv)	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (v)	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (vi)	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (b)	If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>



	despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
2.3 (a)	<b>Regulation 57(3)</b>  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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3 (b)	If you have answered yes to question 2.3(a), please provide further details. Please 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 discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3	Grounds for discretionary exclusion	
Question Number	Question	Response
3.1	<b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</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.	
3.1 (a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (d)	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	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2

	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?	
3.1 (e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (i)	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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (j)	Please answer the following statements	
3.1 (j) - (i)	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. Is the above statement true of your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iv)	The organisation has influenced the decision-making process of the contracting authority to obtain	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2

	confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

## Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Question Number	Question	Response
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
Question Number	Question
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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>If you cannot provide examples, see question 6.3</p>
--	--

	Contract 1	Contract 2	Contract 3
<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>			

6.2	<p>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>
-----	---

6.3	<p>If you cannot provide at least one example for questions 6.1, 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>
-----	---

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	<p><b>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015("the Act")?</b></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><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

	<p><b>Yes</b> - Please provide the relevant URL in question 7.2</p> <p><b>No</b> - Please provide an explanation in question 7.3</p> <p>Scoring Criteria - For Information Only</p>	
7.2	<p>Please only answer this question if you have answered <b>Yes</b> to question 7.1 in which you have confirmed that you are 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 Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide the relevant URL or attachment</p> <p>This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>If your organisation is not currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act upon the award then this will achieve a PASS.</p> <p>If your organisation is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL</p> <p><b>Please note:</b> It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	Please provide relevant URL
7.3	<p>Please only answer this question if you have answered <b>No</b> to question 7.1 in which you have confirmed that you are not required to be 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 Contracting Authority in its contractual terms, for you to comply with this</p>	Please provide an explanation

	<p>obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide an explanation as an attachment.</p> <p>If your organisation is not captured by the Modern Slavery Act please ensure that you provide a clear explanation to achieve a PASS. The Contracting Authority also actively encourages those organisations that are not captured by the Act to comply with the Spirit of the Act.</p> <p><b>Please note:</b> It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p>Scoring Criteria - Mandatory Pass/fail</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.

Section 8	Additional Questions
8.1	Insurance
8.1 (a)	<p>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 = £5,000,000 Public Liability Insurance = £5,000,000 Professional Indemnity Insurance = £5,000,000</p> <p>*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>
<b>SEL5.5</b>	<b>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.</b>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail

Answer Type	Option List <b>Yes – Pass</b> <b>No – Fail</b>
-------------	--

<b>SEL5.6</b>	<b>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?</b>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes – Fail*</b> – Please provide details within SEL5.6.1 <b>No – Pass</b> – No response required for SEL5.6.1</p> <p>If your answer to this question is “Yes”, please provide details in a separate document attachment to SEL5.6.1 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 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
Answer Type	<b>Yes – Fail*</b> – Please provide details within SEL5.6.1 <b>No – Pass</b> – No response required for SEL5.6.1

<b>SEL5.6.1</b>	<b>Supporting Documentation for SEL5.6 - Enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.6 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>*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> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.6 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>SEL5.7</b>	<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)?</b>
Bidder Guidance	<p>The Bidder shall answer yes or no</p> <p><b>Yes – Fail*</b> – Please provide details within SEL5.7.1</p>



	<p>No – Pass – No response required for SEL5.7.1</p> <p>If your answer to this question is “Yes”, please provide details in a separate document attached for SEL5.7.1 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
Answer Type	<p><b>Yes – Fail*</b> – Please provide details within SEL5.7.1</p> <p><b>No – Pass</b> – No response required for SEL5.7.1</p>

<b>SEL5.7.1</b>	<b>Supporting Documentation for SEL5.7 - breaching environmental legislation, in the last 3 years?</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.7 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>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> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.7 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>SEL5.8</b>	<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?</b>
Bidder Guidance	<p>The Bidder Shall answer Yes/No/Not Applicable</p> <p>A response of ‘Yes’ or ‘Not Applicable’ will result in a <b>pass</b> and a response of ‘No’ will result in a <b>fail</b> against this question.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p><b>Yes – Pass</b></p> <p><b>No – Fail</b></p> <p><b>N/A – Pass</b></p>

<b>SEL5.9</b>	<b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an</b>
---------------	--

	<p><b>Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b></p> <p><b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail* – Please provide details within SEL5.9.1  <b>No</b> – Pass – No response required within SEL5.9.1</p> <p>*If you have answered “yes” please provide, as a supporting document to SEL5.9.1 including 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
Answer Type	<p>Option List</p> <p><b>Yes</b> – Fail* - Please provide details within SEL5.9.1  <b>No</b> – Pass – No response required within SEL5.9.1</p>

<b>SEL5.9.1</b>	<b>Supporting Documentation for SEL5.9</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.9 please provide a supporting document attached to this question, including 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(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL5.9 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>SEL5.10</b>	<p><b>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regard 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;</b></p> <p><b>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?</b></p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p><b>Yes – Fail*</b>– Please provide details within SEL5.10.1  <b>No – Pass</b> – No response required within SEL5.10.1</p> <p>*If you have answered “yes” please provide a document to SEL5.10.1 providing 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 you and your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes – Fail*</b> - Please provide details within SEL5.10.1  <b>No – Pass</b> – No response required to SEL5.10.1</p>

<b>SEL5.10.1</b>	<b>Supporting Documentation for SEL5.10</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.10 please provide a supporting document attached to this question, including 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 subcontractor, please use the attachment to explain what action (if any) your subcontractor or your organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>If it is your organisations unequivocal intention to use the same subcontractor? should you be successful in being awarded this procurement opportunity, you may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question.</p>

	Any bidder declaring unlawful discrimination within SEL5.10 but not providing evidence may not be considered.
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>SEL1.10</b>	<b>Information Security</b>  The following information security requirements are mandatory for this procurement: <ul style="list-style-type: none"> <li>• Cyber Essentials certification or</li> <li>• Cyber Essentials Plus certification</li> </ul>
Bidder Guidance	Bidders can answer  <b>Yes</b> – the requirements are currently in place  <b>Intend</b> – the requirements are not in place and we intend to have them in place for commencement of the contract.  <b>No</b> – the requirements are not in place and we have no intention of having them 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.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Options List  <b>Yes</b> – the requirements are currently in place  <b>Intend</b> – the requirements are not in place and we intend to have them in place for commencement of the contract.  <b>No</b> – the requirements are not in place and we have no intention of having them in place for commencement of the contract

<b>SEL1.10.1</b>	<b>Supporting Documentation for SEL1.10</b>
Bidder Guidance	Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate.  This information should be provided as an attachment to this question.  Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered. Bidders that responded "Intend" to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder.

Scoring Criteria	For Information Only
Answer Type	Attachment


<b>SEL2.12</b>	<p><b>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</b></p> <p>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</p> <p>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex A.</p> <p>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 or sub-processors) used under this Framework Agreement to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UK SBS.</p> <p>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: <a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex A – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List

	<p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex A – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>
--	--

<b>SEL2.13</b>	<p><b>Data Storage</b></p> <p><b>Please confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</b></p>
Bidder Guidance	<p>Bidders are required to confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p> <p>Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.</p>
Scoring Criteria	For Information Only
Answer Type	Text

<b>SEL2.18</b>	<p><b>Supply Chain Transparency</b></p> <p>The Contracting Authority is committed to having a transparent oversight of its contracted suppliers supply chain.</p> <p>Bidders can answer</p> <p><b>Yes</b> – We have added our supply chain details of subcontractors that will receive more than 10% of the potential contract award, including any dual supply chain subcontractors - <b>Pass</b></p> <p><b>No</b> – We do not have any subcontractors that will receive more than 10% of the potential contract award or we do not intend to subcontract out any supplies and or services, works as part of the performance of any contract awarded and have made this statement on the uploaded form in the supplier's name column - <b>Pass</b></p> <p><b>N/A</b> – We have not yet identified the potential supply chain that we be using for any bid submission and have made this statement on the uploaded form in the supplier's name column – <b>Pass</b> (subject and always to compliance with note 1 below)</p> <p>Note 1 – The bidder accepts and warrants as a condition of participation that this supply chain information, shall be provided to BEIS upon a reasonable request to do so. Any failure or refusal to provide this information to the Contracting Authority, will result in the entire bid submission being rejected by the Contracting Authority.</p>
----------------	---

	<p>The Bidder shall answer <b>Yes</b> or <b>No</b> or <b>N/A</b></p> <p>Yes – <b>Pass</b></p> <p>No – <b>Pass</b></p> <p>N/A – <b>Pass</b> (subject to note 1 above)</p>
Bidder Guidance	<p>Note : Bidders</p> <p>This form only requires completing for those subcontractors, at any level / tier within the supply chain, that will receive more than 10% of the total contract award value</p> <p>This form completion and upload is for information only, but its completion and uploading are a mandatory requirement of bidding for this opportunity.</p> <p>If you are unsure as to how to complete and upload this form, please send a formal timely clarification via the E-Sourcing Portal.</p>
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	<p><b>Yes</b> – Pass</p> <p><b>No</b> – Pass</p> <p><b>N/A</b> – Pass (subject to note 1)</p>

<b>SEL2.18.1</b>	<b>Supporting Documentation for SEL2.18 - Supply Chain Transparency</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes', "No" or ("N/A" subject to note 1) in SEL2.18</p> <p>This information shall be provided as an attachment to this question in order to provide the necessary information in regards to supply chains.</p> <p>See Excel (Supply chain) file attached:</p> <div style="text-align: center;">  <p>Copy of BEIS Commercial - Supply</p> </div>
Scoring Criteria	For Information Only
Answer Type	<b>Document Upload</b>

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p><b>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</b></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 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
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>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?</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields 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> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>



Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Text
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text

## Section 6 – Evaluation Response Questionnaires

### 6.2 Technical and Commercial Questionnaire

6.2.1 Bidders should note that the Technical and Commercial Questionnaire is located within the **Jaggaer eSourcing Portal**.

**Guidance on how to register and use the Jaggaer eSourcing portal is available at**

**<https://beisgroup.ukp.app.jaggaer.com/>**

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

## COMMERCIAL QUESTIONNAIRE

## RFP Governance

AW1.1	<p><b><u>FORM OF BID</u></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 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 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 or No</b></p> <p><b>Yes – Pass</b></p>

	<b>No - Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List <b>Yes – Pass</b> <b>No – Fail</b>

<b>AW1.2</b>	<b>BID VALIDITY PERIOD</b>  <b>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids. Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</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
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>AW1.3</b>	<b>CERTIFICATE OF BONA FIDE BID</b>  <b>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.</b>  <b>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:</b>  <ul style="list-style-type: none"> <li><b>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</b></li> <li><b>(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;</b></li> <li><b>(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.</b></li> </ul>
--------------	---

	<p>In this certificate, the word "person" includes any persons and anybody 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 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 <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW3.2</b>	<p><b>Conflict of Interest</b></p> <p>Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No with justification</b>.</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via Jaggaer eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p>

	For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Option List  <b>Yes</b> , we can confirm we are not in a position of a conflict of interest – Pass  <b>No with justification</b> , we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.

<b>AW3.2.1</b>	<p><b>Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</b></p> <p><b>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</b></p> <p><b>Where a bidder has responded 'Yes' to AW3.2 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via Jaggaer eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the project.</p> <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</p> <p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p>

	Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

### Compliance to the Contract Terms

<b>AW4.1</b>	<b>Please confirm your acceptance of the Framework Terms that can be found within the Instructional Attachments section within this question.</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>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are <b>not</b> required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List
	<p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p>

<b>AW4.2</b>	<p><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></p> <p><b>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Framework 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 Framework 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</p>

	<p>(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 Framework 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>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> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Attachment

<b>AW5.1</b>	<p><b>Lot Selection</b></p> <p><b>Bidders are asked to confirm which Lot(s) they are applying for.</b></p>
Bidder Guidance	<p>Bidder Selection</p> <ul style="list-style-type: none"> <li>Lot 1 – Risk</li> <li>Lot 2 – Chemicals and Materials</li> <li>Lot 3 – Analytical</li> <li>Lot 4 – Technology Hardware and Software</li> </ul>
Scoring Criteria	For Information Only
Answer Type	Multi Choice Option List



## TECHNICAL QUESTIONNAIRE

For the following questions, where a numerical score is awarded, bidders must achieve a minimum unweighted score of 60 in order to progress further in the procurement.

### TECHNICAL QUESTIONNAIRE – Lot 1 Risk

<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
Answer Type	Option List  <b>Yes</b> – Pass <b>No</b> – Fail

<b>AW6.2</b>	<b>Variable Bids</b>  The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.
Bidder Guidance	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
Answer Type	Option List  <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>

<b>PROJ1.1</b>	<b>Product Risk Prioritisation decision tool</b>  Please outline the approach taken to evaluate and validate a management tool that could be used to prioritise a variety of consumer products varying in risk.  The process of prioritisation involves using a methodology that is applied to: identify hazards (hazard = something that has the capacity to cause harm) for each of the products/categories under consideration to score each based on the <u>severity</u> of those hazards by the harms they can cause (e.g. psychological, physical, financial, environmental, vulnerable groups), the <u>prevalence</u> of those hazards (e.g. how frequent the hazard is), and the <u>likelihood</u> that exposure to the hazard will cause harm.
----------------	---

Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• An outline of how to analyse current risk management models and scoring methods used to conduct risk prioritisation that other regulators employ (e.g. FSA, FCA, HSE) in order to indicate which are effective and why.</li> <li>• An outline of new data sets that would be generated from empirical studies designed to test the reliability of product risk prioritisation tools to determine one which is the best fit for prioritising consumer products</li> <li>• An outline of how the risk prioritisation tool would be validated by specifying the methodology that would be used for validation.</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.66%</b></p>
Answer Type	Attachment

<b>PROJ1.2</b>	<p><b>Effective Communication</b></p> <p>Effective communication of risk is essential to reducing harm to the consumer. Please outline what communication strategies you would implement to the public, to business and to other relevant stakeholders for a product that has been found to be high risk.</p> <p>Products vary in their risk, and once a risk assessment has been conducted, a response may be taken to communicate to the public the risks of the product and how to mitigate them.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Your approach to developing communication strategies for high risk products that would be tailored to different audiences, using different modes of communication</li> <li>• The theoretical basis behind the communication strategies proposed</li> <li>• The empirical basis on which the communication strategies would be evaluated</li> <li>• Detail the associated challenges in developing this piece of work and how you would overcome these challenges</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p>

	<b>Maximum Marks – 16.66%</b>
Answer Type	Attachment

<b>PROJ1.3</b>	<b>Risk Attributions</b>  Risk attributions and risk tolerance are key considerations when a consumer purchases online. Outline your approach to identifying and understanding the extent contribution these factors have when a consumer purchases a product online.
Bidder Guidance	As a minimum your response should include: <ul style="list-style-type: none"> <li>• Your approach to identifying risk attributions to the scenario</li> <li>• Your approach to understanding risk tolerance of a consumer and factors that may change this</li> <li>• Resulting effect on purchasing behaviours</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	Scoring is to be based on the 0 – 100 scoring methodology.  <b>Maximum Marks – 16.67%</b>
Answer Type	Attachment

<b>PROJ1.4</b>	<b>Technical Expertise and Capability</b>  Please provide details of your project team demonstrating the technical expertise they will bring to the contract.
Bidder Guidance	Bidders are asked to provide details of your project team demonstrating the technical expertise they will bring to the project.  Your response should cover the following areas as a minimum, but not limited to: <ul style="list-style-type: none"> <li>• Detail your expertise in either risk communication and management, risk measurement and prioritisation or behavioural studies relevant to risk factors. Bidders are to detail the benefits this expertise will bring to this project</li> <li>• Detail your understanding of risk and its application to the areas OPSS is responsible for. Bidders are to detail the benefits this expertise will bring to this project</li> <li>• Identification of the appropriate expertise, management and technical knowledge that your key members would contribute to the project</li> <li>• Experience of similar work that your team has delivered and how this demonstrates your skills, expertise and knowledge</li> </ul> <p>This question is limited to 5 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the</p>

	evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.
Scoring Criteria	Scoring is based on the 0 – 100 scoring methodology. <b>Maximum Weighting – 40%</b>
Supplier's Response	<b>Attachment</b>

<b>PROJ1.5</b>	<p><b>Social Value - Fighting Climate Change MAC 4.1</b></p> <p>For the Theme &amp; Measure detailed in the bidder guidance below, please describe the commitment(s) your organisation will make. You should include:</p> <ul style="list-style-type: none"> <li>- a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.</li> <li>- a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.</li> <li>- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)</li> </ul> <p>Planned Metrics are provided below, your commitments to social value should align to one or more of these metrics. If you believe that alternative metrics would be more effective at achieving the Theme / Measure, please outline them in your proposal with a clear explanation of the comparable benefit.</p> <p>For each theme, we will be assessing the qualitative aspects and outcomes of your commitments. Priority should be given to incremental value that you will commit to as a direct result of being awarded this contract. If you are not in a position to commit to specific Social Value deliverables directly related to this contract award, you must demonstrate your corporate track record of delivering Social Value that aligns with the Theme and Measure below.</p>
Bidder Guidance	<p>Bidders are to describe the commitment(s) their organisation will make for the theme and measure below.</p> <p>Theme: Fighting Climate Change</p> <p>Measure: MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.</p> <p>Award Criteria Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> <li>• Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative example: conducting pre-</li> </ul>

	<p>contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.</p> <ul style="list-style-type: none"> <li>• Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.</li> <li>• Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions.</li> </ul> <p>Planned Metrics</p> <ul style="list-style-type: none"> <li>• Percentage of carbon reduction (measured in metric tonnes carbon dioxide equivalents (MTCDE) across Scope 1, Scope 2 and Scope 3 by the supplier committed within the contract at a corporate level</li> <li>• Supplier committed to carbon Net Zero at a corporate level by which date.</li> <li>• Percentage of decarbonisation roadmap reliant upon carbon offsetting to achieve Net Zero commitments</li> <li>• The establishment, implementation and tracking of an environmental scorecard which measures, inter alia: <ul style="list-style-type: none"> <li>- Creation of new carbon sinks</li> <li>- Protection of carbon sinks</li> <li>- Biodiversity (in relation to flora &amp; fauna)</li> <li>- Air quality</li> <li>- Water quality</li> <li>- Waste Management</li> </ul> </li> </ul> <p>This question is limited to 4 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 10%</b></p>
Answer Type	<b>Attachment</b>

## COMMERCIAL QUESTIONNAIRE – Lot 1 Risk

<b>AW5.2</b>	<p><b>Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 1 Risk document with a breakdown of all staff rates that may be required throughout the lifetime of this Framework Agreement.</b></p> <p><b>As part of the mini competition process, bidders will be asked to provide a cost based on the specific requirement. At that time, bidders can <u>either</u> submit their rates provided for in AW5.2 <u>or</u> submit lower rates.</b></p> <p><b>All rates shall be in £ GBP and exclusive of VAT.</b></p> <p><b>The rates provided are firm and fixed for the initial term of the Framework Agreement. For every extension year taken up, the Awarded Suppliers will be allowed to revise their maximum rates in</b></p>
--------------	---

	<b>agreement with OPSS and in line with the Consumer Price Inflation (CPI) Index.</b>
Bidder Guidance	Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 1 Risk document with a breakdown of all the staff rates.
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Attachment

## TECHNICAL QUESTIONNAIRE

For the following questions, where a numerical score is awarded, bidders must achieve a minimum unweighted score of 60 in order to progress further in the procurement.

### TECHNICAL QUESTIONNAIRE – Lot 2 Chemicals and Materials

<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
Answer Type	Option List  <b>Yes</b> – Pass <b>No</b> – Fail

<b>AW6.2</b>	<b>Variable Bids</b>  <b>The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.</b>
Bidder Guidance	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
Answer Type	Option List  <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>

<b>PROJ2.1</b>	<b>The Use of Advanced Materials in Consumer Products and Associated Safety Issues</b>  Please outline your proposed approach to gathering information to identify safety concerns, prevalence of an advanced material (inclusive of metal and nonmetal nano materials) in the UK markets and respective hazards.
Bidder Guidance	As a minimum your response should include: <ul style="list-style-type: none"> <li>Your approach to understanding manufacturers responsibilities and relied upon industrial standards when characterising and performing toxicological assessment for use in consumer products on the UK market</li> <li>Detail the structure the consequential report would follow</li> </ul>

	<ul style="list-style-type: none"> <li>Detail the associated challenges in developing this piece of work and how you would overcome these challenges</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.66%</b></p>
Answer Type	<b>Attachment</b>

<b>PROJ2.2</b>	<p><b>Materials characterisation in consumer and construction products</b></p> <p>In OPSS we require the identification and quantification of chemicals/materials that are widely used in products and their consequential characterisation/ measurement. Using a chemical (that can be found in any consumer or construction product) of the contractor's choice, we require the contractor to outline a methodology and approach for how you would either characterise the chemical or approach methodological development for an emerging analyte. Highlight any risks and limitations to the approach and mitigation techniques.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>Your approach for how you would characterise the chemical/physical and physicochemical characterisation techniques and methodologies.</li> <li>Highlight any risks and limitations to the approach chosen and detail mitigation techniques</li> <li>Detail the structure the consequential report would follow</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. And additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.67%</b></p>
Answer Type	<b>Attachment</b>

<b>PROJ2.3</b>	<p><b>Consumer exposure and toxicological assays</b></p> <p>In OPSS we want to understand the extent and limits of a chemical's use in products. We therefore invite the contractor to outline their approach and methodology for firstly identifying the extent of exposure of a chemical commonly used in products and then method for discerning toxicological limits with their chosen chemical when there is no method available. The contractor should highlight limitations to the approach and any mitigation techniques to ensure a high-quality output.</p>
----------------	---



Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Your methodology and approach for how you would work out exposure of a chosen chemical</li> <li>• How you would discern the toxicological limits of that chemical</li> <li>• Highlight any risks and limitations to the approach chosen and detail mitigation techniques</li> <li>• Detail the structure the consequential report would follow</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.67%</b></p>
Answer Type	Attachment

<b>PROJ2.4</b>	<p><b>Technical Expertise and Capability</b></p> <p>Please provide details of your project team demonstrating the technical expertise they will bring to the contract.</p>
Bidder Guidance	<p>Bidders are asked to provide details of your project team demonstrating the technical expertise they will bring to the project.</p> <p>Your response should cover the following areas as a minimum, but not limited to:</p> <ul style="list-style-type: none"> <li>• Detail your expertise in either literature reviews (specifically focussing on chemistry, materials science and/or toxicology), characterisation techniques and limit setting for chemical/(advanced) material testing (including characterisation techniques) in products. Bidders are to detail the benefits this expertise will bring to this project</li> <li>• Detail your understanding of the substances/ classes of substances in question and their application within the product areas OPSS is responsible for. Bidders are to detail the benefits this expertise will bring to this project</li> <li>• Identification of the appropriate expertise, management and technical knowledge that your key members would contribute to the project</li> </ul> <p>This question is limited to 5 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 40.00%</b></p>
Supplier's Response	Attachment

<b>PROJ2.5</b>	<b>Social Value - Fighting Climate Change MAC 4.1</b>
----------------	---

	<p>For the Theme &amp; Measure detailed in the bidder guidance below, please describe the commitment(s) your organisation will make. You should include:</p> <ul style="list-style-type: none"> <li>- a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.</li> <li>- a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.</li> <li>- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)</li> </ul> <p>Planned Metrics are provided below, your commitments to social value should align to one or more of these metrics. If you believe that alternative metrics would be more effective at achieving the Theme / Measure, please outline them in your proposal with a clear explanation of the comparable benefit.</p> <p>For each theme, we will be assessing the qualitative aspects and outcomes of your commitments. Priority should be given to incremental value that you will commit to as a direct result of being awarded this contract. If you are not in a position to commit to specific Social Value deliverables directly related to this contract award, you must demonstrate your corporate track record of delivering Social Value that aligns with the Theme and Measure below.</p>
Bidder Guidance	<p>Bidders are to describe the commitment(s) their organisation will make for the theme and measure below.</p> <p>Theme: Fighting Climate Change</p> <p>Measure: MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.</p> <p>Award Criteria</p> <p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> <li>• Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.</li> <li>• Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.</li> <li>• Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions.</li> </ul> <p>Planned Metrics</p>

	<ul style="list-style-type: none"> <li>Percentage of carbon reduction (measured in metric tonnes carbon dioxide equivalents (MTCDE) across Scope 1, Scope 2 and Scope 3 by the supplier committed within the contract at a corporate level</li> <li>Supplier committed to carbon Net Zero at a corporate level by which date.</li> <li>Percentage of decarbonisation roadmap reliant upon carbon offsetting to achieve Net Zero commitments</li> <li>The establishment, implementation and tracking of an environmental scorecard which measures, inter alia: <ul style="list-style-type: none"> <li>Creation of new carbon sinks</li> <li>Protection of carbon sinks</li> <li>Biodiversity (in relation to flora &amp; fauna)</li> <li>Air quality</li> <li>Water quality</li> <li>Waste Management</li> </ul> </li> </ul> <p>This question is limited to 4 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 10%</b></p>
Answer Type	<b>Attachment</b>

## COMMERCIAL QUESTIONNAIRE – Lot 2 Chemicals and Materials

<b>AW5.2</b>	<p><b>Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 2 Chemicals and Materials document with a breakdown of all staff rates that may be required throughout the lifetime of this Framework Agreement.</b></p> <p><b>As part of the mini competition process, bidders will be asked to provide a cost based on the specific requirement. At that time, bidders can <u>either</u> submit their rates provided for in AW5.2 <u>or</u> submit lower rates.</b></p> <p><b>All rates shall be in £ GBP and exclusive of VAT.</b></p> <p><b>The rates provided are firm and fixed for the initial term of the Framework Agreement. For every extension year taken up, the Awarded Suppliers will be allowed to revise their maximum rates in agreement with OPSS and in line with the Consumer Price Inflation (CPI) Index.</b></p>
Bidder Guidance	Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 2 Chemicals and Materials document with a breakdown of all the staff rates.
Scoring Criteria	Mandatory Pass/Fail

Answer Type	Attachment
----------------	------------

## TECHNICAL QUESTIONNAIRE

For the following questions, where a numerical score is awarded, bidders must achieve a minimum unweighted score of 60 in order to progress further in the procurement.

### TECHNICAL QUESTIONNAIRE – Lot 3 Analytical

<b>PROJ3.1</b>	<p><b>Impact Analysis</b></p> <p>In OPSS we are required to analyse policy and regulatory interventions to identify preferred/recommended ways forward, and to ensure OPSS is making the best decisions possible. Our analysis will include assessments of the burden that new regulatory policies place on business. However, gathering this information can sometimes be problematic due to commercial sensitivities. To this end, we require a contractor to aid our information gathering process by working with businesses to quantify the scale of impacts that new policy interventions might have. We expect the contractor to be able to gather this evidence which can be applied to our internal policy analysis, most likely through developing our assumptions for modelling costs. For each occasion we seek these estimates, we expect the contractor to produce a publishable written report of their findings.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Your methodology and approach for gathering evidence of regulatory burdens and applying this to the generation of modelling assumptions and identify any appraisal guidance you consider appropriate. This should include your approach for engaging with affected businesses</li> <li>• Methodologies for how you would maintain commercial sensitivities while providing OPSS with a reliable evidence base for its decision making</li> <li>• Other data and information sources that you would use to validate your findings</li> <li>• Treatment of risk and uncertainty</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore we discourage their use.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.66%</b></p>
Answer Type	Attachment

<b>PROJ3.2</b>	<p><b>Market Analysis</b></p> <p>In OPSS we seek analysis of the markets that we have policy and/or regulatory involvement in. These markets are predominantly non-food</p>
----------------	---

	household consumer products. In order for OPSS to make sure our market interventions are effective and minimise unintended consequences, it is important we understand the structure and state of those markets. Please set out how you would characterise and analyse the state of a particular market.
Bidder Guidance	<p>As a minimum your response should consider:</p> <ul style="list-style-type: none"> <li>• Your methodology for identifying the appropriate market structure;</li> <li>• What, if any, market failures exist in those markets, and how you would gather the evidence to justify the existence of those failures</li> <li>• What data sources you would use to find relevant information (you should assume that OPSS would not be able to give you all the relevant information on a market)</li> <li>• How you identify any perverse incentives that exist in a market</li> <li>• How you would incorporate international trade and domestic production within the composition of the market.</li> </ul> <p>This question response is limited to 2 single sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore we discourage their use.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.67%</b></p>
Answer Type	<b>Attachment</b>

<b>PROJ3.3</b>	<p><b>Consumer or Business Behaviours</b></p> <p>Please could you outline how you would assess behaviours of consumers with respect to recalls with the ultimate objective of increasing product recalls?</p> <p>Behaviours and attitudes towards products and related safety processes can potentially affect the safety of products. OPSS are interested in specific behaviours among specific contexts and groups and then diagnosing how behavioural levers could be applied to influence change to ensure maximum safety. OPSS's interests include both consumers and businesses.</p> <p>OPSS require a good knowledge of consumer attitudes, behavioural economics and a creative approach to developing solutions. It will require detailed evidence collection using a range of methods, depending on the needs of the situation, which might include observational or ethnographic approaches, quantitative trials, online data capture, and focus groups or interviews.</p> <p>Where possible, OPSS are keen to conduct testing and experiments of proposed approaches. It is likely that these would be delivered through partners, requiring developing trials which blend methodological rigour with pragmatic consideration of delivery.</p>
----------------	--

Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Your methodology and approach for the appraisal,</li> <li>• Methodologies for sampling and gathering attitudes and behaviours</li> <li>• Data and information sources that you would primarily use</li> <li>• Treatment of risk and uncertainty</li> </ul> <p>This question is limited to 2 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.67%</b></p>
Supplier's Response	Attachment

<b>PROJ3.4</b>	<p><b>Technical Expertise and Capability</b></p> <p>Please provide details of your project team demonstrating the technical expertise they will bring to the contract.</p>
Bidder Guidance	<p>Bidders are asked to provide details of your project team demonstrating the technical expertise they will bring to the project.</p> <p>Your response should cover the following areas as a minimum, but not limited to:</p> <ul style="list-style-type: none"> <li>• Detail your expertise in analytical, economic or behavioural analysis techniques that would benefit OPSS and its objectives</li> <li>• Identification of the appropriate expertise, management and technical knowledge that your key members would contribute to the project</li> <li>• Experience of similar work that your team has delivered and how this demonstrates your skills, expertise and knowledge</li> <li>• Brief overview of team likely to carry out the work</li> <li>• Quality assurance processes for the work</li> </ul> <p>This question is limited to 5 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 40%</b></p>
Supplier's Response	Attachment

<b>PROJ3.5</b>	<p><b>Social Value - Fighting Climate Change MAC 4.1</b></p> <p>For the Theme &amp; Measure detailed in the bidder guidance below, please describe the commitment(s) your organisation will make. You should include:</p>
----------------	---

	<ul style="list-style-type: none"> <li>- a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.</li> <li>- a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.</li> <li>- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)</li> </ul> <p>Planned Metrics are provided below, your commitments to social value should align to one or more of these metrics. If you believe that alternative metrics would be more effective at achieving the Theme / Measure, please outline them in your proposal with a clear explanation of the comparable benefit.</p> <p>For each theme, we will be assessing the qualitative aspects and outcomes of your commitments. Priority should be given to incremental value that you will commit to as a direct result of being awarded this contract. If you are not in a position to commit to specific Social Value deliverables directly related to this contract award, you must demonstrate your corporate track record of delivering Social Value that aligns with the Theme and Measure below.</p>
Bidder Guidance	<p>Bidders are to describe the commitment(s) their organisation will make for the theme and measure below.</p> <p>Theme: Fighting Climate Change</p> <p>Measure: MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.</p> <p>Award Criteria</p> <p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> <li>• Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.</li> <li>• Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.</li> <li>• Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions.</li> </ul> <p>Planned Metrics</p>



	<ul style="list-style-type: none"> <li>Percentage of carbon reduction (measured in metric tonnes carbon dioxide equivalents (MTCDE) across Scope 1, Scope 2 and Scope 3 by the supplier committed within the contract at a corporate level</li> <li>Supplier committed to carbon Net Zero at a corporate level by which date.</li> <li>Percentage of decarbonisation roadmap reliant upon carbon offsetting to achieve Net Zero commitments</li> <li>The establishment, implementation and tracking of an environmental scorecard which measures, inter alia: <ul style="list-style-type: none"> <li>Creation of new carbon sinks</li> <li>Protection of carbon sinks</li> <li>Biodiversity (in relation to flora &amp; fauna)</li> <li>Air quality</li> <li>Water quality</li> <li>Waste Management</li> </ul> </li> </ul> <p>This question is limited to 4 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 10%</b></p>
Answer Type	Attachment

### COMMERCIAL QUESTIONNAIRE – Lot 3 Analytical

<b>AW5.2</b>	<p><b>Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 3 Analytical document with a breakdown of all staff rates that may be required throughout the lifetime of this Framework Agreement.</b></p> <p><b>As part of the mini competition process, bidders will be asked to provide a cost based on the specific requirement. At that time, bidders can <u>either</u> submit their rates provided for in AW5.2 <u>or</u> submit lower rates.</b></p> <p><b>All rates shall be in £ GBP and exclusive of VAT.</b></p> <p><b>The rates provided are firm and fixed for the initial term of the Framework Agreement. For every extension year taken up, the Awarded Suppliers will be allowed to revise their maximum rates in agreement with OPSS and in line with the Consumer Price Inflation (CPI) Index.</b></p>
Bidder Guidance	Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 3 Analytical document with a breakdown of all the staff rates.
Scoring Criteria	Mandatory Pass/Fail

Answer Type	Attachment
----------------	------------

## TECHNICAL QUESTIONNAIRE

For the following questions, where a numerical score is awarded, bidders must achieve a minimum unweighted score of 60 in order to progress further in the procurement.

### TECHNICAL QUESTIONNAIRE – Lot 4 Technology Hardware and Software

<b>PROJ4.1</b>	<p><b>Study on lithium-ion batteries used in Consumer Products- What risks do they pose to the consumer?</b></p> <p>OPSS would like to understand the risk factors associated with batteries commonly used in consumer products. Using a battery type commonly used in a consumer product, what are the risks and hazards of batteries and how can these be mitigated?</p>
Bidder Guidance	<p>OPSS would like to understand the risk factors associated with batteries commonly used in consumer products. Using a battery type commonly used in a consumer product, what are the risks and hazards of batteries and how can these be mitigated?</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• How you would identify hazards and assess risk: including your approach to assessing literature</li> <li>• How you would identify mitigating measures including assessment of regulations, best practice and standards</li> <li>• Highlight any risks and limitations to the approach chosen and detail mitigation techniques</li> <li>• Detail the structure of the final report</li> </ul> <p>This question is limited to 2 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.66%</b></p>
Answer Type	<b>Attachment</b>

<b>PROJ4.2</b>	<p><b>3D printing of spare parts for consumer appliances</b></p>
Bidder Guidance	<p>Many of the products OPSS regulates have a mechanical aspect to them, be that a mechanism or material type. Knowledge of these is particularly important during failure mode analysis or identifying issues with future products. The Bidder is invited to describe their approach to understanding what hazards and issues 3D printed parts pose to the consumer including literature reviews, stakeholder consultations and testing.</p> <p>As a minimum your response should include:</p>

	<ul style="list-style-type: none"> <li>• Risks and hazards associated with 3D printing parts for a consumer appliance</li> <li>• How specific mechanical components (for products?) that might be commonly printed cause risk to the consumer? How 3D printing could evolve and risks associated with its use in the future</li> <li>• Highlight any risks and limitations to the approach chosen and detail mitigation techniques</li> <li>• Approach to consulting stakeholders to capture insights and perspectives from experts and address gaps in the literature</li> <li>• Detail the structure the consequential report would follow</li> </ul> <p>This question is limited to 2 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.67%</b></p>
Answer Type	Attachment

<b>PROJ4.3</b>	<p><b>What are the future threats and benefits of IoT?</b></p> <p>OPSS is interested in Internet of Things (IoT) and challenges around interoperability. What threats and benefits does IoT pose in products? Using an example describe how interoperability can affect the consumer detrimentally and positively. What methods would the bidder use to understand future threats and potential opportunities of IoT?</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Understanding the scale and nature of IoT: assessment of the current and anticipated future market, characteristics and ecosystem of IoT products</li> <li>• How interoperability of IoT could affect the consumer positively and negatively</li> <li>• An understanding of the threats and benefits to businesses</li> <li>• Suggestions on how IoT could change products in the future</li> <li>• Detail the structure the consequential report would follow</li> </ul> <p>This question is limited to 2 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is to be based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Marks – 16.67%</b></p>
Answer Type	Attachment

<b>PROJ4.4</b>	<b>Technical Expertise and Capability</b>
----------------	---

	Please provide details of your project team demonstrating the technical expertise they will bring to the contract.
Bidder Guidance	<p>Bidders are asked to provide details of your project team demonstrating the technical expertise they will bring to the project.</p> <p>Your response should cover the following areas as a minimum, but not limited to:</p> <ul style="list-style-type: none"> <li>• Detail your expertise in either mechanical engineering in relation to mechanisms that are commonly used in products, expertise in battery technology, electronic and electrical engineering or the use of software in consumer products. Bidders are to detail the benefits this expertise will bring to the framework.</li> <li>• Detail your understanding of risk and its application to the areas OPSS is responsible for. Bidders are to detail the benefits this expertise will bring to this project</li> <li>• Identification of the appropriate expertise, management and technical knowledge that your key members would contribute to the project</li> <li>• Experience of similar work that your team has delivered and how this demonstrates your skills, expertise and knowledge</li> </ul> <p>This question is limited to 5 single sides of A4, 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p>
Scoring Criteria	<p>Scoring is based on the 0 – 100 scoring methodology.</p> <p><b>Maximum Weighting – 40%</b></p>
Supplier's Response	<b>Attachment</b>

<b>PROJ4.5</b>	<p><b>Social Value - Fighting Climate Change MAC 4.1</b></p> <p>For the Theme &amp; Measure detailed in the bidder guidance below, please describe the commitment(s) your organisation will make. You should include:</p> <ul style="list-style-type: none"> <li>- a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.</li> <li>- a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.</li> <li>- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)</li> </ul> <p>Planned Metrics are provided below, your commitments to social value should align to one or more of these metrics. If you believe that alternative metrics would be more effective at achieving the Theme / Measure, please</p>
----------------	---

	<p>outline them in your proposal with a clear explanation of the comparable benefit.</p> <p>For each theme, we will be assessing the qualitative aspects and outcomes of your commitments. Priority should be given to incremental value that you will commit to as a direct result of being awarded this contract. If you are not in a position to commit to specific Social Value deliverables directly related to this contract award, you must demonstrate your corporate track record of delivering Social Value that aligns with the Theme and Measure below.</p>
Bidder Guidance	<p>Bidders are to describe the commitment(s) their organisation will make for the theme and measure below.</p> <p>Theme: Fighting Climate Change</p> <p>Measure: MAC 4.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.</p> <p>Award Criteria</p> <p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> <li>• Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.</li> <li>• Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.</li> <li>• Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions.</li> </ul> <p>Planned Metrics</p> <ul style="list-style-type: none"> <li>• Percentage of carbon reduction (measured in metric tonnes carbon dioxide equivalents (MTCDE) across Scope 1, Scope 2 and Scope 3 by the supplier committed within the contract at a corporate level</li> <li>• Supplier committed to carbon Net Zero at a corporate level by which date.</li> <li>• Percentage of decarbonisation roadmap reliant upon carbon offsetting to achieve Net Zero commitments</li> <li>• The establishment, implementation and tracking of an environmental scorecard which measures, inter alia: <ul style="list-style-type: none"> <li>- Creation of new carbon sinks</li> <li>- Protection of carbon sinks</li> <li>- Biodiversity (in relation to flora &amp; fauna)</li> <li>- Air quality</li> <li>- Water quality</li> <li>- Waste Management</li> </ul> </li> </ul> <p>This question is limited to 4 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the</p>

	evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.
Scoring Criteria	Scoring is based on the 0 – 100 scoring methodology. <b>Maximum Marks – 10%</b>
Answer Type	Attachment

### COMMERCIAL QUESTIONNAIRE – Lot 4 Technology Hardware and Software

AW5.2	<p>Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 4 Technology Hardware and Software document with a breakdown of all staff rates that may be required throughout the lifetime of this Framework Agreement.</p> <p>As part of the mini competition process, bidders will be asked to provide a cost based on the specific requirement. At that time, bidders can <u>either</u> submit their rates provided for in AW5.2 <u>or</u> submit lower rates.</p> <p>All rates shall be in £ GBP and exclusive of VAT.</p> <p>The rates provided are firm and fixed for the initial term of the Framework Agreement. For every extension year taken up, the Awarded Suppliers will be allowed to revise their maximum rates in agreement with OPSS and in line with the Consumer Price Inflation (CPI) Index.</p>
Bidder Guidance	Bidders are required to complete the attached Excel AW5.2 Schedule of Rates – Lot 4 Technology Hardware and Software document with a breakdown of all the staff rates.
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Attachment