**APPENDIX 5**

RESPONSE TO THE SPECIFICATION**(To be completed by the Bidder)**

The Customer’s requirements are detailed in Section 4, this Appendix 5 and the Specification. Bidders are required to provide details about their proposed approach by answering the questions in this section.

In the event that the same response is given to more than one question, please do not cross-refer to another answer, but copy and paste the response accordingly. This will help the evaluation panel to make sure they are evaluating the appropriate response.

1. **Method Statements –**

Bidders’ responses to these questions will be evaluated and scores allocated according to the weightings shown. These scores will in total comprise the Bidder’s score for service delivery. These scores will be reviewed and adjusted as appropriate following the Bidders presentations.

**PLEASE NOTE:**

* **Written responses for each question 1 to 7 should not exceed more than 3 sides of A4 using a 12pt font. Any material provided over this stated page limit will NOT be evaluated. Please provide images or artwork if they are referenced in your response (these are not included in the page limit).**
* **Responses should specifically reference the requirement in this RFQ - DO NOT include generic marketing or promotional material as part of your response. This will NOT be evaluated.**

**Rejection Thresholds**

If the response to any individual question is scored 0, or if the total weighted score for service delivery (technical) is less than 7.5% out of 30%, the Quote shall be rejected in its entirety. See section 4 of this Invitation to Quote for further information on evaluation.

**A1** - **Goods Quality (Scored) (50% weighting)**

|  |  |
| --- | --- |
| **Goods Quality Question 1 (Scored)** **(10% Weighting)** | **Weighting** |
| Please provide the details on the training qualifications, certifications, accreditation, and experience in delivering Endoscopy and Decontamination Training.  **(Maximum Word Count: 1,000 words)** | 15% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 2 (Scored) (10% Weighting)** |  |
| Please provide the details on training program content. Do you provide ant tailored components? How long it takes to prepare the tailored training?  **(Maximum Word Count: 1,000 words)** | 15% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 3 (Scored) (10% Weighting)** |  |
| Please provide the details of the Online Platform and the admin access.  ***(Maximum Word Count: 1,000 words)*** | 15% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 5 (Scored) (10% Weighting)** |  |
| Please provide the details of feedback and testimonials from your customers.  **(Maximum Word Count: 1,000 words)** | 5% |
| ***Bidders must write their response in this box*** |  |

**B1 -** **Social Value (Scored) (10% weighting)**

|  |  |
| --- | --- |
| **Environmental and Social Value Question 6 (Scored) (5% Weighting)** |  |
| Please outline your strategy to achieve a sustainable and environmentally friendly approach to the provided service.  ***(Maximum Word Count: 800 words)*** | 5% |
| ***Bidders must write their response in this box*** |  |
| **Environmental and Social Value Question 7 (Scored) (5% Weighting)** |  |
| Please describe, if you actively engage with the local community, perhaps through outreach programs or partnerships with local organisations?  ***(Maximum Word Count: 500 words)*** | 5% |
| ***Bidders must write their response in this box*** |  |