

Request for
Information
Question bank



Request for Information (RFI) on behalf of **Science and Technology
Facilities Council (STFC)**

Subject: **Visualisation Suite**

Sourcing Reference Number **UKSBS PR17135**

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

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UKSBS
Shared Business Services

Section 6 – Selection and Award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

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

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

Part 1: Potential supplier Information

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

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	<p>Bidders are required to complete the below table.</p> <p>Bidder guidance - The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).</p> <p>Scoring criteria - For information only;</p> <p>Full name of the potential supplier submitting the information Registered office address (if applicable) Registered website address (if applicable) Date of registration in country of origin Company registration number (if applicable) Charity registration number (if applicable) Head office DUNS number (if applicable) Registered VAT number Trading name(s) that will be used if successful in this procurement</p>	
SEL1.2	<p>Please select from the below options to indicate your trading status</p> <p>Bidder Guidance - The Bidder shall select from the following options;</p> <ul style="list-style-type: none"> i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) Third Sector vii) Other (Please Specify your trading status) <p>Scoring Criteria - For Information Only</p>	
SEL1.3	<p>If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?</p> <p>Bidder guidance - The bidder shall answer Yes or No</p> <p>Yes - If you responded yes, please provide the relevant details, including the registration number(s). No - no further information required</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

	Scoring Criteria - For Information Only	
SEL1.4	<p>Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this. No - no further information required</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL1.5	<p>Please select from the below options to indicate whether any of the following classifications apply to you</p> <p>Bidder Guidance - The bidder shall select from the following options</p> <p>i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Other (Please Specify in the comments)</p> <p>Bidder Guidance See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</p> <p>Scoring Criteria - For Information Only</p>	<p>i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Other (Please Specify in the comments)</p>
SEL1.7	<p>Please provide details of your immediate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - For Information Only</p>	<p>Full Name of Immediate Parent Company Registered Office Address Registration Number Head Office DUNS number Head Office VAT Number</p>
SEL1.8	<p>Please provide details of your Ultimate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p>	<p>Full Name of Ultimate Parent Company Registered Office Address Registration Number Head Office DUNS number Head Office VAT Number</p>

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

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

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

	<table border="1"> <tr><td>Name</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Registered address</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Trading status</td><td></td><td></td><td></td><td></td><td></td></tr> <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> </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					
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SEL1.13	<p>Contact details and declaration</p> <p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p>Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements. Scoring criteria Mandatory Pass / Fail</p>																																																												
SEL1.13	<p>Contact details and declaration</p> <table border="1"> <tr><td>Contact name</td><td></td></tr> <tr><td>Name of organisation</td><td></td></tr> <tr><td>Role in organisation</td><td></td></tr> <tr><td>Phone number</td><td></td></tr> <tr><td>E-mail address</td><td></td></tr> <tr><td>Postal address</td><td></td></tr> <tr><td>Signature (electronic is acceptable)</td><td></td></tr> <tr><td>Date</td><td></td></tr> </table>	Contact name		Name of organisation		Role in organisation		Phone number		E-mail address		Postal address		Signature (electronic is acceptable)		Date																																													
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Part 2: Exclusion Grounds

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

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

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

	<p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
SEL2.7	<p>Child Labour and other forms of trafficking in human beings</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No – Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.8	<p>If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self-cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL2.9	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - Fail No - Pass</p> <p>In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. Please Note: The authority reserves the right to use its sole discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
SEL3.1	<p>Grounds for discretionary rejection – the Contracting Authority’s entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further. If you cannot provide a compliant answer – (No) to the above questions, it is possible that your application might not be accepted. In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self-cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusi</p>	Yes <input type="checkbox"/>

	<p>ons.pdf which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <p>Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance</p>	
SEL3.2	<p>Breach of environmental obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.3	<p>Breach of social obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.4	<p>Breach of labour law obligations?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>If yes please provide details</p>
<p>SEL3.5</p>	<p>Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
<p>SEL3.6</p>	<p>Guilty of grave professional misconduct?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
SEL3.7	<p>Entered into agreements with other economic operators aimed at distorting competition?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.8	<p>Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.9	<p>Been involved in the preparation of the procurement procedure within the meaning of</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Regulation 41 of the Public Contracts Regulations 2015 (as amended)</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	If yes please provide details
SEL3.10	<p>Prior Performance issues</p> <p>Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.11	<p>The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

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

SEL3.14	<p>The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
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SEL3.15	<p>If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.</p>	
Bidder guidance	<p>The Bidder shall choose from the following options;</p> <p>N/A – our turnover is less than £36M Yes – information attached No (with justification) – we are not compliant but will be prior to commencement of a contract No – we are not and will not be compliant at the time of award of the contract</p>	
Scoring Criteria	Mandatory Pass/ Fail	
Bidder response	Selection	

Part 3: Selection Questions¹

Section 4	Economic and Financial Standing	
	Question	Response
SEL4.1	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following;</p> <ol style="list-style-type: none"> 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 b. b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. c. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). <p>Bidder Guidance - The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	Scoring Criteria - Mandatory Pass/Fail	
SEL4.3	<p>Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its relationship to you.</p> <p>If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage?</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p> <p>Bidder Guidance - If this question does not apply, please respond "N/A".</p> <p>Please provide your response in the text box below</p> <p>The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Technical and Professional Ability		
SEL5.1	<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</p>	

past five years.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

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).

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.

Bidder Guidance - The Bidder shall ensure all reference(s) comply with the requirements of having a similar scope and value to this procurement are still running or have been completed in the last five years (works) and three years (supplies / services) to achieve a pass.

If you cannot provide at least one example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

Scoring Criteria - Mandatory Pass/Fail

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

SEL5.2

Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)

Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and

	<p>including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Bidder guidance – Free text</p> <p>Scoring Criteria - For Information Only</p>	
<p align="center">Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</p>		
SEL5.3	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015?</p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p> <p>Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
SEL5.4	<p>If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall respond Yes or No</p> <p>Yes - Please provide relevant URL or attachment No - Please provide an explanation as an attachment</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>Please provide relevant the url ...</p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation</p>

Additional Questions

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

	Insurance
SEL4.4	<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 million Public Liability Insurance = £5 million Professional Indemnity Insurance = £2 million Product Liability Insurance = £1 million for claims arising from any single event and not less than £1 million in aggregate for all claims arising in a year.</p> <p>Bidder Guidance - It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer yes or no</p> <p>Yes = Pass No= Fail</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>

SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.6	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes = *Fail No = Pass</p> <p>If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p>

	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.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

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

SEL5.8	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	The Bidder Shall answer yes or no Yes = Pass No = Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.9	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or; 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?
Bidder guidance	The Bidder shall answer Yes or No Yes – Fail* No – Pass

	<p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.10	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has any of your subcontractors had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes – Fail* No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken by your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

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

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</p> <p>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (not applicable).</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

Section 6 – Award questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

AW1.1	<p>FORM OF BID</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 UK SBS's requirement and I am signing on behalf of my organisation. I understand that the UK SBS 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 UK SBS, including the RFP, and any contract entered into by UK SBS 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 UK SBS's evaluation criteria.</p> <p>By submitting a response to this RFP I agreed and accept that UK SBS 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. UK SBS 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 UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No
AW1.2	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p>

	<p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No Yes – Pass No - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <p>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;</p> <p>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;</p> <p>Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p> <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 UK SBS 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 UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information / documentation (submitted to UK SBS 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>
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

Compliance to the Contract Terms

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

AW4.2	Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) UK SBS considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for UK SBS and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ it must answer ‘not applicable’ to achieve a Pass to question AW4.2 (noting that an answer of ‘No’ to question AW4.1 has already resulted in a fail).</p> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu ‘N/A’ ‘I have answered AW4.1 ‘No with justification’ and attach modifications / requested / justification’.

AW4.3	<p>Please confirm your acceptance of the attached Acceptance Criteria. The final retention payment will only be made once the acceptance criteria has been met</p>  <p>PR17135 - Visualisation Suite -</p>
Bidder guidance	<p>The Bidder shall answer Yes or No Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

PRICE QUESTIONNAIRE

AW5.1	The maximum budget for this requirement is £550,000 including VAT, please confirm your price shall remain firm and fixed for the full term of the Contract.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool showing an itemised list of the costs.</p> <p>All prices shall be exclusive of VAT which should be shown separately if appropriate.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>						
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be:</p> <p>Bidders will be evaluated on the Grand Total Price submitted.</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="422 1881 1412 2016"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score					
£100,000	0	100					

	£120,000	20%	80
	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum Marks: 10%		
Bidder response	Drop down menu – Yes		

AW5.3	Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.		
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail		
Scoring criteria	Mandatory Pass / Fail		
Bidder response	Drop down menu - Yes, No		

QUALITY QUESTIONNAIRE

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

AW6.2	Please confirm that you have read and can meet the minimum Mandatory requirements in the attached “PR17135 Visualisation Suite Mandatory Requirements” document”.
Bidder guidance	<p>The Bidder shall answer Yes or No to all of the questions listed within the attached “PR17135 Mandatory Requirements” document. Bidders who answer Yes to all of the questions listed and provided all the supporting documentation requested will achieve a Pass.</p> <p>Bidders who answer No to any of the questions listed within the attached document will Fail. Yes – Pass No – Fail</p> <p>Please note that on some of the requirements supporting documentation is required. Please upload the documents within Emptoris and add the name of the document into the column where it is requested. Bidders who fail to do so will fail N.B. Mandatory requirements are set at minimum and any proposals that exceed these will not be deemed as failed.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

QUALITY: ALL ROOMS

AW6.3	Bidder are to provide details of how the training programme outlined in the specification will be undertaken including any additional training which they feel would be of benefit to STFC staff to enable them to configure, customise, manage and operate the elements of the visualisation facility.
Bidder guidance	Bidders are asked to provide full details of their proposed training programme which is included within the submitted price. Where bidders are proposing additional elements above the minimum specified in the specification, they are requested to provide supporting detail as to how this would improve user operation and management of the visualisation suite. Bidder to respond with an attachment detailing any additional services that can be offered and are included in the bid price.
Scoring criteria	All elements within the Bidder Guidance must be covered within the response.

	<p>Scoring will be based on 0-100 scoring methodology set out in section 5 of the RFP document within the “Award Evaluation Criteria”</p> <p>Maximum marks: 7%</p>
Bidder response	An attachment are permitted but limited to up to 4 sides of A4
AW6.4	Bidder to provide full details of your hardware and system maintenance support programme outlined in the specification including any additional elements which they feel would be of benefit to STFC to enable them to have high quality maintenance arrangements and reliability of the operation of the Visualisation suite.
Bidder guidance	Please provide full details of your hardware and system maintenance support which is included within the submitted price. Where bidders are proposing additional elements above the minimum specified in the specification, they are requested to provide supporting detail as to how this would improve the quality of the maintenance arrangements; reliability of the operation of the Visualisation Facilities and their approach to maintain operational effectiveness of both new and pre-existing systems during the support period.
Scoring criteria	<p>All elements within the Bidder Guidance must be covered within the response.</p> <p>Scoring will be based on 0-100 scoring methodology set out in section 5 of the RFP document within the “Award Evaluation Criteria”</p> <p>Maximum marks: 9%</p>
Bidder response	An attachment are permitted but limited to up to 4 sides of A4
AW6.5	Bidder to confirm that they will commit to a collaborative partnership with STFC Hartree and provide full details on their proposal for this collaboration.
Bidder guidance	<p>Responses will be evaluated on the level, scope and likely success of collaboration activities taking into account their appropriateness and practicality and should clearly identify the following areas :</p> <ul style="list-style-type: none"> • Effective use and operation of the systems supplied. • Collaborative R&D in key applications areas with Hartree (which may include working with a number of future academic and commercial partners). • Working together in a synergistic way that increases Hartree's ability to deliver technology solutions that enable connectivity between visualisation and high performance computing and computational steering. • Pooling of knowledge on emerging industry requirements for hardware and software technologies in Visual Computing and Human Computer Interaction (HCI). • Shared vision on forward outlook to align Hartree's and the bidder's research and development strategies. • Enable Hartree to enhance its reputation as an international centre of excellence.

	<ul style="list-style-type: none"> • Potential of new business opportunities and the associated level of confidence/risk. This may include either an increased market share in existing sectors and/or the opening of new sectors. The desired outcome is a partnership which will open up new revenue-generating opportunities using the complementary skills of the Hartree Centre and the bidder. • How the bidders will demonstrate commitment to the Hartree Centre. • What mutual benefits the bidder envisages from establishing a long-term partnership with the Hartree Centre. • Describe how the collaboration will work and examples of how to derive on-going added value from the installation.
Scoring criteria	Scoring will be based on 0-100 scoring methodology set out in section 5 of the RFP document within the “Award Evaluation Criteria” Maximum marks: 9%
Bidder response	Attachment is permitted but limited to up to 6 sides of A4.

QUALITY: CF2

AW6.6	CF2 - Provision of a Display System Screen wider than the Mandatory, but still fitting into the height of the room (Mandatory M12)
Bidder guidance	<p>It is desirable to have as large a screen surface as possible that will fit in the room.</p> <p>The main constraint is screen height, not width. The distance from floor to ceiling grid is 2.7m and room will also need to be left between the top of the screen and the ceiling grid to mount ART tracking cameras as well as the display frame above and below the display surface of the screen.</p> <p>Bidders should offer the maximum width of active display surface that also enables the screen to fit into the available room height, taking into account the screen frame and space for tracking cameras. The response should include the calculation that shows how the display screen width will fit into the available height in the room, for a display with a 4K DCI aspect ratio.</p>
Scoring criteria	<p>Bidder to state width of the proposed display active surface.</p> <p>Mandatory score (4.0m display surface width) = 0 Highest number for width = 100</p> <p>Scores will be calculated using the following formula (Proposed – Mandatory)/(Highest - Mandatory) x 100</p> <p>The bidder with the widest display surface width, and that still meets the height requirement, will score 100 marks</p> <p>All other bidders will be scored in line with the highest score.</p> <p>For example if:</p> <p>Bidder A offers a system with 4.5m display width; score 100 Bidder B offers a system with 4.2m display width; score 40</p>

	Bidder C offers a system with 4.0m or less will score 0 Maximum marks: 7%
Bidder response	Free text

AW6.7	CF2 - Provision of a Display System brighter than that required as Mandatory (M15).
Bidder guidance	Bidder to calculate the brightness of the system based on screen area and specified brightness of the light generator, based on the formula: Display Brightness (in Lux) = Light Generator Brightness (in Lumens)/Channel Surface Area (in m ²) The Mandatory states a minimum of 1500 Lux, It is desirable to have a system that exceeds this brightness.
Scoring criteria	Bidder to state brightness of the proposed display installation in Lux Mandatory score (1500 Lux) = 0 Highest bid = 100 Scores will be calculated using the following formula (Proposed – Mandatory)/(Highest - Mandatory) x 100 The bidder with the highest brightness will score 100 marks All other bidders will be scored in line with the highest score. For example if: Bidder A offers a system with 2400 Lux they will score 100 Bidder B offers a system with 1950 Lux they will score 50 Bidder C offers a system with 1500 Lux or less will score 0 Maximum Marks: 6%
Bidder response	Free text

AW6.8	As detailed in Mandatory Requirement number (M18) (within question AW6.2) Bidders must provide a computer system with the following minimum Mandatory Requirements: In addition to the Mandatory Requirement for the computer, the bidder should provide details of where they exceed the specification of the computer system in relation to processing and graphics performance as well as memory capacity and storage. Any capabilities to enable high performance remote visualisation should also be described. The value of the computer system specified should be stated (this must also be accounted for within the price schedule – AW5.2).
Bidder guidance	Responses will be evaluated on the specification of the enhanced computer system being offered and include details of: <ul style="list-style-type: none"> • Processor speed • Number of processors/cores

	<ul style="list-style-type: none"> • Graphics performance • Memory Capacity • Storage capacity and options • Remote visualisation capabilities.
Scoring criteria	<p>All elements within the Bidder Guidance must be covered within the response or Bidders will score 0 for this question.</p> <p>Providing that all of the elements within the Bidder Guidance have been covered, scoring will be based on the 0-100 methodology as set out in section 5 of the RFP document within the “Award Evaluation Criteria”</p> <p>Maximum marks: 6%</p>
Bidder response	Text
AW6.9	A rack-mounted system is desirable. Bidder to confirm if a rack mounted system is being provided.
Bidder guidance	Bidder to select yes or no Mounting a freestanding PC frame in the rack is acceptable. The main purpose is that no equipment is left on the floor and is all placed in the racks.
Scoring criteria	Yes = 100 marks No = 0 marks Maximum marks: 1%
Bidder response	Yes/No
AW6.10	Reference Mandatory (M18), any additional disks in the computer system should be removable.
Bidder guidance	Bidder to select Yes or No. The main purpose is to provide the ability for multiple users to be able to have different instances of the operating system and their data. Removable disks enable disks to be held in secure storage.
Scoring criteria	Yes = 100 marks No = 0 marks Maximum marks: 2%
Bidder response	Yes/No
AW6.11	CF2 - Bidder to provide the latency of the AV transmission between the input and output of the Media Switch for a 30 Hz HD video source. Refers to Mandatory (M20)
Bidder guidance	Bidder to provide the latency and describe where it is measured from and to and any assumptions that are made.
Scoring criteria	<p>The bidder with the lowest latency will score 100 marks The bidder with the highest latency will score 0 marks</p> <p>Scores will be calculated using the following formula (Highest - Proposed)/(Highest - Lowest) x 100 All other latencies will be scored in line with the highest score. For example if:</p> <p style="padding-left: 40px;">Bidder A offers a system with latency of 50ms Bidder B offers a system with latency of 85ms Bidder C offers a system with 100ms</p>

	<p>The bidders would score as follows:</p> <p>Bidder A will score 100 Bidder B will score $(100-85)/(100-50) \times 100 = 30$ Bidder C will score 0</p> <p>Maximum marks: 4%</p>
Bidder response	Free text

AW6.12	CF2 Media Switch – More than the Mandatory (M20) number of AV and USB ports should be provided for video/audio for future expansion.
Bidder guidance	Bidder to respond with number of additional ports in total (AV plus USB) beyond the Mandatory. Additional ports should be added evenly i.e. equal numbers of AV and USB ports. If they are offered unevenly, only pairs of AV+USB will be counted. For example if 4 additional AV ports and 10 USB ports are offered, beyond the Mandatory, only a total of 4 pairs ports will be counted.
Scoring criteria	<p>Min 0 additional pairs of ports beyond Mandatory (AV + USB) = score 0 Highest bid = score 100</p> <p>The scoring methodology for this question shall be: A bidder that offers the highest number of pairs of ports shall score 100. All other bids shall be scored on a pro rata basis in relation to the highest number of pairs of ports.</p> <p>Scores will be calculated using the following formula $(\text{Proposed} - \text{Mandatory}) / (\text{Highest} - \text{Mandatory}) \times 100$</p> <p>For example if:</p> <p>Bidder A offers a system with a total of 8 pairs of ports beyond the Mandatory Bidder B offers a system with a total of 6 pairs of ports beyond the Mandatory Bidder C offers a system with a total of 2 pairs of ports beyond the Mandatory Bidder D offers a system with pairs of ports beyond the Mandatory</p> <p>The bidders would score as follows:</p> <p>Bidder A will score 100 Bidder B will score $(6-0)/(8-0) \times 100 = 75$ Bidder C will score $(2-0)/(8-0) \times 100 = 25$ Bidder D will score 0</p> <p>Maximum marks: 3%</p>
Bidder response	Free text

AW6.13	Reference Mandatory (M25), bidder to confirm that one or more of the display inputs of the Virtual Windowing System is 4K (UHD min.) capable in resolution.
Bidder guidance	Bidder to respond Yes or No
Scoring criteria	Yes = 100 marks

	No = 0 marks Maximum marks: 2%
Bidder response	Yes, No
AW6.14	Reference Mandatory (M25), bidder to confirm that one or more of the input sources of the Virtual Windowing System is capable of being 3D stereo.
Bidder guidance	Bidder to answer Yes or No
Scoring criteria	Yes = One or more of the sources can be 3D stereo = 100 marks No = 0 marks Maximum marks: 2%
Bidder response	Yes, No
AW6.15	Reference Mandatory (M25), bidder to provide the latency of the connectivity between the video sources and display on the main screen. Latency between source output and rendering on the main display to be stated.
Bidder guidance	Bidder to provide the latency and describe where it is measured from and to and any assumptions that are made.
Scoring criteria	The bidder with the lowest latency will score 100 marks The bidder with the highest latency will score 0 marks Scores will be calculated using the following formula (Highest - Proposed)/(Highest - Lowest) x 100 All other latencies will be scored in line with the highest score. For example if: <ul style="list-style-type: none"> • Bidder A offers a system with latency of 50ms • Bidder B offers a system with latency of 85ms • Bidder C offers a system with 100ms The bidders would score as follows: <ul style="list-style-type: none"> • Bidder A will score 100 • Bidder B will score $(100-85)/(100-50) \times 100 = 30$ • Bidder C will score 0 Maximum marks: 3%
Bidder response	Free text
AW6.16	Reference Mandatory (M25), bidder to confirm that sources can be freely resized and repositioned on the main wall display. State method of placement e.g. via main computer system, external device, control system.
Bidder guidance	Bidder to respond Yes or No Where a bidder answers 'Yes' they must provide an attachment detailing the method of placement e.g. via main computer system, external device, control system. If the attachment does not fully detail and support this then bidders will score 0 for this question.
Scoring criteria	Yes = 100 marks No = 0 marks Maximum marks: 1%
Bidder response	Yes, No
AW6.17	Reference Mandatory (M25), Pre-definable templates:

	Bidder to confirm that sources can be selected and placed with pre-set templates by users, selectable from the external Control System interface. If so state whether templates can be created/managed by a system administrator.
Bidder guidance	Bidder to state whether a pre-set capability exists and how the pre-sets could be managed/edited by the user. Bidder to respond Yes or No
Scoring criteria	Yes and can be created/managed by administrator = 100 marks Yes but cannot be edited by administrator = 50 marks No = 0 marks Maximum marks: 3%
Bidder response	Yes with edit capability, Yes without edit capability, No

AW6.18	Bidder to confirm that there is the ability to capture a region of the graphical display from the main computer system. This should be at a resolution of least at Full HD 1080 at 30 Hz in mono and transmitted as a real-time IP streamed feed. This should be accessible by a software decode client running on a standard Windows system, running over a maximum of 10Gb/s Ethernet network.
Bidder guidance	Bidder to describe method, requirements and required bandwidth of the system in separate document.
Scoring criteria	Yes with attachment – 100 No - 0 Maximum marks: 3%
Bidder response	Yes plus attachment, No

QUALITY: ETL

AW6.19	<p>Bidder to provide a detailed plan for The Emerging Technology Lab (ETL) (M42). The ETL is intended to provide a space for the on-going demonstration and access to emerging technologies in areas relevant to high performance visualisation and Hartree's activities. Bidders should submit creative proposals for the installation in this space. The ETL will be divided into 2 main areas:</p> <ul style="list-style-type: none"> • A general space for showcasing of different emerging visualisation and Human Computer Interaction technologies that demonstrate emerging and significant developments in these areas. These could be hardware or software. • A persistent VR space for demonstration and development of VR applications. <p>Space and infrastructure has already been allocated for this purpose in the ETL. It is anticipated that the ETL will work as follows: For the Development Space:</p> <ul style="list-style-type: none"> • 5 bays are allocated to enable installation of different relevant technologies and demonstrators. • This presents an opportunity to populate these bays with 'visiting' technologies with temporary installations that are periodically refreshed during the contract period of 3 years after acceptance. The intention is to provide an evolving suite of key hardware and/or software innovations relevant to Hartree business and science activities.
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	<p>The purpose if this is to provide:</p> <ul style="list-style-type: none"> • Demonstrations for visitors to the centre • Opportunity for users, from inside and outside of Hartree, to evaluate and develop use cases with these technologies. <p>Innovative approaches are sought to curate, manage and refresh this space. Key criteria will be:</p> <ul style="list-style-type: none"> • How will technology be refreshed? • How will the different demonstrators be kept operational and supported? • What development opportunities and industry links might be enabled through this capability?
Bidder guidance	<p>Responses will be evaluated on the approach, scope and likely success of collaboration activities taking into account their appropriateness and practicality and should clearly identify the following areas :</p> <ul style="list-style-type: none"> • Demonstrations, development tools and applications for implementation of VR. • Support for integration of the installed VR technologies with other elements of the visualisation centre e.g. remote visualisation or the redeployed ART tracking system. • Development initiatives. • Addition of Augmented Reality capability. • Access to emerging technologies that maintain this area to be current with new developments. <p>Bidder to provide an attachment detailing their proposal for the ETL.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology set out in section 5 of the RFP document within the “Award Evaluation Criteria” Maximum marks: 9%</p>
Bidder response	Attachment permitted but limited to up to 6 sides of A4

QUALITY: MCR

AW6.20	<p>MCR - A Master Control System (Mandatory number M28) is required to operate key functions in the different rooms through in-room user interfaces in LH2, CF2, ETL, VCL 1 and VCL 2 as well as central management interface in the room, (marked as 6b on the Ground Floor Plan). Details of the Ground Floor Plan can be found in the Request For Proposal Appendix B3 and B4).</p> <p>The Master Control System will be used to manage connectivity, lighting, audio, videoconference, start-up/shutdown and setup.</p> <p>A number of preset scenarios should be programmed into the system that will enable the different use cases and configurations.</p>
Bidder guidance	<p>Bidders should detail the design of how the Control System will function across the different rooms and be accessed while taking into account the different types of user:</p> <p>Responses will be evaluated on the following criteria:</p> <ul style="list-style-type: none"> • The level of appropriateness and practicality of how the control system functions across the different rooms • Ease of use

	<ul style="list-style-type: none"> • Flexibility and scalability • How it accommodates different user types to include: <ul style="list-style-type: none"> - General User - selection of preconfigured scenarios - Super User control - Enable/Disable preconfigured user scenarios - Administrator - Create/Edit user scenarios • What levels of security that will enables access by the different user types
	Score overall approach 0-100 Maximum marks: 7%
Bidder response	Attachment is permitted up to 4 sides of A4 plus any additional equipment specifications.

AW6.21	MCR Media Switch – More than the Mandatory (M36) number of AV and USB ports should be provided for video/audio for future expansion.
Bidder guidance	Bidder to respond with number of additional ports in total (AV plus USB) beyond the Mandatory. Additional ports should be added evenly i.e. equal numbers of AV and USB ports. If they are offered unevenly, only pairs of AV+USB will be counted. For example, if 4 additional AV ports and 10 USB ports are offered, beyond the Mandatory, only a total of 4 pairs of ports will be counted.
Scoring criteria	<p>Min 0 additional pairs of ports beyond Mandatory (AV + USB) = score 0 Highest bid = score 100</p> <p>The scoring methodology for this question shall be: A bidder that offers the highest number of pairs of ports shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the highest number of pairs of ports.</p> <p>Scores will be calculated using the following formula: (Proposed – Mandatory)/(Highest - Mandatory) x 100 For example if: Bidder A offers a system with a total of 8 pairs of ports beyond the Mandatory Bidder B offers a system with a total of 6 pairs of ports beyond the Mandatory Bidder C offers a system with a total of 2 pairs of ports beyond the Mandatory Bidder D offers a system with pairs of ports beyond the Mandatory The bidders would score as follows: Bidder A will score 100 Bidder B will score (6-0)/(8-0) x 100 = 75 Bidder C will score (2-0)/(8-0) x 100 = 25 Bidder D will score 0 Maximum marks: 3%</p>
Bidder response	Free text

AW6.22	MCR - The Media Recorder facility installed in the MCR rack can capture additional inputs beyond the Mandatory, from the Media Switch at HDMI 2.0 simultaneously. (Ref. Mandatory M39)
Bidder guidance	Bidder to state number of additional channels that can be recorded simultaneously with up to 2 hours minimum duration for each channel.
Scoring criteria	Min 0 additional channels = 0

	<p>Highest number of channels bid = 100 The bidder with the highest number of recordable channels will score 100 marks. All other bidders will be scored in line with the highest score. Scores will be calculated using the following formula (Proposed – Mandatory)/(Highest - Mandatory) x 100 For example if: Bidder A offers a system with 5 channels Bidder B offers a system with 2 channels Bidder C offers a system with 1 channel The bidders would score as follows: Bidder A will score 100 Bidder B will score $(2-1)/(5-1) \times 100 = 25$ Bidder C will score 0 Maximum marks: 2%</p>
Bidder response	Free text

AW6.23	<p>MCR (reference Mandatory M39) - The Media Recorder has a time shift capability. Time shift is defined as a mode whereby a continuous recording can be made, (i.e. buffered without time limit), and a set time period of activity can be continuously captured in a rolling buffer, which can then be subsequently saved. If this capability is supported, state the maximum time period of the buffer and whether the buffer can be viewed interactively, while recording continues.</p>
Bidder guidance	<p>Bidders are to confirm they are able to supply this and provide supporting information. Bidder to respond Yes or No</p>
Scoring criteria	<p>Yes, plus supporting information = 100 marks No = 0 marks Maximum marks: 1%</p>
Bidder response	Yes, No

AW6.24	<p>Bidders should provide details of what critical spares they hold that will support pre-existing equipment</p>
Bidder guidance	<p>Bidders will not be held responsible for the cost of replacement parts of pre-existing equipment, but will be offered an option to supply replacement parts to the client.</p>
Scoring criteria	<p>For Information only. This element will not be scored.</p>
Bidder response	An attachment are permitted but limited to up to 4 sides of A4