



Mini Competition

questions

**Mini Competition against an existing Framework Agreement (MC)
on behalf of Department for Business, Energy & Industrial Strategy**

Subject: BEIS Valuing the user benefits of Companies House data

Sourcing reference number: CR18084

COMMERCIAL QUESTIONNAIRE

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| SEL1.1 | Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted). | | | | | | | | | | | | | | | | | | | | | | | |
| Bidder guidance | <p>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>This is the legal entity with whom we will Contract if successful.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| Scoring criteria | For information only | | | | | | | | | | | | | | | | | | | | | | | |
| Bidder response | <p>Table</p> <table border="1"> <tr> <td>Bidders full legal name</td><td></td></tr> <tr> <td>Address line 1</td><td></td></tr> <tr> <td>Address line 2</td><td></td></tr> <tr> <td>Address line 3</td><td></td></tr> <tr> <td>Address line 4</td><td></td></tr> <tr> <td>Town / City</td><td></td></tr> <tr> <td>Country</td><td></td></tr> <tr> <td>Post code (or equivalent)</td><td></td></tr> <tr> <td>Bidder contact</td><td></td></tr> <tr> <td>Telephone No.</td><td></td></tr> <tr> <td>Email</td><td></td></tr> </table> | | Bidders full legal name | | Address line 1 | | Address line 2 | | Address line 3 | | Address line 4 | | Town / City | | Country | | Post code (or equivalent) | | Bidder contact | | Telephone No. | | Email | |
| Bidders full legal name | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 4 | | | | | | | | | | | | | | | | | | | | | | | | |
| Town / City | | | | | | | | | | | | | | | | | | | | | | | | |
| Country | | | | | | | | | | | | | | | | | | | | | | | | |
| Post code (or equivalent) | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidder contact | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone No. | | | | | | | | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | | | | | | | | | | | | | | | | | |

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| SEL3.12 | <p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at:</p> <p>https://www.cyberstreetwise.com/cyberessentials/</p> |
| Bidder guidance | <p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <p>i) Where personal information of citizens, such as home addresses, bank</p> |

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

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| SEL3.13 | <p>General Data Protection Regulations (GDPR)</p> <p>The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data which came into force on 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR.. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:</p> <p>https://ico.org.uk/</p> |
| Bidder guidance | <p>Bidders can answer</p> <p>Yes – We will are able to demonstrate compliance as is required by the GDPR now</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant</p> |

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| | <p>Intend – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract.</p> <p>A response of ‘Yes’ or ‘Intend’ will result in a pass and a response of ‘No’ will result in a fail against this question.</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Drop down menu – Yes / No / Intend |

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| FOI1.1 | <p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</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 Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |


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| FOI1.2 | <p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</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.</p> <p>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? 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 (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for 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 FOI Act |
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| | Commercially sensitive information | Justification for exemption/exception under FOI Act |
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| AW1.1 | <p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this Mini Competition 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 Mini Competition 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 Mini Competition 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 Request for Quotation, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this Mini Competition I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this Mini Competition I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this Mini Competition 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 Mini Competition 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</p> |
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| | necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR. |
| Bidder guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |


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| 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> <ul style="list-style-type: none"> (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) 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; (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. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether 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</p> |
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| | Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. |
| Bidder guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |

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| AW4.1 | <p>Please confirm your acceptance of the attached Special Terms in addition and / or replacement of specific Framework Agreement Terms.</p>  <p>CR18084 GDPR table Instructions fo</p> |
| Bidder guidance | <p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>No with justification – In this situation where the Bidder must demonstrate to the Contracting Authority's satisfaction there is a legal requirement or statutory regulation where a specific Special Term clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose the Contracting Authority to risk it deems unreasonable to achieve a Pass.</p> <p>When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where the Contracting Authority does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly.</p> <p>No – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No with justification/ No |

PRICE QUESTIONNAIRE

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| AW5.1 | <p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £145,000.00 ex VAT. This should include all costs relating to the projects as well as Travel, Subsistence and Overhead costs.</p> <p>Please confirm that your final price submitted within AW5.2 will fall within this budget.</p> |
| Bidder guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |

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| AW5.2 | <p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p></p> <p>CR18084 AW5.2 Price Schedule.xlsx</p> |
| Bidder guidance | <p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</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 price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr><tr><td>£175,000</td><td>75%</td><td>25</td></tr><tr><td>£200,000</td><td>100%</td><td>0</td></tr><tr><td>£300,000</td><td>200%</td><td>0</td></tr></table> | Bid Price | Differential to the lowest price which meets the mandatory pass criteria at Award stage | Score | £100,000 | 0 | 100 | £120,000 | 20% | 80 | £140,000 | 40% | 60 | £150,000 | 50% | 50 | £175,000 | 75% | 25 | £200,000 | 100% | 0 | £300,000 | 200% | 0 |
|------------------|---|-----------|---|-------|----------|---|-----|----------|-----|----|----------|-----|----|----------|-----|----|----------|-----|----|----------|------|---|----------|------|---|
| Bid Price | Differential to the lowest price which meets the mandatory pass criteria at Award stage | Score | | | | | | | | | | | | | | | | | | | | | | | |
| £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 20 % | | | | | | | | | | | | | | | | | | | | | | | | |

QUALITY QUESTIONNAIRE

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

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| PROJ1.1 | <p><u>Approach/ Methodology and Understanding the Environment</u></p> <p>Demonstrate your understanding of the project environment, detailing any knowledge relevant to the project and policy/programme area, including any data sources or research relevant to the project.</p> <p>Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.</p> |
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| Bidder guidance | <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Interpretation of the project and what is required; • How the bidder will ensure the successful delivery of this project within the working environment; • Give a <u>detailed description</u> of the methods to be used in undertaking the project, indicating the resources that will be utilised, outlining a clear justification as to why your chosen methodology will provide the best outcome while being affordable. In particular covering: <ul style="list-style-type: none"> ○ Your proposed approaches to valuation, including non-market valuation for different types of user; ○ Your proposed approaches to generating time series estimates for different types of user; ○ Your proposed approaches to estimating different types of value e.g. to intermediate producers, to final consumers. ○ How you would attribute user value to Companies House data when it is used in conjunction with other inputs; ○ What data will be used which the surveys will not/need not provide; ○ Discussion of relevant assumptions/methodological limitations; • Set out your methods to meet the project objectives, including surveys, and how these would vary by user; • How you would work with Companies House to deliver the surveys; • Please include a recommendation for the size and composition of the sample(s) and justification for your approach, along with any risks <p>Dissemination</p> <ul style="list-style-type: none"> • Provide details of how you would propose to work with BEIS and Companies House to disseminate emerging and final findings to stimulate policy debate. <p>An attachment is allowed for this question</p> <p>A single PDF document should be used by all tenderers to answer all the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>This question is limited to 11 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 40%</p> |
| Bidder response | Yes, I have attached my answer to this question as a single pdf to question PROJ1.1 |

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| PROJ1.2 | <p><u>Staff to Deliver</u></p> <p>Please demonstrate your knowledge of the skills and expertise that are</p> |
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| | essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project. |
| Bidder guidance | <p>Bidders are asked to demonstrate:</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Any support that would be needed and from whom, in order to undertake and complete this project. • How the team will apply their expertise to the valuation, including non-market valuation, techniques. • How the team will apply their expertise to survey design. • How you would manage risks to delivery from use of (any) subcontractors and steps you would take to quality assure subcontractor inputs. • Approach to quality assurance generally, including peer review. <p>An attachment is allowed for this question.</p> <p>A single PDF document should be used by all tenderers to answer all the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>This question is limited to 4 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 20%</p> |
| Bidder response | Yes, I have attached my answer to this question as a single pdf to question PROJ1.1 |

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| PROJ1.3 | <p><u>Project Plan and Timescales</u></p> <p>Please outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met.</p> |
| Bidder guidance | <p>Bidders are asked to demonstrate/provide:</p> <p>As a minimum you response should cover;</p> <ul style="list-style-type: none"> • A detailed timetable for carrying out the work based on the proposed approach and method • Highlight key milestones and deadlines, including suggested meetings and progress reports. • Highlight any assumptions underpinning the timetable. • Identify possible risks to the timetable and potential mitigations. |

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| | <p>An attachment is allowed for this question.</p> <p>A single PDF document should be used by all tenderers to answer all the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>This question is limited to 4 side of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p> |
| Scoring criteria | Maximum Mark: 10% |
| Bidder response | Yes, I have attached my answer to this question as a single pdf to question PROJ1.1 |

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| PROJ1.4 | <p><u>Data Security</u></p> <p>Please provide details of how survey data will be recorded, managed and stored.</p> |
| Bidder guidance | <p>Bidders should set out their organisational arrangements and security procedures for receiving, storing and handling data (and in particular, sample data received from IDBR), and for allowing access to it, including procedures for destroying data at the point if there is no longer a business need to keep it.</p> <p>Bidders should also include detail of their confidentiality policy, in particular how this will be applied to ensure that respondents are recruited in a sensitive manner, that information is protected, permissions are sought, and participants' responses are suitably anonymised. Reference should be made to:</p> <ul style="list-style-type: none"> • Government Social Research (GSR) code of ethics; • EU General Data Protection Regulation (GDPR). <p>An attachment is allowed for this question.</p> <p>A single PDF document should be used by all tenderers to answer all the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>This question is limited to 2 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring | Scoring shall be based on 0-100 scoring methodology. |

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| criteria | Maximum Mark: 10% |
| Bidder response | Yes, I have attached my answer to this question as a single pdf to question PROJ1.1 |

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| PROJ1.5 | <u>Capacity</u> Do you have the capacity to complete the deliverables within the timeframes? Please confirm your ability to have everything in place in order to begin this contract from 3 rd August 2018. |
| Bidder guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |