**LONDON’S GLOBAL UNIVERSITY**

UNIVERSITY COLLEGE LONDON

Procurement Services

UCL Estates Preferred Supplier List:

Blinds Category

UCL-PROC-1237A

Selection Questionnaire

Closing date for response:

31st July 2020 at 12:00 (Midday)

Contents

[1 Introduction 2](#_Toc526258003)

[2 Background to the PSL and Employers Requirement 3](#_Toc526258004)

[3 Timetable 3](#_Toc526258005)

[4 Instructions to applicants 4](#_Toc526258006)

[5 Queries and clarifications 5](#_Toc526258007)

[6 Guidance and instructions for completing SQ 5](#_Toc526258008)

[7 Applicant selection 7](#_Toc526258009)

[8 Legal relations 8](#_Toc526258010)

[9 Representations 9](#_Toc526258011)

[10 General 9](#_Toc526258012)

[11 Freedom of Information Act 2000 10](#_Toc526258013)

[Annex A: Selection Questionnaire 11](#_Toc526258014)

[1. Stage 1 Questionnaire 11](#_Toc526258015)

[2. Stage 2 Question Set 11](#_Toc526258016)

[Annex B: Declaration 14](#_Toc526258017)

Selection Questionnaire Overview

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| Project description | Appointment of Suppliers to a Preferred Supplier List (PSL) for the provision of blinds products and works. |
| Number of suppliers to be appointed | Up to six suppliers |
| Minimum SQ requirements | Suppliers must hold Constructionline Level 2 (Silver) certification with verified profile status  Additional Exclusion Grounds as detailed in Part 2 of the Stage 1 Questionnaire |
| Submission date for SQ | **31st July 2020 at 12:00 (Midday)** |
| Method of submission | SQ responses are to be uploaded to the Intend web portal as per the enclosed instructions. |
| UCL contact | Any queries regarding this procurement process can only be submitted via the Intend portal for the attention of:  Mr Winston Yearwood – Procurement Manager, UCL |

1. Introduction
   1. The purpose of this Selection Questionnaire ("SQ") is to assist University College London ("UCL") in appointing suppliers to a Preferred Supplier List (PSL) to subsequently be invited bid for small and minor works projects.
   2. The estimated value of individual blinds projected are anticipated to range from of £200 to £250,000.
   3. Selected suppliers will be invited to participate further in the procurement process for these projects.
   4. UCL intends to appoint up to six suppliers to the category of the PSL. UCL reserves the right to proceed with fewer or greater numbers of applicants.
   5. UCL is not a "contracting authority" or a "body governed by public law" as defined by the Public Contracts Regulations 2015. This procurement process is not regulated by EU or UK public procurement law. Where UCL advertises contracts in the Official Journal of the European Union, it does so on a voluntary basis and does not undertake any obligation to comply with the procurement legislation. UCL reserves its rights in full to adapt or step outside the procedures in the procurement legislation as UCL considers necessary.
2. Background to the PSL and Employers Requirement

**Background to the PSL:**

* 1. UCL undertakes a range of projects across our estate on an ad-hoc basis. These range from replacing a blind in an office, to more complex projects such as replacing all the blinds in a building.
  2. Suppliers appointed to the PSL through this Selection Questionnaire process will then have the opportunity to bid for works via a request for proposal or quote process. Minor works may require a quote, more complex projects will require a short invitation to tender with price and technical aspects assessed.
  3. UCL do not guarantee that suppliers will receive work as a result of being appointed to the PSL.
  4. The category for this PSL is blinds covering the following:
* Fabric, Metal, Wood and Plastic

• Blackout Blinds

• Energy Efficient Blinds

• Medical/Laboratory Blinds

* 1. Further information on the Preferred Supplier List and more detail for the category description can be found in Appendix A – Information for Suppliers section of the PSL Appointment Agreement Template.

**UCL Employers Requirements**:

* 1. UCL Estates recognise that our contractors, suppliers and service provides are integral to our success and customer satisfaction. You support us to deliver the day to day operational services to the Estates as well as deliver maintenance and construction works. Here you will find links that will help you undertake your work at UCL in accordance with our standards and requirements.

<https://www.ucl.ac.uk/estates/projects-and-requests/contractors-and-consultants/employers-requirements>

* 1. If you are a contractor or designer working on a UCL Estates project, and the information you need is not here, you should contact your appointed University Project Officer.
  2. UCL has adopted the NET positive Supplier Engagement tool to support our sustainability objectives. The tool is an online platform which creates bespoke sustainability action plans for organisations based on their business operations. It allows UCL to view their plans, so that we can support suppliers in becoming more sustainable. The tool is free for suppliers to use and is used in collaboration with other universities and higher education organisations.

<https://www.ucl.ac.uk/sustainable/sustainable-campus/net-positive>

* 1. Success suppliers will be required to register with the NET positive tool and create a bespoke action plan as part of being awarded a place on the Preferred Supplier List, the registration link is:

<https://supplierengagementhe.net-positive.org/>

1. Timetable
   1. Set out below is the proposed procurement timetable. This is intended as a guide and UCL reserves the right to amend it at any stage.

| Activity | **Date** |
| --- | --- |
| Selection Questionnaire published | 23rd June 2020 |
| Deadline for receiving queries on the SQ | 10th July 2020 |
| **Closing date for return of SQ responses** | 31st July 2020 at midday |
| Target date for notification of assessment outcomes | 21st August 2020 |

1. Instructions to applicants
   1. You must respond to this SQ electronically via UCL's electronic tendering system following the below instructions:
      1. All queries, SQ responses and any supporting documentation must be submitted through this system. This is the link to the web based system: <https://in-tendhost.co.uk/ucl/aspx/Home>
      2. A full help guide is available on this web site to support your submission: <http://www.ucl.ac.uk/procurement/suppliers/contract>.
      3. Your SQ response must be submitted through the "Submit My Return" facility in Intend which is accessed via the "My Tenders" icon, do NOT use the correspondence facility or a standard email.
      4. To submit your return, please follow the instructions below. If you have any queries, please call 020 3108 9687. If you submit your response through the wrong channels, or submit a late or incomplete response, we may NOT be able to evaluate your tender:

Log In

My Tenders and search for the relevant tender

View Details

SQ Tab and follow on screen instructions to submit your return (there may be an option to opt in or out of the tender)

Attach Documents - Browse and Upload each part of your return

Once ALL your response has been uploaded and is displayed in the "My Tender return main" click on "Submit Return".

* + 1. The system will permit you to submit multiple returns. This allows for return mistakes to be corrected. You can upload as many returns as necessary (each return may include multiple documents) but only the final return will be considered by UCL. Once the return date has expired, no further returns / documents can be sent to UCL. If there are any omissions, UCL may be unable to progress your proposal.
    2. The system may automatically reject any late submissions after the closing time and date (as shown in Section 3.1) and UCL may be unable to consider your response. As uploading documents can take some time, please ensure you allow adequate time to do this. It is the sole responsibility of the applicant to ensure that tenders arrive by the closing date and time.
    3. Relevant enclosures should be presented in the same order as, and should be referenced to, the relevant question. To assist with evaluation please keep enclosures or attachments to a minimum. Please do not embed attachments into your response document as we may be unable to open them.

1. Queries and clarifications
   1. Any queries relating to this SQ must be submitted via correspondence facility in the Intend portal at <https://in-tendhost.co.uk/ucl>.
   2. All queries must be submitted before the closing date for receipt of queries set out in Section 3.1 to ensure that responses are provided, as far as possible, no later than five working days before the SQ submission deadline. UCL will endeavour to respond to any queries received after this deadline, but cannot guarantee to do so.
   3. UCL will endeavour to respond to any queries received after this deadline, but cannot guarantee to do so. No approach of any kind in connection with this SQ should be made to any other person within, or associated with, UCL.
2. Guidance and instructions for completing SQ
   1. Applicants must provide all the information requested:
      1. Stage 1 Questionnaire Assessment
      2. Stage 2 Question Set
   2. Applicants must also complete the declaration provided at Annex B.

**Content and format of responses, treatment of consortium and group bids**

* 1. In this SQ, "You" / "Your" or "Applicant" means the body completing these questions responsible for the information provided. The "Applicant" is intended to cover any economic operator and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle (SPV); or other form of entity.
  2. Whilst reserving the right to request information at any time throughout the procurement process, UCL may enable Applicants to self-certify that there are no grounds for excluding their organisation.
  3. Please answer all questions as accurately and concisely as possible. Where a question is not relevant to the Applicant’s organisation, please write N/A and provide an explanation.
  4. Applicants must adhere to the format of this SQ when answering the questions and answer every question. Where information or documentation submitted by applicants is or appears to be incomplete or erroneous, although UCL may (in its sole discretion) allow any applicant to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time, it shall not be obliged to do so.
  5. **Failure to complete the whole of the SQ / failure to provide missing information where requested will result in your SQ being disqualified and not being considered further.**

Sub-contracting

* 1. Where the applicant proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details (to the extent currently known) of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
  2. UCL recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, applicants should be aware that where information provided to UCL indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the applicant to proceed with the procurement process or to provide the supplies and/or services required. Applicants should therefore notify UCL immediately of any change in the proposed sub-contractor arrangements. UCL reserves the right to deselect the applicant prior to any award of contract, based on an assessment of the updated information.

**Taking Account of Applicant's Past Performance**

* 1. UCL may assess the past performance of a applicant through references provided by a customer or other means of evidence. UCL may take into account any failure to discharge obligations under the previous principal relevant contracts of the applicant completing this SQ. UCL may also assess whether specified minimum standards for reliability for such contracts are met.
  2. In addition, UCL may re-assess reliability based on past performance at key stages in the procurement process. Applicants may also be asked to update the evidence they provide to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**Self-Cleaning**

* 1. The SQ is a self-declaration, made by you, that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (self-cleaning).
  2. Any applicant that answers "Yes" to any questions in Part 2 of the Stage 1 Questionnaire should provide sufficient evidence, in a separate supporting document, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The applicant has to demonstrate it has taken such remedial action, to the satisfaction of UCL in each case.
  3. If such evidence is considered by UCL (whose decision will be final) as sufficient, the applicant concerned shall be allowed to continue in the procurement process.
  4. The measures taken by the applicant shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by UCL to be insufficient, the applicant shall be given a statement of the reasons for that decision.

1. Applicant selection

**Compliant submissions**

* 1. UCL will disqualify any applicant from the procurement process:
     1. whose response submitted is not done so in accordance with the instructions given in this SQ;
     2. for who any of the grounds for exclusion apply;
     3. who fails to provide a satisfactory response to any questions in the SQ or inadequately or incorrectly completes any question; or
     4. who submits a SQ after the deadline.

**Two Stage Evaluation Process**

* 1. UCL shall be conducting a two stage evaluation process for this selection questionnaire:
     + 1. All applicant’s responses to the Stage 1 Questionnaire shall be reviewed first.
       2. Applicants who achieve a ‘Fail’ mark for any of the criteria within the Stage 1 Questionnaire as indicated by the Scoring Guidance will be discontinued from further assessment
       3. UCL will total the points scored by each applicant in the Stage 1 Questionnaire, which will be used to rank the applicant’s responses.
       4. The top 12 ranked applicants will then proceed to the second stage of the assessment, where the responses to the Stage 2 Question Set shall be assessed.
       5. Assessment of responses from applicants who fall outside the top 12 of the Stage 1 Questionnaire shall be discontinued at this stage and no further evaluation shall be conducted.

**Stage 1 Questionnaire Assessment**

* 1. Responses will be assessed and scored in accordance with the scoring guidance within the questionnaire.
  2. UCL may use any information available to validate responses given by applicants for scored questions. UCL reserves the right to correct information provided by applicants following clarification or disqualify applicants if the information provided is incorrect.

**Stage 2 Question Set**

* 1. Following completion of the Stage 1 Questionnaire Assessment, all shortlisted applicants’ responses to the Stage 2 Question Set will then be evaluated.
  2. Responses will be scored out of a total of the marks using the marking scheme below.

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| **Score** | **Definition** |
| 0 | No response has been provided or the response fails to answer the question provided; all elements of the response are not justified or unsupported by evidence where required; fails to demonstrate any understanding of the question or the context. |
| 1 | Very significant gaps or lack of justification/evidence in response to the question; responses given are very generic and not relevant in whole or part; fails to demonstrate considerable understanding of the question or context. The response provides considerable reservations as to the bidder’s proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Response suggests a significant risk for UCL. |
| 2 | A lack of content, detail or explanation in one or more aspects of the question; gaps or lack of justification/evidence in response where required. Overall some key aspects lack sufficient detail or explanation, the response provides minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Response suggests some acceptable risk for UCL. |
| 3 | The question is answered satisfactorily and where relevant meets all UCL requirements, with full detail (where evidence is required or necessary, relevant evidence) provided to support the response; very minor reservations or weakness in a few areas in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Response suggests low risk for UCL |
| 4 | The question is answered comprehensively and where relevant exceeds all UCL requirements providing additional benefit/value/experience above that specified. The response provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Response presents very low or no risk for UCL. |

* 1. The weightings for each question indicated in the Stage 2 Question Set table shall then be applied to give an overall score for the Stage 2 Question Set response. The top six scoring applicants for the Stage 2 assessment shall be awarded a place on the Preferred Supplier List. The seventh to ninth ranked applicants shall be added to a reserve list and UCL may award then a positon on the Preferred Supplier List if a position becomes vacant.

1. Legal relations
   1. This SQ has been issued by Procurement Services, Finance and Business Affairs, UCL, Bidborough House, 38-50 Bidborough St, London WC1H 9BT. The main place of business is UCL, Gower Street, London, WC1E 6BT.
   2. This SQ is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a applicant to make a submission or enter into any contract.
   3. UCL reserves the right to change the basis of the tendering process or to terminate the process at any time with no liability on its part.
   4. This SQ shall not be regarded as constituting financial or investment advice or recommendation by UCL or its advisors.
   5. Nothing contained in this SQ or in any other communication made between UCL and any other party shall be taken as constituting a contract (whether implied or otherwise), agreement or representation between UCL and a applicant or any other party. It is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.
   6. For the avoidance of doubt, no contract capable of acceptance shall be created until such time as UCL enters into a contract with the winning applicant. Any such contractual liability is expressly excluded to the full extent permitted by law.
2. Representations
   1. Neither UCL, its advisors, nor their respective governors, partners, officers, directors, employees, other staff or agents makes or make any representation or warranty (express or implied) nor accepts or will accept any liability as to the accuracy of the information provided in this SQ.
   2. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in, or any omission from, this SQ and in respect of any other written or oral communication transmitted (or otherwise made available) to any applicant. No representations or warranties are made in relation to such statements, opinions or conclusions, but this exclusion does not extend to any fraudulent misrepresentation.
   3. No person in UCL’s employ or other agency has any authority to make any representation or explanation to applicants as to anything to be done or not to be done by applicants or the successful applicant, the instructions contained in this SQ or as to any other matter or thing so as to bind UCL.
3. General
   1. Under no circumstances shall UCL incur any liability in respect of this SQ or any supporting documentation and UCL will not be responsible for or reimburse any costs (howsoever arising and including third party costs) incurred by applicants in connection with preparation and submission of their responses to this SQ or the procurement.
   2. The contents of this SQ and that of any other documentation sent or provided to you in respect of this tender process are the property of UCL and are confidential.
   3. No publicity regarding the project or this SQ will be permitted unless and until UCL has given express written consent to the relevant communication. Information supplied by UCL (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of tenders. No responsibility is accepted by UCL for any inaccuracies, or for any loss or damage of whatever kind or however arising from the use by any applicant of such information.
   4. Unless otherwise indicated, all intellectual property rights in this SQ are vested solely in UCL (and where applicable, its advisors). Accordingly, the documents supplied with this SQ and throughout the procurement process, and all copies of them, are and shall remain the property of UCL (and where applicable its advisors), and may only be used for the purposes of this procurement. Such documents must not be copied or reproduced in whole or in part and must be returned to UCL upon demand.
   5. Applicants must notify UCL of any material change to any responses provided in this SQ. Any failure to inform UCL of such a material change may lead to the applicant being disqualified from the procurement process. UCL reserves the right to remove any applicant from the procurement process which notifies it of a material change to the response provided in this SQ.
4. Freedom of Information Act 2000
   1. The Freedom of Information Act 2000 ("FoIA") and the Environmental Information Regulations 2004 ("EIR") apply to UCL.
   2. Accordingly, as part of UCL’s duties under FoIA or EIR, it may be required to disclose information submitted to it, information concerning the procurement process, or details about the project in response to a request under FoIA or EIR. UCL may also decide to include certain information which it maintains under FoIA.
   3. Applicants should clearly identify whether any information which forms part of this SQ should be treated as potentially exempt from disclosure under FoIA / EIR, by marking such information "**commercially confidential**" and providing any justification for this view.
   4. UCL may always be required to disclose information under FoIA if an FoIA request is received. UCL cannot guarantee that any information will not be disclosed, even if a applicant considers the information to be confidential. The acceptance of receipt by UCL of information marked "**commercially confidential**" or the like should not be taken that UCL accepts any duty of confidence by virtue of that marking and UCL accepts no liability (howsoever arising) in this regard.
   5. UCL will endeavour to consult with applicants and have regard to comments before it releases any information under the FoIA or the EIR. However, UCL reserves its discretion to determine whether any information is exempt from the FoIA and / or EIR or not. UCL will be obliged to make its decision on disclosure in accordance with the provisions of FoIA or EIR (as the case may be) and will be bound by the rules as to disclosure in FoIA and EIR, and, where appropriate, by the direction of the Information Commissioner.
   6. When providing details of contracts, the applicant agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.
   7. UCL reserves the right to contact the named customer contacts regarding any contracts referred to by the applicant as past experience. The named customer contact does not owe UCL any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
   8. UCL confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office.

Annex A: Selection Questionnaire

1. Stage 1 Questionnaire
   * + - 1. Applicants should complete the enclosed Stage 1 Questionnaire workbook and upload it in MS Excel format as an attachment to the relevant section within In-tend.
         2. Any supporting documentation should be clearly labelled with reference to the relevant question number and uploaded to the Stage 1 Supporting Documentation section within In-tend.
2. Stage 2 Question Set
   * + - 1. Applicants should provide individual responses to the questions in the table below. The submissions should include the question number and criteria title, followed by the response and maintain the referencing and numbering assigned in this document
         2. The responses shall be self-contained documents and must not rely on cross references to documents which are not required to be submitted as part of the Tender Responses. The files should be named in accordance with the instructions within the question criteria where “[Your name]” is replaced with the name of your organisation.

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| --- | --- | --- | --- | --- |
| **Q. No.** | **Criteria** | **Question Detail** | **Marks available** | **Weighting** |
| **Q1** | **Available Services and Resources** | Detail the services you offer and the resources you have available to undertake UCL projects, this should:   * Describe the nature and types of projects you deliver * Address how your services relate to the category description * Include any details of specialist trades, skills and equipment you have available * Provide details of your workforce and their locations   Page limit: 1 Side of A4  File should be named “[Your name]\_Q1\_Available\_Services” | 4 marks | 40% |
| **Q2** | **Demonstrable Relevant Experience** | Provide case studies describing your relevant experience for the category, this should:   * Cover projects similar to the category description * Be for customers similar to UCL   The case studies should:   * Describe the projects * Detail how you undertook delivery of the project * Discuss and challenges you encountered and how they were overcome * Describe the outcomes. * List:   + Start date   + End date   + Customer   + Contract value   Page limit: 2 sides of A4  File should be named “[Your name]\_Q2\_Experience” | 4 marks | 30% |
| **Q3** | **Management structure for delivery of services to UCL** | Provide an overview of the management structure you will deploy, this should address both:   * Staff for administrative and contract management functions; and * Site based staff managing project delivery   The response should:   * Identify key people that would liaise with UCL for projects and their roles * Summarise their experience and suitability   Additionally your response should detail a four level escalation process for issue resolution.  Page limit: 2 sides of A4  File should be named “[Your name]\_Q3\_Management” | 4 marks | 10% |
| **Q4** | **Health and Safety Experience** | Provide details of Health and Safety arrangements within your organisation addressing the following:   * Provide the name and position of the person with overall responsibility for health and safety in your organisation together with details of experience and any relevant qualifications. * Confirm your organisation has Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation. * Provide an example Risk Assessment for a project of a similar nature to UCL requirements.   Page limit: 1 sides of A4 (Excluding example Risk Assessment)  File should be named “[Your name]\_Q4\_Safety” | 4 marks | 5% |
| **Q5** | **Example Methodology** | Detail your methodology for delivering projects similar to those described in the Category description this should cover:   * Preparing the quotation * Planning projects after contract award * Project execution * Handover activities   Please also provide a sample ‘Method Statement’ to support your response.  Page limit: 2 sides of A4  File should be named “[Your name]\_Q5\_Methodolgy” | 4 marks | 35% |

Annex B: Declaration

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| On behalf of the Applicant:   * I declare that to the best of my knowledge the answers submitted in this SQ are true and correct. * I understand that the information will be used in the process to assess our suitability to be invited to tender for UCL's requirement. * I acknowledge that UCL may reject this SQ and/or disqualify the Applicant from the procurement process if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information. * I confirm that no conflict of interest exists between me/us and my/our advisors, and UCL and its advisors.   I understand that failure to ensure that no conflict of interest arise may lead to disqualification from the procurement at the discretion of UCL. UCL will continuously monitor the position of the applicant in respect of the declarations made in this SQ. UCL reserves the right to revisit and later exclude the applicant from the procurement process / not award the contract to the applicant in the event of a material adverse change which puts the applicant in breach of any of the mandatory or discretionary grounds of exclusion in this SQ. |

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| --- | --- |
| Signature: |  |
| On behalf of: |  |
| Position (Job Title): |  |
| Date: |  |
| Telephone number: |  |