

Pre-Qualification Questionnaire



Pre-Qualification Questionnaire (PQQ) on behalf of UK Trade & Investment

Subject: Fit Out Main Contractor (Design & Build) of UK Pavilion for Astana Expo 2017

UKSBS Sourcing reference number PR16036

UK Shared Business Services Ltd (UK SBS)

www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Service (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

Section 2 – About Our Customer

About UK Trade and Investment (UKTI)

UK Trade & Investment (UKTI) is a government department.

They help UK based companies of all sizes to grow and become more profitable by exporting their products and services.

UKTI also support all types of overseas businesses and business people to establish a presence in the UK.

And with local offices both in the UK and around the world, you're never far from one of their advisers.

Export for the first time

If you haven't exported before, you'll have lots of questions. UKTI can help.

They support companies who have just started to export and those who haven't yet, but would like to.

Go further with your exports

If you currently export, UKTI can help you find more opportunities to grow internationally.

They can help you to do business faster in more countries.

Meet an export trade adviser

Whether you're new to exporting, or want to develop your business in more markets overseas, UKTI have range of support and services.

Speak to one of their international trade advisers about the services that are available to you.

They offer free advice.

UKTI's export services can help you:

- develop an export plan
- understand how to do business overseas
- identify business opportunities and major projects
- reach new customers and business partners
- increase your profile and credibility overseas
- overcome barriers to entry or expansion
- improve your overseas marketing strategy
- research the market to help you make decisions

[Find out more about UKTI's services for exporters](#)

Locate and expand your business in the UK

UKTI help all types of overseas companies to invest and grow in the UK.

Whether you're an entrepreneur, start-up, medium to large business or an institutional investor, UKTI offers support for your investment or expansion. They can help you understand why being in the UK can benefit your business.

UKTI's services can help you:

- find the right location to establish or expand your business
- set up your business in the UK
- identify and access market opportunities
- meet people who can help you grow your business
- understand the UK tax system
- recruit, train and retain staff
- access different finance options
- understand visa requirements for yourself and your workers

UKTI's support doesn't stop once you're based in the UK. They'll continue to help your business expand within the UK or to European and global markets.

[Find out more about UKTI's services for investors.](#)

[Contact UKTI's investment services team for more information](#)

UKTI partners

UKTI works with local and international partners to help more companies export from or invest in the UK.

Partners include:

- chambers of commerce
- trade associations
- banks and professional services companies
- business bodies and networks
- local government
- Local Enterprise Partnerships

Wider business support

The government's Business Growth Service can provide wider help for your business.

Contact UKTI

Email enquiries@ukti.gsi.gov.uk

Telephone +44(0)20 7215 5000

Section 3 – Working with UK Shared Business Services Ltd.

Section 3 – Contact details		
3.1	Name of contracting Authority	UK Trade & Investment
3.2	Named Procurement Officer	Bernie Marsh (UK SBS, working on behalf of UKTI for this procurement)
3.3	Contact details	bernie.marsh@uksbs.co.uk
3.4	Estimated value of the Opportunity	£1,500,000 to £1,800,000 (excluding potential for free issue and value-in-kind sponsorship)
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</p>

Section 3 - Timescales		
3.6	Date of posting of Contract advert to Contracts Finder.	25/05/2016
3.7	Date PQQ available to Bidders	25/05/2016
3.8	Bidder conference (if relevant)	To be confirmed if required.
3.9	Latest date / time PQQ clarifications should be received through Emptoris	13/06/2016 11.00
3.10	Latest date / time PQQ clarification answers should be sent to all potential Bidders through Emptoris	14/06/2016 14.00
3.11	Closing date and time for Bidder to request PQQ documents	17/06/2016 11.00
3.12	Closing date and time for Bidder to submit their response ('the	20/06/2016

	deadline ’).	14.00
3.13	Clarifications (if required)	21/06/2016 to 07/07/2016
3.14	Notification of proposed shortlist for Award stage to unsuccessful Bidders	13/07/2016
3.15	Issue of ITT documents to shortlisted Bidders	28/07/2016
3.16	Anticipated Contract Award Date	05/10/2016
3.17	Response Validity Period	90 Days

Section 4 – Specification and about this procurement

Executive Summary

UKTI are seeking to appoint a specialist contractor for the technical design (RIBA Stage 4), fabrication, construction and installation of the UK Pavilion at the Astana EXPO 2017 in Astana, Kazakhstan. The successful contractor shall act as Main Contractor and provide a single point of contract for the Design & Build of the UK Pavilion within the Basebuild Shell & Core (by others). UKTI are procuring the development of the design to RIBA Stage 3 as a separate exercise.

This Works contract being procured under a two stage procurement procedure involving a Pre-Qualification Questionnaire to shortlist Bidders (PQQ Stage) and an Invitation To Tender to the shortlisted Bidders (ITT Stage).

For the avoidance of doubt this requirement is BELOW the OJEU thresholds of the Public Contracts Regulations 2015 for Works contracts and is NOT being conducted as a procedure under those regulations and is not being publicised in the Official Journal of the European Union. UK SBS and UKTI however are committed to the procurement principles of transparency, non-discrimination, equal treatment and proportionality in line with the Regulations.

Expo 2017 is an International Exposition scheduled to take place between June and September 2017 in Astana, Kazakhstan. The expo's official theme is "Future Energy", and aims to create a global debate between countries, non-governmental organizations, companies and the general public on the crucial question: "how do we ensure safe and sustainable access to energy for all while reducing CO2 emissions?"

Scope of Works

The scope of works includes the supply and construction of all fit out works including – inter alia – all set works, internal walls, ceilings, floors, plinths, display units, finishes, graphics, electrical, lighting, Basebuild interfacing works and may include AV hardware.

Full specification including Developed Designs to RIBA Stage 3 will be issued to shortlisted Bidders at the Invitation To Tender (ITT) stage of this procurement.

The following information is provided in draft format as appendices to this PQQ Document to give an insight into the requirements, project structure and programme and assist interested parties in their decision to participate:

Appendix 1. Project Information

Appendix 2. Main Programme

Appendix 3. Completion Strategy

Appendix 4. Contractual Tree

Appendix 5. Annexes

The following Annexes provide information relating to the Astana Expo and structure of the Basebuild Shell & Core and the Initial Brief that was issued to bidders for the Concept & Developed Design Contract. For the purposes of consistency and cross referencing we have retained the Annex numbering but only providing Annexes 1, 2 & 18 for this PQQ.

Annex Number	Filename	File Description
1	Initial Brief	Initial Brief (as issued to bidders of the Concept Design RFP)
2	Guidelines 2nd IPM	Astana EXPO 2017 International Participants Manual
18	Technical Passport C1.3-3 (UK)	Technical Passport for UK Pavilion

The Contract duration shall be for a period of 14 months from commencement of the Contract with an optional extension of up to 4 months for potential legacy work.

The contracting mechanism shall be NEC3 Engineering and Construction Contract, 2013 incorporating main Option A, dispute resolution Option W2 and secondary Options X2, X5, X7, X15, X16, X17, X18, X20, Y(UK)2 and Z clauses.

Section 5 – Evaluation model

5.1 Introduction

5.1.1 The evaluation process will be conducted to ensure that Responses are evaluated fairly to ascertain the Bidders that can demonstrate the required skills qualities, technical ability and capacity, commercial stability and experience to ensure successful performance of the Contract.

5.1.2 The evaluation team may comprise staff from UK SBS, the Customer, the Customer's advisors and any other specific external stakeholders UK SBS and/or UKTI may deem required.

5.2 Evaluation of Responses

5.2.1 Evaluation of Responses shall be based on a Selection questionnaire defined in the e-sourcing tool.

5.3. Selection questionnaire

5.3.1 The Selection questionnaire shall be marked against the following Selection pass / fail and scoring criteria.

5.3.2 The selection questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria. In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, UK SBS and/or UKTI reserves the right to disqualify the Bidder.

Selection Pass/fail criteria		
Questionnaire	Q No.	Question subject
Selection Part B	SEL2.2	Conviction for conspiracy
Selection Part B	SEL2.3	Conviction for corruption
Selection Part B	SEL2.4	Conviction for bribery
Selection Part B	SEL2.5	Conviction for fraud
Selection Part B	SEL2.6	Conviction for Terrorism/ Serious Crime
Selection Part B	SEL2.7	Conviction for Money Laundering
Selection Part B	SEL 2.8	Conviction for proceeds of crime
Selection Part B	SEL 2.9	Conviction for other offences
Selection Part B	SEL 2.10	Tax and social security breaches
Selection Part C	SEL3.2	Compliance with applicable obligations in the fields of environmental, social and labour law.
Selection Part C	SEL3.3	Bankruptcy, Insolvency or Winding up
Selection Part C	SEL3.4	Grave Professional misconduct
Selection Part C	SEL3.5	Agreements with other economic operators that create a distortion of Competition
Selection Part C	SEL3.6	Conflict of Interest within meaning of regulation 24
Selection Part C	SEL3.7	Distortion of competition within the meaning of regulation 41
Selection Part C	SEL3.8	Deficiencies in performance of prior public contract
Selection Part C	SEL3.9	Serious Misrepresentation
Selection Part C	SEL3.10	Tax Returns
Selection Part C	SEL3.11	Compliance to the Modern Slavery Act 2015
Selection Part D	SEL4.1	Economic and Financial standing assessment
Selection Part D	SEL4.2	Minimum Financial Threshold
Selection Part D	SEL4.3	Guarantee
Selection Part D	SEL4.4	Insurance
Selection Part E	SEL5.2	Health and Safety Policy
Selection Part E	SEL5.3	Remedial Orders relating to Health and Safety Executive (or equivalent)
Selection Part E	SEL5.4	Conviction of breaching environmental Legislation
Selection Part E	SEL5.5	Sub-contractors infringement of environmental Legislation
Selection Part E	SEL5.6	Unlawful Discrimination
Selection Part E	SEL5.7	Sub-contractor checks for unlawful discrimination

Selection Part E	SEL5.11	Health and Safety Management System
Selection Part E	SEL5.13	Environment Policy
Selection Part E	SEL5.14	Environment Management System
Selection Part E	SEL5.16	Quality Management Policy
Selection Part E	SEL5.17	Quality Management System
Selection Part E	FOI1.1	Freedom of information
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, UK SBS and/or UKTI reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.	

5.3.3 Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

5.3.4 The evaluation model below shall be used for this PQQ which will be determined to two decimal places.

5.3.5 Questions marked 'for information only' do not contribute to the scoring model.

Selection Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement UKTI has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this RFI. UKTI considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Selection Part E	SEL5.1	Reference Case Studies	70%
Selection Part E	SEL5.12	Health & Safety in Action	6%
Selection Part E	SEL5.15	Environmental Management in Action	6%
Selection Part E	SEL5.18	Quality Management in Action	6%
Selection Part E	SEL5.19	Supply Chain Management Skills	3%
Selection Part E	SEL5.20	Supply Chain Capacity	3%
Selection Part E	SEL5.21	Supply Chain Performance Management	3%
Selection Part E	SEL5.22	Business Continuity	3%

A statement that a particular requirement will be met is not in itself sufficient. Such responses, or responses that are ambiguous, may be taken as failing to meet the Requirement. Detailed information regarding how, when and to what extent a Requirement can be met must be provided where appropriate – and, in evaluating a given requirement, scores will be awarded accordingly. Furthermore, if any requirement or part of a requirement cannot be met, this must be stated explicitly along with reason why.

Selection Evaluation of criteria

With the exception of SEL5.1 (Reference Case Studies), each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on the mechanism below (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions (except SEL5.1) will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will $(60+40+80+60) \div 4 = 60$

Question SEL5.1 (Reference Case Studies) shall be evaluated as follows against the following criteria a) to g):

- a) Projects with high volumes of public use; such as visitor experiences, museums, showcasing pavilions etc.

Excellent Confidence (100)	Has provided evidence of considerable experience in delivering high quality schemes with integrated exhibits, interactive elements and AV technology for visitor experiences/museums/showcasing pavilions. Has provided evidence of providing solutions to achieve fitness for purpose and managing all interfaces.
Good Confidence (75)	Has provided evidence of satisfactory experience in delivering high quality schemes with integrated exhibits, interactive elements and AV technology for visitor experiences/museums/showcasing pavilions. Has an awareness of the complexity of interfaces.
Minor Concerns (50)	Has provided evidence of experience in delivering high quality schemes although not directly with the level of interfaces to be expected. However has provided evidence of sophisticated approach, which would enable successful delivery.
Major Concerns (25)	Any element of the evidence or approach gives major concern.
Not Answered (0)	

- b) Projects delivered against significant time (e.g. Immoveable Completion Dates) and cost imperatives;

Excellent Confidence (100)	Has provided evidence that projects were delivered to significant cost and schedule constraints. Responses highlight that cost and schedule risks were apparent and mitigation strategies were successfully implemented via a project controls approach.
Good Confidence (75)	Has provided evidence that projects were delivered to significant cost and schedule

	constraints. Responses indicate evidence of routine application of cost and schedule control processes.
Minor Concerns (50)	Has provided evidence that projects were delivered to cost and schedule constraints. Responses indicate informal project control mechanisms exist.
Major Concerns (25)	Any element of the evidence or approach gives major concern
Not Answered (0)	

c) Projects with significant fast-tracking of design/engineering, procurement & construction

Excellent Confidence (100)	Has provided evidence of successfully delivering projects where significant fast-tracking of design/engineering and procurement were necessary. Responses demonstrate that the contractor has the capability, capacity, management systems and techniques to effectively control overlapping work streams.
Good Confidence (75)	Has provided evidence of successfully delivering projects where significant fast-tracking of design/engineering and procurement were necessary.
Minor Concerns (50)	Has provided evidence of projects where fast-tracking of design/engineering and procurement were necessary.
Major Concerns (25)	Any element of the evidence or approach gives major concern
Not Answered (0)	

d) Projects delivered with a Design & Build solution where Technical Design and discrete elements of the scheme are designed by the Contractor;

Excellent Confidence (100)	Has provided evidence of significant design & build experience where elements of the scheme are designed by the Contractor. Responses demonstrate that the contractor has the experience, capability and capacity to either assign qualified and competent in-house resources or work with a contractor's design team to carry out any Contractor Design. Responses demonstrate a sophisticated understanding and approach to this contracting method.
Good Confidence (75)	Has provided evidence of design & build experience where elements of the scheme are

	designed by the Contractor. Responses demonstrate that the contractor has the experience, capability and capacity to either assign qualified and competent in-house resources or work with a contractor's design team to carry out any Contractor Design.
Minor Concerns (50)	Has provided evidence of design & build experience where elements of the scheme are designed by the Contractor.
Major Concerns (25)	Any element of the evidence or approach gives major concern.
Not Answered (0)	

e) Projects where you have delivered locally compliant design & construction solutions;

Excellent Confidence (100)	Has provided evidence of a significant experience in delivering locally compliant design & construction solutions through working with locally registered/licensed consultants and sub-contractors and applying local & regional codes of practice and standards (e.g. GOST) as appropriate. Response demonstrates experience and capability to work with local partners where necessary.
Good Confidence (75)	Has provided evidence of experience in delivering locally compliant design & construction solutions through working with local partners. Response demonstrates experience and capability to work with local partners where necessary.
Minor Concerns (50)	Has provided evidence of experience in working with local partners. Response demonstrates experience and capability to work with local partners where necessary.
Major Concerns (25)	Any element of the evidence or approach gives major concern.
Not Answered (0)	

f) The challenges of project delivery in the CIS (Commonwealth of Independent States) and/or other similar markets;

Excellent Confidence (100)	Has provided evidence of facing and successfully overcoming challenges in the delivery of projects within the Commonwealth of Independent States and/or other similar markets. Responses demonstrate a full awareness and sensitivity of the political, economic, socio-cultural, technological, legal and environmental challenges and that the contractor has highly developed
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	strategies to mitigate.
Good Confidence (75)	Has provided evidence of facing and successfully overcoming challenges in the delivery of projects within the Commonwealth of Independent States and/or other similar markets. Responses indicate an awareness of the challenges and that the contractor has strategies to mitigate.
Minor Concerns (50)	Has provided evidence of facing and successfully overcoming challenges in the delivery of projects within the Commonwealth of Independent States and/or other similar markets.
Major Concerns (25)	Any element of the evidence or approach gives major concern.
Not Answered (0)	

g) Projects where value engineering expertise has been required of the Contractor.

Excellent Confidence (100)	Has provided evidence of value engineering input into projects resulting in tangible value for the employer. Responses highlight the contractor has processes for rationalising designs and providing design to cost solutions. Responses indicate the contractor has the capability to play a leading role in value engineering.
Good Confidence (75)	Has provided evidence of value engineering input into projects resulting in cost savings for the employer. Responses highlight the contractor has the necessary capabilities to contribute to a value engineering process.
Minor Concerns (50)	Has provided evidence of value engineering input into projects. Responses highlight that the contractor has an awareness of value engineering processes.
Major Concerns (25)	Any element of the evidence or approach gives major concern.
Not Answered (0)	

Selection question SEL5.1 (reference case study) will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

SEL5.1 a)

Evaluator 1 scored your bid as 50

Evaluator 2 scored your bid as 50

Evaluator 3 scored your bid as 75

Evaluator 4 scored your bid as 75

Your final score will $(50+50+75+75) \div 4 = 62.5$

5.3.6 The purpose of the PQQ evaluation is to arrive at a short list of between a minimum of 5 and a maximum of 7 Qualified Bidders will be issued the Invitation to Tender. **There is a minimum pass mark of 60%.** Any Bidder evaluated who does not reach this minimum score will not proceed to award stage. Considering only those Bidders that meet this minimum pass mark, in the event that there is more than the maximum stated number of Qualified Bidders, the selection questionnaires will be ranked. UK SBS and/or UKTI at their discretion may only take forward sufficient Bidders as the intended minimum to maximum stated above. In those circumstances only the minimum to maximum number of qualified Bidders responses at award stage will be considered. UK SBS and/or UKTI also reserve the right to take fewer than the intended minimum number of Bidders through to the Invitation to Tender Stage in the event that fewer than 5 Bidders reach the minimum pass mark.

5.4. Evaluation process

5.4.1 The evaluation process will feature the following phases where applicable:

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> PQQ logged upon opening in alignment with UK SBS's procurement procedures. Any PQQ response received after the closing date will be rejected unless circumstances attributed to UK SBS and/or UKTI or the e-sourcing tool beyond the Bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> Check all Mandatory requirements are acceptable to UK SBS and/or UKTI. Unacceptable responses maybe subject to clarification by UK SBS and/or UKTI or rejection of the Response. UK SBS and/or UKTI will enter into clarification at their own discretion and are not obliged to do so.
Scoring of the Response	<ul style="list-style-type: none"> The evaluation team will independently score the Response and provide a commentary of their scoring justification against the criteria.
Clarifications	<ul style="list-style-type: none"> The evaluation team may require written clarification of Responses.

Re - scoring of the Response and Clarifications	<ul style="list-style-type: none"> Where relevant, the Evaluation team will independently re-score the Response following receipt of replies to Clarifications and provide a commentary of their re-scoring justification against the Selection criteria.
Shortlisting of Bidders	<ul style="list-style-type: none"> UK SBS and UKTI will shortlist the Bidders based on the Responses received and the Evaluation Model detailed in Section 5 of the PQQ.
Notifications	<ul style="list-style-type: none"> Successful and unsuccessful Bidders will be notified of the outcome of the evaluation process. Unsuccessful Bidders will be provided with written feedback.

Section 6 – Selection questionnaire

6.1 Introduction

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

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

Section 7 – General information

7.1. Introduction

7.1.1 UKTI wishes to establish a Contract, for the provision of Fit Out Main Contractor (Design & Build) of UK Pavilion for Astana Expo 2017. This is a Works Contract being procured under a two stage PQQ and ITT procurement procedure.

For the avoidance of doubt this requirement is BELOW the OJEU thresholds of the Public Contracts Regulations 2015 for Works contracts and is NOT being conducted as a procedure under those regulations and is not being publicised in the Official Journal of the European Union. UK SBS and UKTI however are committed to the procurement principles of transparency, non-discrimination, equal treatment and proportionality in line with the Regulations.

7.1.2 UK SBS is working on behalf of UK Trade & Investment (UKTI) for this procurement.

7.1.3 UK SBS and UKTI logos, trademarks and other identifying marks are proprietary and may not be incorporated in the Companies response without UK SBS's and/or UKTI written permission.

7.1.4 The Bidder shall indemnify and keep indemnified UK SBS and UKTI and its advisers against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Bidder of this document.

7.1.5 If there is any doubt with regard to the ambiguity of any question or content contained in this questionnaire then Bidders are asked to raise a clarification question, but please ensure that your question is via the formal clarification process in writing via the CCS eSourcing portal. No approach of any kind in connection with this opportunity should be made to any other person within, or associated with UK SBS, UKTI or their advisors. Any questions or other information submitted outside of this channel will not be responded to and shall have no legal standing or worth and should not be relied upon.

7.1.6 It remains the responsibility of the Bidder to keep UK SBS informed of any matter that may affect continued qualification.

- 7.1.7 Prior to commencing formal evaluation, Submitted Responses will be checked to ensure they are fully compliant with the Pass / Fail criteria within the Evaluation model. Non-compliant Submitted Responses may be rejected by UK SBS and/or UKTI. Submitted Responses which are deemed by UK SBS and/or UKTI to be fully compliant will proceed to evaluation. These will be evaluated using the criteria and scores detailed in the matrix set out in [Section 5](#).
- 7.1.8 Following evaluation of the submitted Responses and approval of the outcome UK SBS and UKTI intends to select a shortlist of Bidders to proceed to Award stage of this Procurement.
- 7.1.9 Whilst it is UKTI's intention to purchase the Works and any associated goods and services under this Contract Arrangement from the Supplier appointed this does not confer any exclusivity on the appointed Supplier. UKTI reserve the right to purchase any Works, goods and services (including those similar to the goods/services/works/goods and services covered by this procurement) from any Supplier outside of this Contract.
- 7.1.10 UKTI reserves the right not to conclude a Contract as a result of the current procurement process. Bidders should review the contents of Section 7 paragraph 7.8.1 when considering submitting their Response.
- 7.1.11 The Works covered by this procurement exercise have NOT been sub-divided into Lots.
- 7.1.12 UK SBS and UKTI shall utilise the Crown Commercial Service (CCS – previously Government Procurement Service) Emptoris e-sourcing tool url <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> to conduct this procurement. There will be no electronic auction following the conclusion of the evaluation of the Pre-Qualification Questionnaire (PQQ) responses. Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service, Telephone 0345 010 3503.
- 7.1.13 Please utilise the messaging system within the e-sourcing tool located at <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> within the timescales detailed in [Section 3](#). if you have any doubt as to what is required or will have difficulty in providing the information requested. Bidders should note that any requests for clarifications may not be considered by UK SBS and/or UKTI if they are not articulated by the Bidder within the discussion forum within the e-sourcing tool.
- 7.1.14 Bidders should read this document, RFX attachments, messages and the evaluation questionnaires carefully before completing the Response submission. Failure to comply with any of these instructions for completion and submission of the Submitted Response may result in the rejection of the Response. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the goods/services/goods and services and contractual obligations. These instructions and the entirety of this PQQ constitute the Conditions of Response. Participation in the PQQ process automatically signals that the Bidder accepts these Conditions.
- 7.1.15 All material issued in connection with this PQQ shall remain the property of UK SBS and/or UKTI and/or as applicable relevant OPB and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned

to UK SBS or securely destroyed by the Bidder (at UK SBS's and UKTI's option) at the conclusion of the procurement.

- 7.1.16 The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Response.
- 7.1.17 The Bidder shall not make contact with any other employee, agent or consultant of UK SBS or UKTI or any relevant OPB or Customer who are in any way connected with this procurement during the period of this procurement, unless instructed otherwise by UK SBS.
- 7.1.18 UK SBS and/or UKTI shall not be committed to any course of action as a result of:
- 7.1.18.1 issuing this PQQ or any invitation to participate in this procurement;
 - 7.1.18.2 an invitation to submit any Response in respect of this procurement;
 - 7.1.18.3 communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement; or
 - 7.1.18.4 any other communication between UK SBS and/or UKTI and/or any relevant OPB (whether directly or by its agents or representatives) and any other party.
- 7.1.19 Bidders shall accept and acknowledge that by issuing this PQQ UK SBS and/or UKTI shall not be bound to accept any Response and reserves the right not to conclude a Contract for some or all of the Works for which Responses are invited.
- 7.1.20 UK SBS and/or UKTI reserves the right to amend, add to or withdraw all or any part of this PQQ at any time during the procurement.
- 7.1.21 Bidders should not include in the Response any extraneous information which has not been specifically requested in the PQQ including, for example, any sales literature, standard terms of trading etc. Any such information not requested but provided by the Bidder shall not be considered by UK SBS or UKTI.
- 7.1.22 If the Bidder is a consortium, the following information must be provided: full details of the consortium; and the information sought in this PQQ in respect of each of the consortium's constituent members as part of a single composite response. Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium as indicated in the relevant section of the selection questionnaire SEL1.6 specifically refers. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided as indicated in the relevant section of the PQQ. However, please note UK SBS and/or UKTI reserves the right to require a successful consortium to form a single legal entity. UK SBS and/or UKTI recognise that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to UK SBS and/or UKTI so that it can make a further assessment by applying the selection criteria to the new information provided and consider rejection of the Response if UK SBS and/or UKTI reasonably consider the change to have a material impact of the delivery of the viability of the Response.

7.2. Bidder conference

7.2.1 A Bidders' Conference may, be held in conjunction with this procurement but is not yet confirmed. In the event that a Bidder's Conference is later confirmed UKSBS will issue details to all Bidders in the form of a clarification via the CCS eSourcing messaging system.

7.3. Confidentiality

7.3.1 Subject to the exceptions referred to in paragraph 7.3.2, the contents of this PQQ are being made available by UK SBS and UKTI on condition that:

7.3.1.1 Bidders shall at all times treat the contents of the PQQ and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;

7.3.1.2 Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;

7.3.1.3 Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Response; and

7.3.1.4 Bidders shall not undertake any publicity activity within any section of the media in relation to this procurement

7.3.2 Bidders may disclose, distribute or pass any of the Information to the Bidder's advisers, sub-contractors or to another person provided that either:

7.3.2.1 This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or

7.3.2.2 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or

7.3.2.3 The Bidder is legally required to make such a disclosure

7.3.3 In paragraphs 7.3.1 and 7.3.2 above the term 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.

7.3.4 UK SBS and/or UKTI may disclose detailed information relating to Responses to its employees, agents or advisers and UK SBS and/or UKTI may make any of the Contract documents available for private inspection by its officers, employees, agents or advisers. UK SBS and/or UKTI also reserves the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Response (unless there is a requirement for disclosure as explained in paragraphs 7.4.1 to 7.4.3 below).

7.3.5 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS and/or UKTI may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS and/or UKTI during this Procurement. Subject to section 7.4 below, the information will not be disclosed outside Government. Bidders taking part in this PQQ consent to these terms as part of the competition process.

- 7.3.6 From 2nd April 2014 the Government is introducing its new Government Security Classifications (“GSC”) classification scheme to replace the current Government Protective Marking System (“GPMS”). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC: <https://www.gov.uk/government/publications/government-security-classifications>
- 7.3.7 UK SBS and/or UKTI reserves the right to amend any security related term or condition of the draft contract accompanying this PQQ to reflect any changes introduced by the GSC. In particular where this PQQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

7.4 Freedom of information

- 7.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’) and the Environmental Information Regulations 2004 (the ‘EIR’) (each as amended from time to time), UK SBS and/or UKTI may be required to disclose information submitted by the Bidder to UK SBS and/or UKTI.
- 7.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 7.4.3 Where a Bidder identifies information as commercially sensitive, UK SBS and/or UKTI will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, UK SBS and/or UKTI may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, UK SBS and/or UKTI are required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, UK SBS and/or UKTI cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.

7.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS and/or UKTI and the Bidder should not attempt to answer the request without first consulting with UK SBS and/or UKTI.

7.4.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including PQQ 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 and/or UKTI, and any contract entered into by UKTI with its preferred supplier once the procurement is complete. By submitting a response to this PQQ Bidders are agreeing that their participation and contents of their Response may be made public.

7.5. Response Validity

7.5.1 Your Response should remain open for consideration for a period of 90 days. A Response valid for a shorter period may be rejected.

7.6. Timescales

7.6.1 [Section 3](#) of the PQQ sets out the proposed procurement timetable. UK SBS and/or UKTI reserve the right to extend the dates and will advise potential Bidders of any change to the dates.

7.7. UK SBS's Contact Details

7.7.1 Unless stated otherwise in these Instructions or in writing from UK SBS, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.

7.7.2 All enquiries with respect to access to the e-sourcing tool may be submitted to Crown Commercial Service, Telephone 0345 010 3503.

7.7.3 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.

7.8. Preparation of a Response

7.8.1 Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Responses. Bidders are solely responsible for all costs, expenses and other liabilities arising in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will UK SBS and/or UKTI, or any of their advisers, be liable for any such costs, expenses or liabilities borne by Bidders or their sub-contractors, suppliers or advisers in this process.

7.8.2 Bidders are required to complete and provide all information required by UK SBS and/or UKTI in accordance with the Conditions of Response and the Pre-Qualification Questionnaire. Failure to comply with the Conditions and the Pre-Qualification Questionnaire may lead UK SBS and/or UKTI to reject a Response.

7.8.3 UK SBS and/or UKTI relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of

their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement.

- 7.8.4 Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding their Responses, without reliance upon any opinion or other information provided by UK SBS and/or UKTI or their advisers and representatives. Bidders should notify UK SBS promptly of any perceived ambiguity, inconsistency or omission in this PQQ, any of its associated documents and/or any other information issued to them during the procurement.
- 7.8.5 Bidders must ensure that each response to a question is within any specified word count. Any responses with words in excess of the word count will only be considered up to the point where they meet the word count, any additional words beyond the volume defined in the word count will not be considered by the evaluation panel.
- 7.8.6 Bidders must ensure that each response to a question is not cross referenced to a response to another question. In the event of a Bidder adding a cross reference it will not be considered in evaluation.

7.9. Submission of Responses

- 7.9.1 The Response must be submitted as instructed in this document through the e-sourcing tool. Failure to follow the instruction within each Section of this document, to omit responses to any of the questions or to present your response in alignment with any guidance notes provided may render the Response non-compliant and it may be rejected.
- 7.9.2 UK SBS and/or UKTI may at their own absolute discretion extend the closing date and the time for receipt of Responses specified [Section 3](#).
- 7.9.3 Any extension to the PQQ response period will apply to all Bidders.
- 7.9.4 Any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Failure to adhere to this requirement will result in the Response not being considered.
- 7.9.5 UK SBS and/or UKTI does not accept responsibility for the premature opening or mishandling of Responses that are not submitted in accordance with the instructions of this document.
- 7.9.6 The Response and any documents accompanying it must be in the English language
- 7.9.7 Bidders must submit their response through the e-sourcing tool:
- 7.9.8 Responses will be submitted any time up to the date indicated in [Section 3](#). Responses received before this deadline will be retained in a secure environment, unopened until this deadline has passed.
- 7.9.9 Responses received after the date indicated in [Section 3](#) shall not be considered by UK SBS and/or UKTI unless the Bidder can justify the reason for the delay.
 - 7.9.9.1 The Bidder must demonstrate irrefutable evidence in writing they have made best endeavours to ensure the Response was received on time and that the issue was beyond their control.

- 7.9.9.2 Any request for a late Response to be considered must be submitted via the CCS eSourcing tool AND emailed to bids@uksbs.co.uk in advance of 'the deadline' if a Bidder believes their Response will be received late.
- 7.9.9.3 UK SBS reserves the right to accept or reject any late Response without justification to the affected Bidder and make no guarantee it will consider any request for a late Response to be considered.

7.10. Canvassing

- 7.10.1 Any Bidder who directly or indirectly canvasses any employee, or agent of UK SBS and/or UKTI or its members or any relevant OPB or any of its employees concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Bidder, Response or proposed Response will be disqualified.

7.11. Disclaimers

- 7.11.1 Whilst the information in this PQQ, Due Diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.
- 7.11.2 Neither UK SBS, UKTI, nor any relevant OPB's nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:
 - 7.11.2.1 makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the PQQ; or
 - 7.11.2.2 accepts any responsibility for the information contained in the PQQ or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 7.11.3 Any persons considering making a decision to enter into contractual relationships with UK SBS and/or UKTI and/or, as applicable, relevant OPB following receipt of the PQQ should make their own investigations and their own independent assessment of UK SBS and/or UKTI and/or, as applicable, relevant OPB and its requirements for the goods/services/goods and services and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the PQQ or any other associated documents (including the Schedules) is only authorised to be provided following a query made in accordance with Paragraph 7.15 of this PQQ.

7.12. Collusive behaviour

- 7.12.1 Any Bidder who:
 - 7.12.1.1 fixes or adjusts the amount of its Response by or in accordance with any agreement or arrangement with any other party; or
 - 7.12.1.2 communicates to any party other than UK SBS and/or UKTI or, as applicable, relevant OPB the amount or approximate amount of its proposed Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the

- preparation of the Response or insurance or any necessary security);
or
- 7.12.1.3 enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- 7.12.1.4 enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- 7.12.1.5 offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response, any act or omission, shall (without prejudice to any other civil remedies available to UK SBS and/or UKTI and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

7.13. No inducement or incentive

- 7.13.1 The PQQ 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 Bidder to submit a Response or enter into the Contract or any other contractual agreement.

7.14. Acceptance of the Contract

- 7.14.1 The Bidder in submitting the Response undertakes that in the event of the Response being accepted by UKTI and UK SBS confirming in writing on behalf of UKTI such acceptance to the Bidder, the Bidder will within one day of being called upon to do so by UK SBS and/or UKTI execute the Contract in the form set out in the Contract Terms or in such amended form as may subsequently be agreed.
- 7.14.2 UKTI shall be under no obligation to accept the lowest priced or any Response.

7.15. Queries relating to the Response

- 7.15.1 All requests for clarification about the requirements or the process of this procurement shall be made in through the e-sourcing tool unless where the e-sourcing tool is unavailable due to Emptoris or Crown Commercial Service system maintenance or failure when a clarification by email to the contact defined in [Section 3](#).
- 7.15.2 UK SBS and/or UKTI will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.
- 7.15.3 In the event of a Bidder requiring assistance uploading a clarification to the e-sourcing portal they should use the contact details defined in [Section 3](#).
- 7.15.4 No further requests for clarifications will be accepted after 5 days prior to the date for submission of Responses.
- 7.15.5 In order to ensure equality of treatment of Bidders, UK SBS and/or UKTI intends to publish the questions and clarifications raised by Bidders together with UK SBS's responses (but not the source of the questions) to all participants on a regular basis.
- 7.15.6 Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if UK SBS and/or UKTI at their discretion does not

either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and UK SBS's and/or UKTI's response, UK SBS will:

7.15.6.1 invite the Bidder submitting the query to either declassify the query and allow the query along with UK SBS's and/or UKTI's response to be circulated to all Bidders; or

7.15.6.2 request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query prior to the end of the closing date and time for Bidder clarifications.

7.15.7 UK SBS and/or UKTI reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

7.16. Amendments to Response Documents

7.16.1 At any time prior to the deadline for the receipt of Responses, UK SBS and/or UKTI may modify the PQQ by amendment. Any such amendment will be numbered and dated and issued by UK SBS to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Responses, UK SBS and/or UKTI may, at their discretion, extend the time and/or date for receipt of Responses.

7.17. Modification and withdrawal

7.17.1 Bidders may modify their Response where allowable within the e-sourcing tool. No Response may be modified after the deadline for submission of Responses.

7.17.2 Bidders may withdraw their Response at any time prior the deadline for submission of Responses or any other time prior to accepting the offer of a Contract. The notice to withdraw the Response must be in writing and sent to UK SBS by recorded delivery or equivalent service and delivered to UK SBS at UK Shared Business Services Ltd, Procurement Policy Manager, Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1ET

7.18. Right to disqualify or reject

7.18.1 UK SBS and/or UKTI reserves the right to reject or disqualify a Bidder where

7.18.1.1 the Bidder fails to comply fully with the requirements of this Pre-Qualification Questionnaire or presents the response in a format contrary to the requirements of this document; and/or

7.18.1.2 the Bidder is guilty of serious misrepresentation in relation to its Response; expression of interest; or the Response process; and/or

7.18.1.3 there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

7.19. Right to cancel, clarify or vary the process

7.19.1 UK SBS and/or UKTI reserves the right to:

7.19.1.1 cancel the evaluation process at any stage; and/or

- 7.19.1.2 require the Bidder to clarify its Response in writing and/or provide additional information. (Failure to respond adequately may result in the Bidder not being selected),

7.20.. Notification of award

- 7.20.1 UK SBS on behalf of UKTI will notify the successful Bidder of the Contract award in writing.
- 7.20.2 All unsuccessful Bidders will be provided with an email advising the outcome of the submission of their PQQ response.

Appendix ‘A’ Glossary of Terms

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS (working on behalf of UKTI for this procurement).
“Bid”, “Response”, “Submitted Bid”, or “PQQ Response”	means the Bidders formal offer in response to this Pre-Qualification Questionnaire
“Bidders”	means the organisations being invited to respond to this Pre-Qualification Questionnaire
“Central Purchasing Body”	means a duly constituted public sector organisation which procures goods/services for and on behalf of contracting authorities
“Conditions of Bid”	means the terms and conditions set out in this PQQ relating to the submission of a Response
“Contract”	means the agreement to be entered by UKTI and the Supplier following any award under the procurement
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by UK SBS and/or UKTI for the purpose of better informing the Bidders responses to this Pre-Qualification Questionnaire
"EIR"	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Lot”	means a discrete sub-division of the requirements
“Mandatory”	means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Order”	means an order for served by any Contracting Body on the Supplier
“Other Public Bodies” or “OPB”	means all Contracting Bodies except UK SBS
“Pre-Qualification Questionnaire” or “PQQ”	means the document completed by Bidders at an earlier stage in the procurement used to shortlist Bidders.
“Supplier”	means the organisation awarded the Contract
“Works/ Goods /Services”	means any works/goods/services set out at within Section 4 Specification