

Request for Proposal

Question bank



Request for Proposal (RFP) on behalf of UK Research and Innovation

Subject: Roof Renewal Project at NOC Southampton

Sourcing Reference Number: CON19011

Section 6 – Selection questionnaire

6.1 Introduction

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

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

Roof Renewal Project at NOC Southampton

CON19011

OPEN OJEU PROCEDURE

Bidder Guidance notes for completion for Parts 1, 2, 3 and definitions for all sections

1. The “authority” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (as amended) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority 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 and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Part 1: Potential supplier Information

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

Section 1	Potential Supplier Information	
Question Number	Question	Response
1.1 (a)	Full name of the potential supplier submitting the information	
1.1 (b) – (i)	Registered office address (if applicable)	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1 (d)	Date of registration in country of origin	
1.1 (e)	Company registration number (if applicable)	
1.1 (f)	Charity registration number (if applicable)	
1.1 (g)	Head office DUNS number (if applicable)	
1.1 (h)	Registered VAT number	
1.1 (i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1 (i) – (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1 (j) – (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (j) – (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1 (k)	Trading name(s) that will be used if successful in this procurement	
1.1 (l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

1.1 (n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>
1.1 (o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>
1.1 (p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>

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

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

Section 1	Bidding Model	
Question Number	Question	Response
1.2 (a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/>

² UK companies, Societies European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

		<p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>																																																												
1.2 (a) - (ii)	Name of group of economic operators (if applicable)																																																													
1.2 (a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																													
1.2 (b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
1.2 (b) - (ii)	<p>If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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Contact details and declaration

1)I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

2)I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

3)I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

4)I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

5)I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3 (a)	Contact name	
1.3 (b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3 (d)	Phone number	
1.3 (e)	E-mail address	
1.3 (f)	Postal address	
1.3 (g)	Signature (electronic is acceptable)	
1.3 (h)	Date	

Part 2: Exclusion Grounds

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

Section 2	Grounds for Mandatory Exclusion	
Question Number	Question	Response
2.1 (a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
2.1 (a) - (i)	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (ii)	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iii)	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iv)	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (v)	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (vi)	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>

	despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
2.3 (a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3 (b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3			Grounds for discretionary exclusion	
Question Number	Question		Response	
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.			
3.1 (a)	Breach of environmental obligations?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2	
3.1 (b)	Breach of social obligations?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2	
3.1 (d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2	

	activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	
3.1 (e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (j)	Please answer the following statements	
3.1 (j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. Is the above statement true of your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2

	confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Question Number	Question	Response
	Name of organisation	
	Relationship to the Supplier completing these questions	
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
Question Number	Question
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p>

	<p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3</p>
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	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.</p>
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Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
Question Number	Question	Response
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant URL ... No <input type="checkbox"/>

		Please provide an explanation
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Additional Questions

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

Section 8	Additional Questions
8.1	Insurance
8.1 (a)	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10m per claim</p> <p>Public Liability Insurance = £10m per claim</p> <p>Professional Indemnity Insurance = £10m per claim</p> <p>Product Liability Insurance = £10m per claim</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

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

SEL5.6	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail* – Please provide details within SEL5.6.1 No – Pass – No response required for SEL5.6.1</p> <p>If your answer to this question is “Yes”, please provide details in a separate document attachment to SEL5.6.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p>

	*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Fail* – Please provide details within SEL5.6.1 No – Pass – No response required for SEL5.6.1

SEL5.6.1	Supporting Documentation for SEL5.6 - Enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder guidance	<p>Where a bidder has responded 'Yes' to SEL5.6 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.6 but not providing evidence may not be considered.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

SEL5.7	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
Bidder Guidance	<p>The Bidder shall answer yes or no</p> <p>Yes – Fail* – Please provide details within SEL5.7.1 No – Pass – No response required for SEL5.7.1</p> <p>If your answer to this question is "Yes", please provide details in a separate document attached for SEL5.7.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Fail* – Please provide details within SEL5.7.1 No – Pass – No response required for SEL5.7.1

SEL5.7.1	Supporting Documentation for SEL5.7 - breaching environmental legislation, in the last 3 years?
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Bidder guidance	<p>Where a bidder has responded 'Yes' to SEL5.7 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.7 but not providing evidence may not be considered.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

SEL5.8	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	<p>The Bidder Shall answer Yes/No/Not Applicable</p> <p>A response of 'Yes' or 'Not Applicable' will result in a pass and a response of 'No' will result in a fail against this question.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p>Yes – Pass No – Fail N/A – Pass</p>

SEL5.9	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail* – Please provide details within SEL5.9.1 No – Pass – No response required within SEL5.9.1</p> <p>*If you have answered "yes" please provide, as a supporting document to SEL5.9.1 including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p>

	You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Fail* - Please provide details within SEL5.9.1 No – Pass – No response required within SEL5.9.1

SEL5.9.1	Supporting Documentation for SEL5.9 - Unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? In the last 3 years
Bidder guidance	<p>Where a bidder has responded 'Yes' to SEL5.9 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL5.9 but not providing evidence may not be considered.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

SEL5.10	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regard to the last three years, has any finding of unlawful discrimination been made against your subcontractors by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has any of your subcontractors had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes – Fail*– Please provide details within SEL5.10.1 No – Pass – No response required within SEL5.10.1</p> <p>*If you have answered "yes" please provide a document to SEL5.10.1 providing a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p>

	<p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken by you and your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes – Fail* - Please provide details within SEL5.10.1 No – Pass – No response required to SEL5.10.1

SEL5.10.1	Supporting Documentation for SEL5.10 - Subcontractors Unlawful discrimination by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK?) In the last 3 years
Bidder guidance	<p>Where a bidder has responded 'Yes' to SEL5.10 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your subcontractor, please use the attachment to explain what action (if any) your subcontractor or your organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>If it is your organisations unequivocal intention to use the same subcontractor? should you be successful in being awarded this procurement opportunity, you may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder declaring unlawful discrimination within SEL5.10 but not providing evidence may not be considered.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

SEL2.12	<p>General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018</p> <p>The GDPR is a mandatory requirement for all contracts or agreements both in the Public and the private sectors that involves the transfer and processing of personal data, which came into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the GDPR.</p>
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	<p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) used under this Contract to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and helpful guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/</p>
Bidder guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of the GDPR and have your Data Protection Officer complete this section if you have one or attentively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p>Yes – We can demonstrate full compliance as is required by the GDPR now – Pass</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – We can demonstrate full compliance as is required by the GDPR now – Pass</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant – Fail</p>

SEL2.13	<p>Data Storage</p> <p>Please confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract.</p>
Bidder guidance	<p>Bidders are required to confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract</p> <p>Please note, where bidders confirm that data may be stored or transferred outside of the UK, there may be a requirement to include additional Contract Clauses to ensure GDPR Compliance.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p>
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	<p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No - Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Pass No – Fail</p>

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

Section 6 – Award questionnaire

- 6.2 The Award questionnaires are located within the e-sourcing tool.
- 6.3 Guidance on completion of the questions is contained within bidder guidance provided, however the Contracting Authority actively encourages all organisations to seek formal clarifications through the e-sourcing tool, if any uncertainty exists as to how to complete the questions.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

AW1.1	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the RFP, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP, I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this RFP I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this RFP, I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed The Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p>

	No - Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW1.2	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum PCSA fixed price lump sum detailed in the schedule attached in response to AW5.2.</p> <p>All remaining elements detailed in the schedule attached in response to AW5.2 are estimated.</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 180 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <p>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was</p>
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	<p>necessary to obtain insurance premium quotations for the preparation of the Bid;</p> <p>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</p> <p>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p> <p>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Pass No – Fail</p>

Compliance to the Contract Terms

AW4.1	Please confirm your acceptance of the PCSA Contract Terms that can be found within the Stage One: Overview section.
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes, we accept the terms and condition in their entirety – Pass</p> <p>No with justification – Pass. See complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p>

	For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.
Scoring criteria	Mandatory Pass / Fail
Answer Type	Multiple Choice Dropdown Yes , we accept the terms and condition in their entirety – Pass No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail

AW4.2	<p>Where a Bidder has answered question AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</p>
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ol style="list-style-type: none"> 1. the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and 2. the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring criteria	Mandatory Pass/Fail
Answer Type	Document Upload

PROJ1.1	Following completion of the PSCA Stage and on the basis that the final Works contract is awarded, please confirm your acceptance of the attached ECC Main Contract Terms.
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Bidders are to note that the NEC4 Main Contract Terms provided is not the final version of the Contract. It is the intention to finalise the NEC4 EC between the Client and the Contractor during the PSCA Stage.</p> <p>Yes – Pass</p> <p>No with justification – In this situation where the Bidder must demonstrate to the Contracting Authority's satisfaction there is a legal requirement or statutory regulation where a specific Special Term clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose the Contracting Authority to risk it deems unreasonable to achieve a Pass.</p> <p>When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where the Contracting Authority does not accept the justification then the bidder response will be considered as non-compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly.</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p>Yes, we accept the terms and condition in their entirety – Pass No with justification – Pass. Complete the document upload attached to PROJ1.1.2 with details of what amounts to a valid justification. No – Fail</p>

PROJ1.1.2	<p>Where a Bidder has answered question PROJ1.1 with 'no with justification' they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded 'Yes' or 'No' to PROJ1.1 you are not required to respond to this question.</p>
Bidder guidance	A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply

	<p>with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question PROJ1.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ol style="list-style-type: none"> 1. the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and 2. the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>In the event of a Bidder answering Yes or No to Question PROJ1.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting 'No with Justification' to PROJ1.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring criteria	Mandatory Pass/Fail
Answer Type	Document Upload

PROJ1.2	NEC4 ECC Contract Data Part Two.
Bidder Guidance	<p>The bidder is required to complete Contract Data Part Two of the NEC4 ECC.</p> <p>Bidders shall confirm they have completed and attached Contract Data Part Two.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

PRICE QUESTIONNAIRE

AW5.1	Please confirm your price shall remain firm and fixed for the Pre-Construction Services Agreement. Thereafter they shall be subject to change in accordance with the terms of the contract if the main construction work is awarded.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No - Fail

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>
Bidder guidance	<p>In the first instance, the bidder should follow the instructions included in the pricing document on the 'Notes to Contractors' tab. The pricing document requests the following actions of the bidder</p> <ol style="list-style-type: none"> 1) A fully resourced broken down fixed price for the PCSA in accordance with the Scope and PCSA services identified in the tender documents. The PCSA fee is a fixed sum price (Refer to Pricing Document Summary Reference 1.1-1.2) 2) Provide an estimated preliminaries cost breakdown based on an indicative 84-week construction programme broken down into the sub-headings included in the pricing document. The preliminaries are an estimated cost based on an indicative construction period of 84 weeks (Refer to Pricing Document Summary Reference 2.1-2.3) 3) Populate and price a draft early warning register in accordance with the pricing instructions. The draft early warning register will form the estimated contractor risk allowance which will be developed and finalised during the PCSA period for incorporation into the contract sum. (Refer to Pricing Document Summary Reference 2.4) 4) Provide a fixed contractor fee percentage which will be applied to <ul style="list-style-type: none"> • the developed contract price in the second stage • the T&T cost plan under section 1.3A of the pricing document to allow for the contractor fee percentage to be scored under the first stage. 5) Populate and price the Activity Schedule for the PCSA period based on the Milestone Deliverables identified in the Scope of Services in the PCSA (Refer to Pricing Document Summary Reference 2.6)

	<p>6) The contractor is to provide a complete set of clarifications and assumptions in support of their estimated cost for preliminaries and risk which will be developed as part of the main construction contract. Clarifications listed should refer to these works only and not the PCSA fixed price element. (Refer to Tab Ref 2.7)</p> <p>Scored Price - The sum of 1.1-1.3 on the 1st Stage Tender Summary of the pricing document identified under Cell Reference F21 will be used as a basis to score under this question.</p> <p>The figure that will be pulled forward to the PCSA contract in the event your bid is successful will be that in cell F13.</p> <p>Failure to submit a fully complete Pricing Schedule in accordance with the instructions could result in your response being deemed non-compliant.</p> <p>Please note that the commercial bid submissions will be subject to technical and arithmetic checks.</p> <p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80</p> <p>Bid price - £140,000 Differential - 40% Score - 60</p>
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Scoring criteria	Maximum Marks – 20.00%
Answer Type	Document Upload

PROJ1.3	<p>Cost Plan Buy In</p> <p>Please provide a robust and detailed response in relation to the attached cost plan ‘NOC Formal Cost Plan 3 – Tender Issue with a view to contractor ‘buy-in’ to the current figures.</p>
Bidder guidance	<p>The bidder is requested to provide a robust and detailed response relating to the quantities, rates and allowances included in the elemental breakdown of the cost plan with a view to 'buy-in' to the cost plan allowances including detailing any key areas of ambiguity and the evidence to support this.</p> <p>Your response should include, but not be limited to:</p> <ul style="list-style-type: none"> • Demonstrate and evidence that the Elemental Cost Plan adequately covers the scope of works and proposed methodology making specific reference to the allowances, quantities and rates used. • Using your understanding of the requirement identify any deficiencies in the cost plan including any contractor identified items not specifically referenced and any implications that these would have. • Provide confirmation that the rates in the cost plan reflect the “cost to completion” based on the Bidders programme and written evidence as to how this has been verified. • Provide your understanding and methodology for Value Engineering and/or buildability advice on the current proposed design to achieve efficiencies including how you will actively contribute to the Value Engineering process during the second stage as well as the development of the design to construction to assist NOC in achieving the project budget and maintaining the integrity of the design at the point of contract award. <p>This question is limited to 2 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>In assessing this question, the evaluator will be looking for a detailed response from the bidder which evidences a robust understanding of the scope of works and a methodical and thorough validation of the cost plan quantities, rates and allowances. The bidder’s response should be supported by confirmation that a review of the drawings and specification has been undertaken.</p>

	<p>Please note that Preliminaries (including access, scaffolding and temporary works), Design Fees, PCSA Fees and Contractor Fee Percentage have been excluded from the cost plan for the purposes of this question.</p> <p>Bidders should attach their response as a PDF to this question</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Weighting - 10.00%</p>
Answer Type	Document Upload

AW5.3	Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc.).
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes - we will provide open book costing – Pass No - we will not provide open book costing – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	<p>Yes, we will provide open book costing – Pass No, we will not provide open book costing – Fail</p>

QUALITY QUESTIONNIARE

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

AW6.2	Variable Bids The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.
Bidder guidance	The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass

PROJ2.1	<u>NOC Values</u> NOC's values are: <ul style="list-style-type: none"> • Excellence • Empowerment • Integrity • Innovative thinking • Environmental responsibility • Working in partnership https://www.noc.ac.uk/about-us/our-organisation/our-vision-mission-values With reference to the above, the Bidder shall provide commentary on their understanding of each of the values and how, as a business, they adhere to such principles and how these will be successfully applied to this project should your bid be successful.
Bidder Guidance	With reference to the above, the Bidder shall provide commentary on their understanding of each of the values and how, as a business, they adhere to such principles and how these will be successfully applied to this project should your bid be successful. The answer should include but is not limited to: <ul style="list-style-type: none"> • How the Bidder will actively promote and evidence equality, diversity and inclusion at all levels within their organisation;

	<ul style="list-style-type: none"> • How the Bidder will actively promote increased female participation at a senior level and address the gender pay gap within their organisation; • What exemplary systems, examples and processes the Bidder has in place to demonstrate their commitment to the environment as behaviours on both a personal level for each key team member and at an organisational level; • Lessons learned on a similar phased or complex, roofing project that can enhance the ways the client works; • How the Bidder will build personal networks and professional relationships to deliver collaborative working across NOC and our partnerships particularly in relation to value, behaviours and attitudes; <p>An attachment is allowed for this question.</p> <p>This question is limited to 2 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>Bidders should attach their response as a PDF to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Weighting - 7.00%</p>
Answer Type	Document Upload

PROJ2.2	<p><u>Understanding of the requirement and method statement</u></p> <p>The Bidder shall submit details of their approach to the construction process and site constraints, and how they will liaise with the Client and key stakeholders during the PCSA, design, construction works from appointment to completion of the defects correction period and contract completion process.</p> <p>This will be provided by a supporting statement demonstrating a clear understanding of the requirements of the Scope.</p>
Bidder Guidance	<p>The Bidder shall submit details of their approach to the construction process and site constraints, and how they will liaise with the Client and key stakeholders during the works from appointment to completion of the defects correction period.</p> <p>This will be provided by a supporting statement demonstrating a clear understanding of the requirements of the Scope.</p> <p>The submission should identify as a minimum but not limited to:</p> <ul style="list-style-type: none"> • A statement detailing the Bidder's project specific approach to delivery of the works;

	<ul style="list-style-type: none"> • What innovative quantitative and qualitative improvements are suggested to be made to the existing design work, stating explicitly the assumptions and specification; • Evidence of a detailed knowledge of the requirement; • How the Contractor will ensure their appointed principal designer and subcontractors understand the existing construction and is able to design out any potential issues. • Following a review of the requirements and analysis of the design intent, clarification if any changes are proposed to the design philosophy. • Areas which may require particular management and technical attention such as minimising disruption to stakeholder activities/operation; • An understanding of the specific site constraints, how these will affect the works and the Bidder's approach to dealing with them; • A description of what the Bidder considers will constitute a successful project, how they will set out to achieve this and how they will manage the process if deviations from these objectives start to occur <p>An attachment is allowed for this question.</p> <p>This question is limited to 8 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>Bidders should attach their response as a PDF to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Weighting - 14.00%</p>
Answer Type	Document Upload

PROJ2.3	<p><u>Application of the principles of the Considerate Constructors Scheme (CCS)</u></p> <p>Bidders are required to demonstrate their knowledge and understanding of the Considerate Constructors Scheme (CCS) and how this will be applied during the life of this project.</p>
Bidder Guidance	<p>Bidders are required to demonstrate their knowledge and understanding of the Considerate Constructors Scheme (CCS) and how this will be applied during the life of this project.</p> <p>The bidder is required to explain using project specific examples:</p> <ul style="list-style-type: none"> • How the Bidder will implement the CCS principles and best practice for this project;

	<ul style="list-style-type: none"> The challenges the Bidder anticipates in applying the CCS principles and best practice for this project and how the Bidder will address them. <p>In addition to the above the Bidder shall provide commentary on the following:</p> <ul style="list-style-type: none"> What measures the Bidder would take to identify and minimise the impact on staff, students and visitors to the building and wider site, identifying those aspects of the work which present the greatest challenges and the way in which these can be mitigated; What processes will be put in place for dealing with site operatives who do not act respectfully or appropriately (i.e. if swearing is reported) on site; How it is intended to liaise with the current occupants and how frequently; How questions and complaints from occupants will be dealt with; What the process would be for informing The Client that occupants need to decant. <p>An attachment is allowed for this question.</p> <p>This question is limited to 2 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>Bidders should attach their response as a PDF to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Weighting - 7.00%</p>
Answer Type	Document Upload

PROJ2.4	<p><u>Sub-Contractor and Supply Chain Management</u></p> <p>Bidders are required to provide of a Schedule of supply chain members detailing their proposed supply chain team for the Contracting Authority's consideration in accordance with the below points.</p>
Bidder Guidance	<p>The submission should demonstrate as a minimum;</p> <ul style="list-style-type: none"> The bidder shall provide details of their proposed supply chain to include the role of each member of the supply chain and how the bidder will ensure they effectively recruit and retain these subcontractors and what advantages they will bring to the bidder's team; It is envisaged a Chartered Architectural Practice shall be appointed by the Contractor as part of this supply chain. Details of bidder's approach to the management and coordination of the supply chain throughout the works; Detail the role of the Design Manager, Architect and subcontractors with a design responsibility and supplier and the method for ensuring continuity between concept, detailed design and implementation.

	<ul style="list-style-type: none"> Details of how the bidder will ensure they form an approach to building an efficient, cohesive team with the supply chain members that ensures that they remain engaged and deliver a high standard of workmanship for the entire project duration. Details of payment terms for sub contracts and supply chain. <p>An attachment is allowed for this question.</p> <p>This question is limited to 5 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>Bidders should attach their response as a PDF to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Weighting - 7.00%</p>
Answer Type	Document Upload

PROJ2.5	Please provide details to confirm that you have the appropriate resource available to manage and co-ordinate this project.
Bidder Guidance	<p>Bidders are asked to provide the following information to confirm that they have the appropriate resource available to manage and co-ordinate this project:</p> <ul style="list-style-type: none"> An organogram and list of key personnel who will be responsible for the key tasks this should include key subcontractors; CV for key members of the project team; A quantified resource profile; A statement confirming the resources relating to inspection of the work and methods for ensuring quality is maintained. <p>An attachment is allowed for this question.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

PROJ2.6	Managing Continuity of Key Personnel <p>Please provide details of how you plan to manage continuity through the team members detailed in PROJ2.5 for the duration of this contract and defects period.</p>
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Bidder Guidance	<p>Bidders are asked to provide details of how they plan to manage continuity through the team members detailed in PROJ2.5 for the duration of this contract.</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> • Within your appointment decisions please identify the appropriate expertise, management and technical knowledge that your key members would bring to this project. • How the project lead will ensure that staff's allocation of time will be managed on a weekly basis. • Cover for staff absence as well as key of the project team leaving the organisation. • Dissemination of information / amendments • Procedures and practises <p>An attachment is allowed for this question.</p> <p>This question is limited to 2 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>Bidders should attach their response as a PDF to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Weighting - 7.00%</p>
Answer Type	Document Upload

PROJ2.7	<p><u>84 Week Programme</u></p> <p>Based on the 84-week programme proposed in the Scope, please provide a detailed risk adjusted programme that is consistent with the completion dates stated in the Scope.</p>
Bidder Guidance	<p>Based on the 84-week programme proposed in the Scope, please provide a detailed risk adjusted programme that is consistent with the completion dates stated in the Scope.</p> <p>The programme is to be in sufficient detail to enable progress to be effectively monitored and to assess the impact of delays.</p> <p>The programme shall be logic linked, with each activity having predecessor and successor dependencies, critical paths, key milestones, free float and total float will be identified.</p> <p>The activities are to be clear with their durations, start dates and end date shown.</p> <p>The programme is to identify all key activities, and as a minimum must show:</p> <ul style="list-style-type: none"> • Contractor design and review periods;

	<ul style="list-style-type: none"> • Mobilisation and site set-up; • The periods for the Employer's review of key material submissions; • Completion dates for each roof plate; • Completion dates for node works; • Holidays and stand-down periods; • Sequencing of works; • Dates when draft handover documentation will be submitted to the Employer for review; • Overall completion/handover; • De-mobilisation, cleaning and removal of debris • Defects period <p>The risk adjusted programme is to allow for all the Tenderer's risks.</p> <p>A landscape A3 attachment is required for this with narrative and assumptions.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

PROJ2.8	<p><u>Quality Assurance and Defects</u></p> <p>Please outline how you will ensure quality of work on site, explaining your approach to delivering zero defects at the time of handover.</p>
Bidder Guidance	<p>The bidder is required to outline how they will ensure quality of work on site, explaining their approach to delivering zero defects at the time of handover.</p> <p>In addition, the bidder shall provide details of their 'after care' service, and the process undertaken to identify and correct issues/defects in a timely manner.</p> <p>An attachment is allowed for this question.</p> <p>This question is limited to 2 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>Bidders should attach their response as a PDF to this question</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Weighting - 7.00%</p>

Answer Type	Document Upload
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PROJ2.9	<p><u>Health and Safety</u></p> <p>Please provide a summary of your intended method for management of Health and Safety on this project and how CDM 2015 requirements will be implemented.</p>
Bidder Guidance	<p>Bidders are required to provide a summary of their intended method for management of Health and Safety.</p> <p>Please provide a summary of your intended method for management of Health and Safety on this project and how CDM 2015 requirements will be implemented.</p> <p>As a minimum your response to contain the following information:</p> <ul style="list-style-type: none"> • How you will make sure the client is aware of their duties under CDM 2015 before any work starts • How you will plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it / live operational areas (including members of the public) and the measures needed to protect them, including methodology for preventing items (tools, people etc.) from falling through to live operational areas. • How you will check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them. • Details of suitable, site-specific induction, and provision of appropriate supervision, information and instructions to workers under their control. • How you will ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access • How you will ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work • How you will coordinate your work with the work of others in the project team comply with directions given by the principal designer or principal contractor and the management of the construction phase plan. • Your proposed process for stopping and restarting work in the event of bad weather. • What quality assurance you have in place around their RAMS (risk assessments and method statements) process to deal with change <p>An attachment is allowed for this question.</p> <p>This question is limited to 5 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> <p>Bidders should attach their response as a PDF to this question</p>

Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Weighting - 7.00%
Answer Type	Document Upload

PRESENTATION QUESTIONNAIRE

PROJ3.1	<p><u>Presentation - Programme Method Statement</u></p> <p>Presentation of programme submitted within PROJ2.7 and discussion of optimisation methods.</p>
Bidder Guidance	<p>Bidders are not required to submit a response to this question with the tender return.</p> <p>Following submission of the tender return, bidders shall be invited to give a presentation at NOC Southampton. This presentation shall form part of the qualitative scoring and shall focus on the requirement set out below.</p> <p>In the presentation the bidder shall provide detail relating to their project team and programme.</p> <p>The presentation should provide sufficient detail to illustrate a sound understanding of the quality, logistics, constraints, challenges and opportunities and how the programme submitted within PROJ2.7 will be achieved.</p> <p>The bidder is expected to make specific reference to the following:</p> <ul style="list-style-type: none"> • How the bidder and its proposed team presently anticipates achieving the 84-week programme presented in response to PROJ2.7; working in an effective and efficient manner. This is to include an over-view of currently anticipated working methodology, works sequencing, site logistics and the management of a smooth ongoing interface with occupiers of the adjacent 'live' premises <p>The Bidder is also invited to describe any innovative concepts that they would wish to explore during the design stage to further optimise the project programme, delivery and/or quality. This might include:</p> <ul style="list-style-type: none"> • Methods of working to find the most advantageous balance between cost, time and disruption to occupiers. • The potential benefits that may be realised as a result of the above. <p>Your presentation on this subject is to last no longer than 30 minutes. Following the presentation, the evaluation panel will have a maximum of 30 minutes to ask any further questions relating to your presentation.</p> <p>As part of the presentation process, we would allow you to bring up to 3 representatives. Where possible we would request that the presentation is conducted by the key personnel who would be involved in delivering this project.</p>

	<p>There will be no opportunity at this presentation to discuss the written bid and bidders should ensure the response they present is standalone to the written submission. There will be no allowance of scores provided for covering off material that will have already been scored.</p> <p>This presentation will be worth 14.00% of the final score.</p> <p>Presentations will be held at the National Oceanography Centre, European Way, Southampton, SO14 3ZH. Suppliers will be provided with further detail regarding the time one week prior to the presentation.</p> <p>Please supply the names and roles of up to three individuals you intend to bring to the presentation.</p>
Scoring Criteria	<p>Scoring will be based on the 0 – 100 scoring methodology</p> <p>Maximum Weighting - 14.00%</p>
Answer Type	Yes / No