



Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of Department for Business,
Energy & Industrial Strategy (BEIS)**

**Subject: Testing of end-of-life domestic appliances against safety
standards**

Sourcing Reference Number: FM19286

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																																	
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																																	
Scoring criteria	For information only																																	
Answer Type	<div style="background-color: yellow;"> Text <table border="1" style="width: 100%;"> <tr><td>(a)</td><td>Bidders full legal name</td><td></td></tr> <tr><td>(b)</td><td>Address line 1</td><td></td></tr> <tr><td>(c)</td><td>Address line 2</td><td></td></tr> <tr><td>(d)</td><td>Address line 3</td><td></td></tr> <tr><td>(e)</td><td>Address line 4</td><td></td></tr> <tr><td>(f)</td><td>Town / City</td><td></td></tr> <tr><td>(g)</td><td>Country</td><td></td></tr> <tr><td>(h)</td><td>Post code (or equivalent)</td><td></td></tr> <tr><td>(i)</td><td>Bidder contact</td><td></td></tr> <tr><td>(j)</td><td>Telephone No.</td><td></td></tr> <tr><td>(k)</td><td>Email</td><td></td></tr> </table> </div>	(a)	Bidders full legal name		(b)	Address line 1		(c)	Address line 2		(d)	Address line 3		(e)	Address line 4		(f)	Town / City		(g)	Country		(h)	Post code (or equivalent)		(i)	Bidder contact		(j)	Telephone No.		(k)	Email	
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SEL1.2	<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 SEL1.2.1 No – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<div style="background-color: yellow;"> Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1 </div>

SEL1.2.1	Supporting Documentation for SEL1.2.1 - 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 SEL1.2 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 SEL1.2 but not providing evidence may not be considered.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

SEL1.3	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. N/A – our turnover is less than £36M B. Yes – information attached C. No (with justification) – we are not compliant but will be prior to commencement of a contract D. No – we are not and will not be compliant at the time of award of the contract <p>Bidders selecting option 'D' will be considered non-compliant for this Procurement.</p>
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	<p>Multiple Choice Dropdown</p> <ul style="list-style-type: none"> A. N/A – our turnover is less than £36M B. Yes – information attached C. No (with justification) – we are not compliant but will be prior to commencement of a contract D. No – we are not and will not be compliant at the time of award of the contract

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> <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 FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	<p><u>FORM OF BID</u></p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ 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 ITQ 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 ITQ 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 ITQ, 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 ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ 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 ITQ 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>
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
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> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and 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</p>
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	purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW3.1	In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Stage One: Overview Section prior to the award of any Contract. If the Bidder fails to meet the Contracting Authority’s expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.
Bidder guidance	The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority’s against a procurement requirement. Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW4.1	Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section.
Bidder guidance	The Bidder shall answer Yes, No with justification or No 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 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
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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> <ul style="list-style-type: none"> • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for 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

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</p> <p>For absolute clarity, the costs submitted within this pricing schedule will be used for evaluation purposes only and will not form the total contract price.</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>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: $\text{Score/Total Points} \times 50 = 40$</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> <p>Bid Price - £150,000 Differential - 50% Score - 50</p> <p>Bid Price - £175,000 Differential - 75% Score - 25</p> <p>Bid Price - £200,000 Differential - 100% Score - 0</p> <p>Bid Price - £300,000 Differential - 200% Score - 0</p>

Scoring criteria	Maximum Marks - 25.00%
Answer Type	Document Upload

AW5.3	Rate Card Bidders are requested to provide their Rate Card based on day rates to be used on a call off basis which shall be fixed for the duration of the contract.
Bidder guidance	Bidders are requested to provide their Rate Card for all foreseen testing under this framework agreement. Rates are to be provided based on an 8-hour day. Bidders are to include all associated costs they foresee in regards to testing on the appliances, their training they can provide and final report analysis. This is not an opportunity for Bidders to increase their rates. Bidders are required to confirm they have attached their response to AW5.4.
Scoring criteria	Mandatory Pass/ Fail
Bidder response	Yes, I have completed and attached AW5.3 Rate Card to AW5.4 – Pass No, I have not completed and attached AW5.3 Rate Card to AW5.4 – Fail

AW5.4	Supporting Documentation for AW5.3 – Rate Card
Bidder guidance	Where a bidder has responded 'Yes' to AW5.3 please attach a completed copy of AW5.3 – Rate Card.
Scoring criteria	For information only
Bidder response	Document Upload

QUALITY QUESTIONNAIRE

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

PROJ1.1	Accreditation Do you hold an EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation or equivalent or will you have this in place before contract commencement? Test labs accredited to EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 or national equivalent quality management systems would be acceptable.
Bidder guidance	An EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation, or other directly equivalent quality management system is acceptable. Quality management systems not accredited to EN/ISO/IEC 17025:2005/2017 or a national equivalent quality management system would not be acceptable.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes – Pass No – Fail

PROJ1.2	Supporting Documentation for PROJ1.1 – Accreditation
Bidder guidance	<p>Please supply appropriate evidence of your EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation or other equivalent quality management systems if not EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017.</p> <p>An EN/ISO/IEC 17025:2005 or EN/ISO/IEC 17025:2017 accreditation, or other directly equivalent quality management system is acceptable.</p> <p>Quality management systems not accredited to EN/ISO/IEC 17025:2005/2017 or a national equivalent quality management system would not be acceptable.</p>
Scoring criteria	For Information Only
Bidder response	Document Upload

PROJ1.3	Training Please outline how you will upskill BEIS staff in assessing white goods for safety concerns as part of the scoping requirements of this project. Your response should list the critical elements they will learn when at your facility and the time required to deliver them without impacting on the overall deadlines.
Bidder guidance	<p>The following points should be considered in the bidder's response:</p> <ul style="list-style-type: none"> • The location of your facility and the requirements for BEIS staff to access the site. • How you will use your skills and knowledge of delivering training to external stakeholders for this requirement. <p>This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach their response as a PDF attachment to this question</p>
Scoring criteria	<p>Scoring will be based on the 0 – 100 scoring methodology.</p> <p>Maximum Score - 25.00%</p>
Bidder response	Document Upload

PROJ1.4	<p>Approach to testing</p> <p>Please supply evidence of how you will provide a reliable and accurate service and how this will assist you in delivering the customers requirement to a high standard. Your response should state which critical clauses from EN 60335-1 and the relevant part 2 that you will test for, including justification of your choice.</p>
Bidder Guidance	<p>Bidders should provide evidence of how they are competent to undertake the testing. Specific reference should be made to how you will ensure that the results produced are reliable, quality controlled and will stand up to criticism.</p> <p>Bidders are being asked to demonstrate that they are fully equipped to handle the responsibility of maintaining this contract.</p> <p>The response should include how the lab will mitigate the following risks, and any others that the lab foresee, to ensure the project is not jeopardised:</p> <ol style="list-style-type: none"> 1) Loss or damage to samples. 2) Breakdown of test equipment. 3) Staff availability <p>This question is limited to 2 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> <p>Bidders should attach their response as a PDF attachment to this question</p>
Scoring Criteria	<p>Scoring will be based on the 0 – 100 scoring methodology</p> <p>Maximum score - 25.00%</p>
Bidder Response	Document Upload

PROJ1.5	<p>Managing Continuity of Key Personnel</p> <p>Please provide details of how you plan to manage continuity through team members for the duration of this contract.</p>
Bidder Guidance	<p>Bidders are asked to provide details of how they plan to manage continuity through team members 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. • Cover for staff absence i.e. annual leave/sickness • 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: 25.00%</p>
Bidder Response	Document Upload

PROJ1.6	<p>Availability</p> <p>Please confirm that if awarded this contract, you would be able to complete all works no later than 31 March 2020, subject to the contract being awarded in accordance with the published timescales. Allowances will be made should the contract be awarded later than envisaged.</p>
Bidder Guidance	<p>Bidders are asked to confirm that based on award of this contract Week Commencing 09 December 2019, that they would be able to complete all works no later than 31 March 2020.</p> <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

PROJ1.7	<p>Criminal proceedings</p> <p>You may be required to provide evidence to support and corroborate the findings of the test process. This is most likely to take the form of witness statements but could also include presentation of evidence in a court of law. Furthermore, it is an absolute requirement that in the unlikely occurrence that you are called to give evidence in a court of law, you are prepared to make available the required representative to attend. Please confirm that you can meet this requirement and that in this event you will ensure availability to attend court.</p>
Bidder Guidance	<p>Bidders should list details of how they will fulfil these requirements and guarantees that this will apply even for witnesses located outside the UK.</p> <p>The Bidder shall answer Yes or No</p>

	Yes – Pass No - Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes/No

PROJ1.8	Sub-Contractors responsibilities All requirements apply equally to any subcontractors used (including courier services where applicable). Please confirm that you will make all subcontractors fully aware of the requirements and responsibilities.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

PROJ1.9	Technical and Professional Ability
Bidder Guidance	<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 PROJ1.10</p>

	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			

PROJ1.10	If you cannot provide at least one example for questions PROJ1.9, 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.
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