

Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of The Science and Technology
Facilities Council (STFC)**

Subject: MOONS Collimators

Sourcing reference number: UKSBS PR17059

UK Shared Business Services Ltd (UK SBS)

www.uksbs.co.uk

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UKSBS
Shared Business Services

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																								
Bidder response	<table border="1" style="width: 100%; background-color: yellow;"> <tr> <td colspan="2" style="text-align: center;">Table</td> </tr> <tr> <td style="width: 60%;">Bidders full legal name</td> <td></td> </tr> <tr> <td>Address line 1</td> <td></td> </tr> <tr> <td>Address line 2</td> <td></td> </tr> <tr> <td>Address line 3</td> <td></td> </tr> <tr> <td>Address line 4</td> <td></td> </tr> <tr> <td>Town / City</td> <td></td> </tr> <tr> <td>Country</td> <td></td> </tr> <tr> <td>Post code (or equivalent)</td> <td></td> </tr> <tr> <td>Bidder contact</td> <td></td> </tr> <tr> <td>Telephone No.</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </table>	Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																									
Bidders full legal name																									
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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</p> <p>No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, 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 UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>																								
Scoring Criteria	Mandatory Pass / Fail																								
Bidder response	Yes / No																								

SEL3.11	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	The Bidder shall choose from the following options; 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
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request. Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable) If you have agreed for your information to be disclosed under the FOI
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	Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	<p>FORM OF BID</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 UK SBS'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 UK SBS, including the ITQ, and any contract entered into by UK SBS 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 UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to</p>
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	<p>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. UK SBS 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 UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not. We acknowledge that UK SBS 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 UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS 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	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring	Mandatory Pass / Fail

criteria	
Bidder response	Yes / No

AW3.1	<p>In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the attached questions as a validation check prior to the award of any Contract.</p> <p>If the Bidder fails to meet UK SBS' 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.</p> <div style="text-align: center;">  <p>Adobe Acrobat Document</p> </div> <p>AW3.1 Validation Check PR17059</p>
Bidder guidance	<p>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 UK SBS against a procurement requirement.</p> <p>Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to UK SBS against a procurement requirement.

AW4.1	Please confirm your acceptance of the attached Contract Terms “PR17059 Contract Terms and conditions”.
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass No with justification – Pass. See question AW4.2 for details of what amounts to a valid justification. No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause.
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

	<p>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) UK SBS 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 UK SBS and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail).</p> <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>
Scoring criteria	Mandatory Pass / Fail
Bidder response	<p>Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.</p>

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>€100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>€120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>€140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>€150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>€175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>€200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>€300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	€100,000	0	100	€120,000	20%	80	€140,000	40%	60	€150,000	50%	50	€175,000	75%	25	€200,000	100%	0	€300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score																							
€100,000	0	100																							
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€150,000	50%	50																							
€175,000	75%	25																							
€200,000	100%	0																							
€300,000	200%	0																							
Scoring criteria	Maximum Marks: 70%																								
Bidder response	Yes																								

AW5.5	<p>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</p> <p> AW5.5 ISupplier fact sheet.pdf</p> <p>ADI Consolidated Data Upload ISupplier</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – we will utilise an e-invoicing option. No – we will not utilise an e-invoicing option.</p>
Scoring criteria	For information only
Bidder response	Yes / No

AW5.6	Please confirm if you are successfully awarded this contract your
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	implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.
Bidder guidance	The Bidder shall answer Yes or No Yes – Our implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS. No – Our implementation team will not be able to work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.
Scoring criteria	For information only
Bidder response	Yes / No

QUALITY QUESTIONNAIRE

AW6.1	Compliance with Specification: Please confirm your full compliance to the requirements detailed in the Specification ('VLT-SPE-MON-14620-2009 specifications for the procurement of the collimators v2p2" document') and in particular the requirements set out in Sections 4.1, 4.2 Table 3 ('Parameters of the MOONS collimator mirror') and section 5 of the Specification.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW6.2	Manufacturing methods: In support of their answer to AW6.1, Bidder to provide details of their proposed manufacturing methods to meet the parameters set out in Table 3 of the Specification ('Parameters of the MOONS collimator mirror').
Bidder guidance	The Bidder shall provide, as an attachment, details about the manufacturing methods as requested. The bidder to provide supporting evidence of how they will confirm the "metrological accuracy" of the curvature for each mirror.
Scoring criteria	Manufacturing methods acceptable for meeting the parameters and for the measurement of tolerances. All tolerance types considered in response.

	<p>Excellent level of confidence provided from the response – 100 marks.</p> <p>Manufacturing methods acceptable for meeting the parameters and for the measurement of tolerances. Most (but not all) tolerance types considered in response. High level of confidence provided from the response – 75 marks.</p> <p>Manufacturing methods and measurement of tolerances are described but response is basic. Further information and detail could have been included. Medium level of confidence provided from the response – 50 marks.</p> <p>Manufacturing methods and measurement of tolerances are described but many of the methods are not deemed acceptable. Low level of confidence provided from the response – 25 marks.</p> <p>No information provided or completely unacceptable methods with no confidence provided from the response – 0 marks.</p> <p>Maximum Marks: 5%</p>
Bidder response	Attachments permitted.

AW6.3	<p>Substrate Material (Section 4.2 of the specification - Description and requirements for the collimators): The Bidder to confirm the type of substrate material they would use in the manufacture of the collimator mirrors and describe how the physical properties of this material would be suitable to meet the Customer’s requirements referred to in Table 3 (‘Parameters of the MOONS collimator mirror’) of the Specification.</p>
Bidder Guidance	<p>The Bidder shall provide a full description of the substrate material they propose using to manufacture the collimator mirrors and how this material would be suitable the requirements of the Specification.</p> <p>Attachment permitted but limited to 2 sides of A4. Any information submitted over and above the specified limit will be disregarded and not evaluated.</p>
Scoring Criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks: 5%</p>
Bidder Response	Attachment permitted.

AW6.4	<p>Reflective coating - test for the resistance of the A/R coating to thermal cycling: The Bidder to describe the process they would conduct to test for the resistance of the A/R coating to thermal cycling on one sample with size</p>
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	comparable to the MOONs Collimator mirror as referred to in Section 5.2 of the Specification ('Reflective coating of the mirror').
Bidder Guidance	<p>The Bidder shall provide a full technical response to this requirement.</p> <p>This test shall be performed with a reflective coating similar, but not necessarily identical, to that used for the collimator mirror. In other words, the compatibility to cryogenic environment may be based on already existing tests of reflective coatings on glass with similar characteristics as that used for the MOONs collimator.</p> <p>Following thermal cycling the mirror coating shall not show any deterioration, such as change in appearance of the coating, change in optical performance, peeling, or failure of an adhesion test.</p> <p>Attachment permitted but limited to 2 sides of A4. Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
Scoring Criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks: 5%</p>
Bidder Response	Attachment permitted.

AW6.5	Quality Assurance and Acceptance procedures (Section 5.3 'Detail design and manufacturing of the mirrors') : The Bidder shall provide details of the proposed quality management procedures and inspection and acceptance test plan that will be applied for this contract.
Bidder Guidance	The Bidder shall provide, as an attachment, details of the quality management procedures and inspection and test plan that will be applied for this contract, as a minimum providing a Quality Plan, named quality manager, QA system employed and details of any relevant accreditation or international standards and how these will be applied to this project.
Scoring Criteria	<p>Full details of the quality management procedures and detailed inspection and test plan have been provided including named quality manager and QA system employed (such as BS/EN/ISO 9000 or equivalent). Relevant accreditation to ISO 9001 or an equivalent international standard evidenced, and how the QA will be applied to this project. Full assurance that a comprehensive quality process will be employed – 100 marks</p> <p>Details of the quality management procedures and detailed inspection and test plan have been provided, including most (but not all) of the minimum requirements identified, giving sufficient assurance that a comprehensive quality process will be employed – 75 marks</p>

	<p>Details of the quality management procedures and an inspection and test plan have been provided, though a number of requirements have not been provided, and there is not sufficient assurance that a comprehensive quality process will be employed – 50 marks</p> <p>Some details of the quality management procedures and the inspection and test plan have been provided, but is basic with much information missing or of poor quality. – 25 marks</p> <p>Little or no details of the quality management procedures or inspection / test plan provided – 0 marks</p> <p>Maximum Marks: 5%</p>
Bidder Response	Attachments permitted.

AW6.6	<p>Manufacturing Plan/Project Schedule (Section 5.4 of the Specification: Summary of deliverables): Bidder to provide a draft manufacturing plan/project schedule setting out the key milestones for the full delivery of the requirement to include design, manufacture and testing, assuming a contract award date of 20th June 2017.</p> <p>As a minimum the document must include a schedule of proposed dates and timelines for the following contract deliverables:</p> <ul style="list-style-type: none"> - A project plan detailing the design and manufacturing plan and schedule. - design, manufacture, testing and inspection milestones - A detailed manufacturing drawing of the collimator mirror, prepared to an approved standard such as ISO10110. - A theoretical prediction or measured data for the expected mirror coating performance. - A coated witness piece that has demonstrated compliance with thermal cycling. - 2-off collimator mirrors, with reflective coating. - A certificate of conformance for each of the mirrors. - Shipping of the mirrors to the UK Astronomy Technology Centre in Edinburgh. - Progress Reporting against the Project Plan and Risk Register.
Bidder Guidance	The Bidder shall provide a Project Plan from project initiation through to the design, manufacture and full delivery of the requirement, and provide evidence that the capability and capacity exists such that staff key to

	<p>delivery will be available and sufficiently experienced, and the required facilities and equipment will be in place over the duration of the plan.</p> <p>There is an expectation that the Bidder will work in close collaboration with the customer to ensure that the interfaces with the mechanical mounts are properly taken into account as described in Paragraph 5.3 of the Specification ('Detail design and manufacturing of the mirrors').</p>
Scoring Criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks: 5%</p>
Bidder Response	Attachments permitted.

AW6.7	Delivery: The Bidder to confirm their earliest lead time for delivery of both (two) completed Collimators to UK ATC (STFC), Edinburgh.
Bidder Guidance	The Bidder shall select the answer that applies to their Bid offer. The Bidder to respond on the assumption that contract award will be on the 20 th June 2017.
Scoring Criteria	<p>Both Collimators to be delivered:</p> <ul style="list-style-type: none"> - Within 9 months from contract award – 100 Marks. - more than 9 months but less than 12 months from contract award - 50 Marks - later than 12 months from contract award – 0 Marks <p>Maximum Marks: 5%</p>
Bidder Response	Selection

AW6.8	Delivery packaging: The Bidder to describe how the collimators will be packed for transport to UK ATC Edinburgh UK (STFC) and how they will prevent any damage or contamination occurring after the Factory Acceptance Tests (FAT).
Bidder Guidance	<p>The Bidder to describe how the two collimators will be packed for transport to UK ATC and how they will prevent damage and/or contamination occurring following FAT.</p> <p>Attachment permitted but limited to 2 sides of A4. Any information submitted over and above the specified limit will be disregarded and not evaluated</p>

Scoring Criteria	Maximum Marks: 0. For information only.
Bidder Response	Attachment.