**APPENDIX 5**

RESPONSE TO THE SPECIFICATION**(To be completed by the Bidder)**

The Customer’s requirements are detailed in Section 4, this Appendix 5 and the Specification. Bidders are required to provide details about their proposed approach by answering the questions in this section.

In the event that the same response is given to more than one question, please do not cross-refer to another answer, but copy and paste the response accordingly. This will help the evaluation panel to make sure they are evaluating the appropriate response.

1. **Method Statements –**

Bidders’ responses to these questions will be evaluated and scores allocated according to the weightings shown. These scores will in total comprise the Bidder’s score for service delivery. These scores will be reviewed and adjusted as appropriate following the Bidders presentations.

**PLEASE NOTE:**

* **Written responses for each question 1 to 7 should not exceed more than 3 sides of A4 using a 12pt font. Any material provided over this stated page limit will NOT be evaluated. Please provide images or artwork if they are referenced in your response (these are not included in the page limit).**
* **Responses should specifically reference the requirement in this RFQ - DO NOT include generic marketing or promotional material as part of your response. This will NOT be evaluated.**

**Rejection Thresholds**

If the response to any individual question is scored 0, or if the total weighted score for service delivery (technical) is less than 7.5% out of 30%, the Quote shall be rejected in its entirety. See section 4 of this Invitation to Quote for further information on evaluation.

**A1** - **Goods Quality (Scored) (50% weighting)**

|  |  |
| --- | --- |
| **Goods Quality Question 1 (Scored)** **(10% Weighting)** | **Weighting** |
| Please provide the details on:   1. Provided service to the Trust with the timelines including key milestones, specific outcomes or deliverables, resources, how the potential risks or challenges will be address, how will communication be handled during the contract etc. 2. Could you please confirm if you will be able to do the removal of grey water & refill of fresh water on the same day for all mobile vans at various locations? 3. Do you provide any report after each visit as a part of the completion of the service request? If not, how would you be communicating this with the Trust about the task being completed on weekly basis? 4. The mobile vans are serviced by Lynton Trailers UK Ltd. Could you please confirm if you have been working together with this supplier? Explain how would you be communicating with Lynton and the Trust if required? 5. If the van would be moved from one side to another - please explain how this could be managed to provide the same level of the service. 6. Coverage time 7. Cancellation terms 8. Payment terms     **(Maximum Word Count: 1,000 words)** | 15% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 2 (Scored) (10% Weighting)** |  |
| Please provide the details on health and safety and testing/disinfecting the tanks. How easy the tanks can be cleaned? What is the cleaning recommendation to avoid the impact on the robustness of the tank material? How long it will take to complete the requested service on each mobile van?  **(Maximum Word Count: 1,000 words)** | 5% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 3 (Scored) (10% Weighting)** |  |
| Please provide the Health & Safety details around this service, as the vans are not connected to the mains supply. How would you prevent / reduce the risk of legionella?  ***(Maximum Word Count: 1,000 words)*** | 10% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 4 (Scored) (10% Weighting)** |  |
| Please provide the details on the disposal of the grey water.    **(Maximum Word Count: 1,000 words)** | 10% |
| ***Bidders must write their response in this box*** |  |
| **Goods Quality Question 5 (Scored) (10% Weighting)** |  |
| Please provide the details on emergency cover. How quickly any issue can be resolved (i.e. leaks)? What is the response time? Do you have any recommended reporting process in an emergency? What if the mobile van(s) would be shut for any reason, would you be happy to visit the side on another soonest date?  **(Maximum Word Count: 1,000 words)** | 10% |
| ***Bidders must write their response in this box*** |  |

**B1 -** **Social Value (Scored) (10% weighting)**

|  |  |
| --- | --- |
| **Environmental and Social Value Question 6 (Scored) (5% Weighting)** |  |
| Please outline your strategy to achieve a sustainable and environmentally friendly approach to this provided service. Explaining how you will: encourage, support and ensure environmental considerations throughout your supply chain.  ***(Maximum Word Count: 800 words)*** | 5% |
| ***Bidders must write their response in this box*** |  |
| **Environmental and Social Value Question 7 (Scored) (5% Weighting)** |  |
| Please describe, how you will help tackle workforce inequality under this contract?  ***(Maximum Word Count: 500 words)*** | 5% |
| ***Bidders must write their response in this box*** |  |