

Version

2.0.1

See comments in Heading Line cells for instructions (move mouse over cells). Greyed cells are ignored during Import.

HeadingsLine		Configuration Parameter value	Option
Configuration	Allow_Generic_Attach	N	
Configuration	Strategy	Most Economically Advantageous Tender	%
Configuration	Weight		70

RequirementsSection	Introduction to Tender	2.1
SectionConfig	SectionWeight	0

HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Note	Introduction - Note	UKHSA requires the provision of a H202 generator for use in its Porton Biosafety group laboratories.	
Note	Contract Duration - Note	<p>The expectation is to award the contract for a period of 3 years (with the option of two extensions of one year each).</p> <p>This is a one-off purchase, however it is intended that any maintenance, service, support and supply of bespoke consumables (if applicable) should be available for the lifetime of the equipment or until UKHSA re-tenders the requirement.</p>	
Note	Award criteria and Evaluation Methodology - Note	<p>This tender will use the most economically advantageous criterion (MEAT) to enable UKHSA to take account of qualitative, technical, sustainability as well as financial aspects of the tender submission when reaching any award decision. The evaluation methodology as follows:</p> <ul style="list-style-type: none">• Technical section 70%• Financial section 30% of total 100 marks available. <p>Scoring within individual technical (and commercial if appropriate) questions is indicated.</p> <p>The Authority may invite non-UKHSA parties to assist in the evaluation of tenders.</p>	
Note	Tender Information - Note	<p>Each question in these technical requirements will identify as to whether it is:</p> <p>1 - a note for suppliers (Note);</p> <p>2 - a mandatory requirement (Mandatory);</p> <p>3 - a mandatory requirement (Mandatory Scored);</p> <p>4 - a desirable requirement (Desirable); or</p> <p>5 - a request for information (Information)</p> <p>Failure to meet a mandatory requirement will result in the tender response being automatically rejected. Desirable and Mandatory Scored requirements will obtain a score depending on the response; the marks available will be shown at the end of the question. Information requests will not be scored but will be used to obtain further details or to validate your responses.</p>	

Note	Scoring Methodology - Note	<p>For some questions the following definitions are used to identify how marks will be apportioned:</p> <p>Score of 100%</p> <p>Score of 80%</p> <p>Score of 60%</p> <p>Score of 40%</p> <p>Score of 20%</p> <p>Score of 0%</p>	
		<p>For example, a question worth maximum of 10 marks would receive the following scores depending on the response:</p> <p>100% - 10 marks</p> <p>80% - 8 marks</p> <p>60% - 6 marks</p> <p>40% - 4 marks</p> <p>20% - 2 marks</p> <p>0% - 0 marks.</p>	
	Scoring Methodology - Note	<p>Score of 100%: Excellent</p> <p>The authority is confident that the response has evidenced an exceptional level of and capacity for the purposes of the requirement.</p>	
	Scoring Methodology for Technical section - Note	<p>Score of 80%: Good</p> <p>The authority is confident that the response has evidenced a significant level of capability and suitable capacity for the purposes of the requirement.</p>	
	Scoring Methodology for Technical section - Note	<p>Score of 60%: Satisfactory</p> <p>The authority is confident that the response has a suitable level of capacity and capability for the purposes of the requirement.</p>	
	Scoring Methodology for Technical section - Note	<p>Score of 40%: Weak</p> <p>The authority is confident that the response has merit, although there is weakness evident in its capacity or capability for the purposes of this requirement.</p>	
	Scoring Methodology for Technical section - Note	<p>Score of 20%: Very weak</p> <p>Response displays poor understanding with little evidence to support the proposed methodology; there are major doubts about fitness for purpose of the proposal.</p>	
	Scoring Methodology for Technical section - Note	<p>Score of 0%: Unacceptable</p> <p>No response is given or the proposal does not meet the requirement / does not comply and/or insufficient information is provided to demonstrate the understanding or suitable methodology, with little or no evidence to support the response.</p>	
Note	Scoring Methodology for the Commercial Section - Note	<p>The commercial scores will be calculated using the total evaluated cost with maximum 30 points (30% of the tender marks) available.</p> <p>The lowest cost bidder will receive full 30 points (30% of the tender marks) and the other responses will be given points relative to the lowest bid using the following formula:</p> <p>Value of lowest commercial bid [£]/ Value of a commercial bid [£] *30</p> <p>A bid with total of scored cost of:</p> <p>£10 will receive 30 points (30% of the tender marks)</p> <p>£20 will receive 15 points (15% of the tender marks)</p> <p>£50 will receive 6 points (6% of the tender marks)</p>	

Note

Note

Procurement Timescales - Note

Tender Information - Attachments - Note

Indicative procurement timescales:

Invitation to Tender Published
8th of November 2021

Last date for receipt of clarification questions from suppliers
5 p.m. on 18th of November 2021

Answers from UKHSA to suppliers' clarification questions
5 p.m. on 19th of November 2021

Tender return
noon on 22nd of November 2021

Evaluation and moderation following the tender return
w/c 22nd of November 2021

Equipment validation,
- details to be communicated to the preferred bidder.

Preferred bidder announced
w/c 29th of November 2021

UKHSA reserves the right to request a demonstration of the equipment prior to the award of the contract.

Contract award
Beginning of December 2021

The "Tips for Completing your Response" section in the Qualification Envelope also applies to this and all other sections of the invitation to tender (ITT).

Attachments must only be used to support, not replace, your response.

Please note that you must provide full response to the questions in the relevant sections.

Attachments can only be used to support and not to replace your response. Therefore, please only upload the attachments, when invited by the question or in order to provide additional information not suitable in format for a standard text answer, e.g. copy of certifications, drawings, detailed technical data sheet, etc. or when the question requires a response exceeding the permitted by the system word limit.

Should you include any information as an attachment, please ensure that you refer to it in your response and indicate the relevant to the question part of the document.

Please ensure that the ATTACHED FILES' NAMES are short and include the QUESTION NUMBER.

When more than one attachment is requested in a response to a question, please compress the files and upload as zip folder.

RequirementsSection		Clarifications	2.2
SectionConfig	SectionWeight		0
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Note	Note	Any questions about the procurement MUST be submitted directly to the Authority using the online messaging facility on Atamis.	
Note	Note	If the Authority considers any question or request for clarification to be of significant interest, relevance or importance, both the query and the response will be communicated anonymously, to all Suppliers who have responded. All responses received and any communication from Suppliers will be treated in confidence and if shared with other suppliers will be anonymously.	
RequirementsSection		Overview of Requirements	2.3
SectionConfig	SectionWeight		0
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Note	Note	A complete system is required, the offering must be supplied complete and must not require additional components, software or licences to make it fully functional.	
Note	Tender Information - Variants - Note	If any Bidder wishes to propose more than one solution meeting the requirements, please contact UKHSA via Atamis messaging function for instructions of how to upload the additional responses. Please note that all responses will be marked using the same evaluation and scoring methodology.	
SingleChoice	Mandatory	Should the successful supplier's equipment or consumables that are the subject of this tender be upgraded, modified or replaced with different versions or models during the contract period then subject to the agreement by UKHSA these items will also become part of the agreement.	Y
		Scoring: Yes - Pass No - Automatic Rejection	
RequirementsSection		Terms and Conditions of Contract	2.4
SectionConfig	SectionWeight		0
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Note	Note	Please download the attached document titled: UKHSA Terms and Conditions for the Provision of Goods - v1.0 - June 2018 containing the Terms and Conditions of Contract.	
SingleChoice	Confirm	Do you agree to the terms as set out in the document?	Y
		If you DO NOT agree to the Authority's terms and conditions, this may result in your bid being rejected.	
Text	Explain	If you have selected "no" in response to question above, please explain why in the space provided.	N
RequirementsSection		Publication of Contract	2.5
SectionConfig	Max Score		
HeadingsLine	(*) Question / Note to Suppliers	(*) Description / Note Details	(*) Mandatory
(Option List)	(Text, 256 chars)	(Text, 2000 chars)	(Option List)

Note	Publication of Contract	The Authority is obliged to publish contracts with a value exceeding £10k under the Government's transparency policies. Following the completion of this tender exercise, the authority will publish the full contract agreed with the winning bidder.	
Note	Publication of Contract	The Authority may withhold (in other words, redact) some information from publication in certain limited circumstances under Regulation 108 of the Public Contract Regulations 2015, for example if publication would impede law enforcement or prejudice legitimate commercial interests.	
Note	Publication of Contract	The authority will redact information of a personal nature, for	
Note	Publication of Contract	We will also redact information in accordance with the Freedom of Information Act, for example: <ul style="list-style-type: none">• processes, approach, methods and methodology• systems• terminology	
Text	Indicate	Please indicate what information in your bid you consider to be commercially sensitive. Please be specific about the information you consider commercially sensitive, for example referring to specific sections of your bids response. The Authority will take into account your request, but not be bound by it as the Authority has an obligation to meets its transparency obligations.	N
Yes/no	Mandatory	Please confirm you have read and understood this section.	Y
RequirementsSection		Specification of requirement - Hardware	2.6
SectionConfig	SectionWeight		80
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory

SingleChoice	Hardware - Mandatory	<p>Please confirm that you can provide a H2O2 generator, which is capable of the following:</p> <ul style="list-style-type: none">• Must be able to maintain a negative pressure during decontamination of smaller safety cabinets and isolators.• Must be able to decontaminate chambers, safety cabinets and isolator of 0.5m3 up to 40m3.• Must be able to work on smaller safety cabinets/isolators when injecting through a single HEPA filter and extracting through a double HEPA filter.• Must be able to inject the fumigant into the chamber without entry into the space to be fumigated.• Must be able to be moved between laboratories.• Must be able to record parameters within the chamber during operation (i.e. temperature and humidity as a minimum).• Must have recordable and downloadable cycles.• Must be fully programmable for in house development of cycles.• Must be able to catalyse the hydrogen peroxide in the chamber during the aeration period. <p>Please confirm that you are also capable of providing maintenance and repairs (if applicable).</p> <p>Please confirm your compliance with the above.</p> <p>Scoring: Yes - Pass No - Automatic Rejection</p>	Y
Text	Hardware - Mandatory Scored	<p>Please provide more information about the make and model of H2O2 generator included in your proposed solution.</p> <p>Higher scores will be given for solutions which demonstrate that the system has a successful history of use. Please provide some references describing its range of use against different organisms and viruses.</p> <p>Scoring: X marks (X% of the total marks available) to be apportioned depending on response.</p>	Y
Text	Hardware- Desirable	<p>UKHSA would prefer a solution which is capable of injecting hydrogen peroxide into the chamber via standard Camlock fittings.</p> <p>Please provide more information about how you will meet our requirements.</p> <p>Scoring: X marks (X% of the total marks available) to be apportioned depending on response.</p>	Y

Text	Hardware- Desirable	UKHSA would prefer a solution which has a generator that can show hydrogen peroxide concentration within the chamber during decontamination cycles.	Y
		Please provide more information about how you will meet our requirements.	
		Scoring: X marks (X% of the total marks available) to be apportioned depending on response.	
Text	Hardware- Desirable	UKHSA would prefer a solution which has supply and return hoses for generator connection to chambers.	Y
		Please provide more information about how you will meet our requirements.	
		Scoring: X marks (X% of the total marks available) to be apportioned depending on response.	
RequirementsSection		Specification of requirement - After Sales Service and Technical Assistance	2.7
SectionConfig	SectionWeight		10
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Text	Delivery - Information	How many working days from receiving the PO will it take to deliver the equipment?	Y
SingleChoice	Delivery and Installation - Mandatory	Please confirm that your equipment will be supplied with all relevant documentation including installation, operating and maintenance instructions, and any relevant certification.	Y
		Please confirm your compliance with the above.	
		Scoring: Yes - Pass No - Automatic Rejection	
SingleChoice	Warranty - Mandatory	The equipment must come with a minimum of one year's warranty.	Y
		Please confirm your compliance with the above.	
		Scoring: Yes - Pass No - Automatic Rejection	
SingleChoice	Maintenance- Mandatory	The equipment must come with a minimum of TWO preventative maintenance (PM) cover visits PER YEAR for a minimum of THREE years.	Y
		Please confirm your compliance with the above.	
		UKHSA reserves the right to not purchase preventative maintenance cover.	
		Scoring: Yes - Pass No - Automatic Rejection	

Text	Maintenance - Mandatory	Please provide more details about the preventative maintenance cover you are offering as part of your proposed solution.	Y
	Scored	Scoring: X marks (X% of the total marks available) to be apportioned depending on response (please refer to notes 2.X.X - 2.X.X).	
RequirementsSection		Health and Safety - General	2.8
SectionConfig	SectionWeight		0
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
SingleChoice	Mandatory	If your organisation has 5 or more employees it must have a Health and Safety policy document. Please select the option that applies to your organisation.	Y
		Scoring: Fewer than 5 employees = pass More than 5 employees and have H&S policy document = pass More than 5 employees and NO H&S policy document = automatic rejection	
Attachment	Information	Attach a copy of your Health and Safety policy if you have one. If relevant, this will be used to verify the response to the question above.	N
Text	Information	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?	Y
Text	Information	If your answer to this question was YES, please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	N
RequirementsSection		Health and Safety - CE Marking	2.9
SectionConfig	SectionWeight		0
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Note	Note	Suppliers from within the EU must ensure that all electrical/electronic equipment and all machinery (as defined in the European Machinery Directive 2006/42/EC) including any machinery with a non-electrical drive system (e.g. compressed air), complies with the relevant European directives. New equipment must be CE marked and supplied with a Declaration of Conformity to the relevant European directives. Additions to an existing piece of equipment must be supplied with a Declaration of Incorporation.	
		If suppliers from outside of EU do not comply with the above, they must provide full technical documentation.	

SingleChoice	Mandatory	Please choose the option that applies to the equipment that you are offering to supply:		Y
		Option 1: The equipment complies with all relevant European directives and is supplied with the relevant declaration (declaration of conformity or declaration of incorporation) = pass		
		Option 2: The equipment is supplied from outside the EU but is supplied with full technical documentation = pass		
		Option 3: Neither option 1 nor option 2 apply = automatic rejection		
RequirementsSection		Specification of requirement - Sustainability and Environment		2.10
SectionConfig		SectionWeight		5
HeadingsLine		Question / Note to Suppliers	Description / Note Details- PUT IN SOCIAL VALUE ENVELOPE- WEIGHTING TO BE 10%	Mandatory
Note	Note	UKHSA fully supports the UK Government's commitment to sustainable development. Contracted suppliers are expected to support the Authority achieve its goals to continuously improve its environmental and sustainability performance. This is to meet statutory requirements, reduce energy use and CO2 emission levels and achieve effective management of water, waste and transport.		
Text	Social Value - Information	During the last five years have any prosecutions been taken, cautions given, notices served or other action taken against your organisation or against any of your directors / management for contraventions of environmental legislation?		Y
		If yes:		
		<ul style="list-style-type: none">• Please provide details (including, in the case of prosecutions, details of charges, dates and venues of hearings, verdicts of the court and penalties, if found guilty)• Please detail the actions you have undertaken to prevent these incidents from occurring again.		
Text	Social Value- Desirable	Please explain how you map and manage your supply chain (SC) to ensure the integrity and ethical responsibilities of your suppliers' sources to mitigate any potential reputational risk.		Y
		Scoring: 5 marks (5% of the total marks available) to be apportioned depending on response.		
Text	Social Value- Desirable	Please explain what steps your company takes to support social values, e.g. by creating and sustaining local jobs; provision of training or apprenticeship schemes; utilising a local supply chain; investing in other local businesses; ensuring that the supply chain is sustainable and ethical etc.		Y
		Scoring: 5 marks (5% of the total marks available) to be apportioned depending on response.		

RequirementsSection		Added Value	2.11
SectionConfig	SectionWeight		5
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Text	Added Value - Information	Please provide a list of any upgrades, modules and functions currently available for this equipment and which are not included in the standard offer.	Y
	Added Value - Desirable	<p>Please explain any value added initiatives you will introduce as part of this award. This may include introducing additional functionality or upgrades, which are included in the standard proposal to this tender, i.e. at no extra cost.</p> <p>Additional added value may not be direct monetary benefits, for example a longer warranty cover but could be things that will simplify UKHSA processes or provide end users with added knowledge or skill.</p> <p>Scoring: X marks (X% of the total marks available) to be apportioned depending on response.</p>	Y

RequirementsSection		Orders and Invoicing	2.12
SectionConfig	SectionWeight		0
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Note	Information	All orders for goods, requests for planned preventative maintenance, reactive maintenance and replacement parts must be subject to a UKHSA Purchase Order (PO).	
		It is assumed that scheduled servicing should be arranged and agreed with UKHSA by the supplier. Any repair calls should be able to be booked by phone or by email.	
	Information	All invoices must state a UKHSA purchase order number, otherwise the invoice will be returned to the supplier.	
Note	Information	A single invoice must only relate to a single UKHSA Purchase Order (PO) as UKHSA cannot process invoices against multiple POs.	

RequirementsSection		Additional Comments	2.13
SectionConfig	SectionWeight		0
HeadingsLine	Question / Note to Suppliers	Description / Note Details	Mandatory
Text	Information	Please provide any additional comments you wish to add to support your tender. Please note this question is not marked but any information provided may be used to validate or supplement your other responses. If you fail to fully answer a question above UKHSA will not use the information provided here to extract its own answer.	N
	Attachment	Please attach any additional documents here. Please note this question is not marked but any information provided may be used to validate or supplement your other responses. If you fail to fully answer a question above UKHSA will not use the information provided here to extract its own answer.	N

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