

Invitation to Quote

Questions



Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI) - Engineering and Physical Sciences Research Council (EPSRC)

Subject: Neuro-inclusive Audit of the EPSRC Stakeholder Engagement Processes

Sourcing Reference Number: PS22218

Section 6 – Response Evaluation Questionnaire

Bidders should note that the response evaluation questionnaire is located within the eSourcing questionnaire.

Guidance on how to register and use the e-sourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

QUALIFICATION 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	<p>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).</p> <p>This is the legal entity with whom we will Contract if successful.</p>																						
Scoring Criteria	For information only																						
Answer Type	<p>Text</p> <table border="1"> <tr><td>(a) Bidders full legal name</td><td></td></tr> <tr><td>(b) 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>(c) Bidder contact</td><td></td></tr> <tr><td>(d) Telephone No.</td><td></td></tr> <tr><td>(e) Email</td><td></td></tr> </table>	(a) Bidders full legal name		(b) Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		(c) Bidder contact		(d) Telephone No.		(e) Email	
(a) Bidders full legal name																							
(b) Address line 1																							
Address line 2																							
Address line 3																							
Address line 4																							
Town / City																							
Country																							
Post code (or equivalent)																							
(c) Bidder contact																							
(d) Telephone No.																							
(e) Email																							

SEL1.4	Please state the relevant classification of your organisation (state whether you fall within one of these, and if so which one)
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. Voluntary Community Social Enterprise (VCSE) B. Sheltered Workshop C. Public Service Mutual D. N/A <p>Where options A, B and C are not applicable to your organisation please respond with option D</p>
Scoring Criteria	For information only
Answer Type	<p>Option List</p> <ul style="list-style-type: none"> A. Voluntary Community Social Enterprise (VCSE) B. Sheltered Workshop C. Public Service Mutual D. N/A

SEL1.5	Please state the size of your organisation at the time of bid submission
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed

	<p>C. Medium – 50-249 persons employed</p> <p>D. Large – 250 or more persons employed</p>
Scoring Criteria	For information only
Answer Type	<p>Option List</p> <p>A. Micro – fewer than 10 persons employed</p> <p>B. Small – 10-49 persons employed</p> <p>C. Medium – 50-249 persons employed</p> <p>D. Large – 250 or more persons employed</p>

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) 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 if requested under an FOI request or EIR request.</p> <p>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</p> <p>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.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass</p> <p>No – Fail</p>

AW1.1	<p><u>FORM OF BID</u></p> <p>I declare that to the best of my knowledge the answers submitted in this Mini Competition 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 Mini Competition 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 Mini Competition 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 Request for Quotation, and any</p>
-------	---

	<p>contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this Mini Competition, 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 Mini Competition, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this Mini Competition 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 Mini Competition, 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> <p>No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass</p> <p>No – Fail</p>

AW1.3	<p><u>CERTIFICATE OF BONA FIDE BID</u></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,</p>
--------------	--

	<p>of the approximate amount of the bid was 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 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.</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</p> <p>No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass</p> <p>No – Fail</p>

AW4.1	Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question.
Bidder Guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass We accept the special terms and condition in their entirety</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p> <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</p>

	required to complete AW4.2 in order to be considered.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List 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

TECHNICAL 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	Option List Yes – Pass No – Fail

AW6.2	Variable Bids
Bidder Guidance	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. 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	Option List 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	<u>Approach/Methodology</u> Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder Guidance	Supplier are required to provide details of the methodological approach and rationale for including the additional strata suggested and why these are sufficient to reduce bias. As a minimum your response should include: Methodological Challenges <ul style="list-style-type: none"> • Give a detailed description of the methods to be used in undertaking the project, indicating the resources that will be utilised, outlining a clear justification as to why your chosen methodology will provide the best outcome for the work packages; • Set out how your methods meet the project objectives; • Project risks and how these will be managed, this includes but is not limited to, accessing data or other sources of information. <p>This question is limited to 6 sides of A4. Any additional content provided</p>

	beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring Criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 30%
Answer Type	Attachment

PROJ1.2	<u>Understanding the Project Environment</u> Please demonstrate your understanding of the project environment, detailing any knowledge relevant to the project and policy/programme area, including any data sources or research relevant to the project.
Bidder Guidance	As a minimum your response should include: <ul style="list-style-type: none"> • Interpretation of the project and what is required • How the bidder will ensure the successful delivery of this project within the working environment <p>This question is limited to 2 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20%
Answer Type	Attachment

PROJ1.3	<u>Staff to Deliver</u> Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project.
Bidder Guidance	As a minimum your response should include: <ul style="list-style-type: none"> • Any support that would be needed and from whom, in order to undertake and complete this project. <p>This question is limited to 2 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20%
Answer Type	Attachment

PROJ1.4	<p><u>Project Plan and Timescales</u></p> <p>Please outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • A detailed timetable for carrying out the work based on the proposed approach and method • Highlight key milestones and deadlines, including suggested meetings and progress reports. <p>The project must be completed no later than the 31st March 2023, if in the event you can complete the required project sooner please detail this and provide a supplier plan.</p> <p>This question is limited to 3 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 10%</p>
Answer Type	Attachment

COMMERCIAL QUESTIONNAIRE

AW5.1	<p>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p>
Bidder Guidance	<p>Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 4 Specification.</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 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0</p>
Scoring Criteria	Maximum Marks 20%
Answer Type	Numeric

AW5.2	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid 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>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid 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> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

AW5.4	<p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £40,000.00 ex VAT.</p> <p>Please confirm that your final price submitted within AW5.2 will fall within this budget.</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>Option List</p> <p>Yes – Pass No – Fail</p>