

Invitation to Quote

Questions

30%

Invitation to Quote (ITQ) on behalf of The Natural Environment Research Council

Subject Contracting Authority UK SBS FM17190 External Doors Replacement Project

Sourcing reference number FM17190



UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
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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
Bidder response	Yes / No

PROJ1.1	Description of Methodology Please provide a method statement on how you would undertake the works from appointment to completion.
Bidder Guidance	Bidders are asked to provide a method statement which details how you plan to undertake the works from appointment to completion. Your response should cover the following areas: <ul style="list-style-type: none"> • Understanding of our requirement • How you will manage and coordinate suppliers / subcontractors • Your method for Safe Working <p>Maximum word count: 1000 words. Bid responses over 1000 words will only be scored based on the words within the prescribed limit.</p>
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 10%
Bidder Response	Free Text



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PROJ1.2	Please give a brief description explaining how you would undertake the works whilst the areas are partially occupied.
Bidder guidance	<p>Bidders are requested to give a brief description explaining how you would undertake the works and manage the working conditions, whilst the areas are partially occupied in 1500 words or less.</p> <p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> • How you will manage not impeding on the working environment due to the nature of the work. <p>Maximum word count: 1500 words.</p> <p>Bid responses over 1500 words will only be scored based on the words within the prescribed limit.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 20%</p>
Bidder response	Free Text

PROJ1.3	Detail Dates of Work
	Please provide a detailed programme stating how you intend to meet our target dates.
Bidder guidance	<p>Bidders are asked to provide a detailed programme stating how they intend to meet our target dates</p> <p>Your response should include details as to how you propose to stay within the allotted time frame to complete the project works by the 30th of March 2018.</p> <p>An attachment is allowed for this question.</p> <p>Maximum word count: 400 words.</p> <p>Bid responses over 400 words will only be scored based on the words within the prescribed limit.</p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10%</p>



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Bidder response	Free text
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PROJ1.4	Risks and Mitigation of Risk Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.
Bidder guidance	Bidders are asked to identify what they feel are the top 5 risks and how they plan to mitigate against these. Maximum word count: 1000 words . Bid responses over 1000 words will only be scored based on the words within the prescribed limit.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 10%
Bidder response	Free Text

PROJ1.5	Materials and components
Bidder guidance	Please provide details of any equivalent alternative materials you might be using and detail why and how they are going to be used that fulfil the Client's Energy and Sustainability Policy. Please also provide a energy certificate and manufacturer specification sheets for all alternative products utilised by you as part of this project works Maximum word count: 1000 words with attachments Bid responses over 1000 words will only be scored based on the words within the prescribed limit.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks: 10%
Bidder response	Free text



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