# Invitation to Quote

**Questions** 



Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI) – Science and Technology Facilities Council (STFC)

**Subject: Cables for the WISH instrument at ISIS** 

**Sourcing Reference Number: DDaT22569** 

# **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 <a href="https://beisgroup.ukp.app.jaggaer.com/">https://beisgroup.ukp.app.jaggaer.com/</a>

# 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	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		
Answer	Text		
Туре	(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		

SEL1.2	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;  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?
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>
	Yes – Fail – Please provide details within SEL1.2.1
	No – Pass – No response required to SEL1.2.1
	*If you have answered "yes" please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.
	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.
	You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List
	<b>Yes</b> – Fail – Please provide details within SEL1.2.1 <b>No</b> – Pass – No response required to SEL1.2.1

SEL1.2.1	Supporting Documentation for SEL1.2.1
Bidder Guidance	Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.
	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.
	You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.
	This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.
Scoring Criteria	For Information Only
Answer Type	Attachment

SEL1.3	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	<ul> <li>The Bidder shall choose from the following options;</li> <li>A. N/A – our turnover is less than £36M</li> <li>B. Yes – We are compliant and have attached information in SEL1.3.1</li> <li>C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1</li> <li>D. No – we are not and will not be compliant at the time of award of the contract</li> </ul>
	Bidders selecting option 'D' will be considered non-compliant for this Procurement.
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	Option List  A. N/A – our turnover is less than £36M  B. Yes – We are compliant and have attached information in SEL1.3.1

C. No (with justification) – we are not compliant but will be prior to
commencement of a contract. See information attached in SEL1.3.1
D. No – we are not and will not be compliant at the time of award of the
contract

SEL1.3.1	Supporting Documentation for SEL1.3
Bidder guidance	Where a bidder has responded 'Yes' or 'No (with justification)' to SEL1.3, please provide your supporting information as an attachment.
	Any bidder declaring they are compliant within SEL1.3 but not providing evidence may not be considered.
Scoring Criteria	For information only
Answer	Attachment
Туре	

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	The Bidder shall choose from the following options;  A. Voluntary Community Social Enterprise (VCSE) B. Sheltered Workshop C. Public Service Mutual D. N/A  Where options A, B and C are not applicable to your organisation please respond with option D
Scoring Criteria	For information only
Answer Type	Option List  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	The Bidder shall choose from the following options;
	A. Micro – fewer than 10 persons employed
	B. Small – 10-49 persons employed
	C. Medium – 50-249 persons employed
	D. Large – 250 or more persons employed
Scoring Criteria	For information only
Answer	Option List
Type	
	A. Micro – fewer than 10 persons employed
	B. Small – 10-49 persons employed
	C. Medium – 50-249 persons employed

D. Large – 250 or more persons	emplo	oved
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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.
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	Please note that some of the information provided may be protected
	under the FOIA 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	The Bidder shall answer <b>Yes</b> or <b>No</b>
Guidance	
	Yes – Pass
	No – Fail
Scoring	Mandatory Pass / Fail
Criteria	, in the second of the second
Answer	Option List
Type	
71 -	Yes – Pass
	No – Fail
L	

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS  Please complete this section only 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 Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?
Bidder Guidance	The Bidder shall provide details of their proposed exemptions/exception in the fields below.
	The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.
	Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority 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.

	Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.
	If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Text
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text

#### AW1.1 FORM OF BID

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 the Contracting Authority'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.

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 the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete.

By submitting a response to this ITQ I agree that our participation may be made public.

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).

By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.

By submitting a response to this ITQ 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.

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. 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.
	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.
Bidder	The Bidder shall answer <b>Yes</b> or <b>No</b>
Guidance	
	Yes – Pass
	No – Fail
Scoring	Mandatory Pass / Fail
Criteria	
Answer	Option List
Type	
'	Yes – Pass
	Yes – Pass No – Fail

#### AW1.3 CERTIFICATE OF BONA FIDE BID

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.

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:

- (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.

In this certificate, the word "person" includes any persons and anybody 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 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.
	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.
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>
Guidanice	Yes – Pass
	No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer	Option List
Type	
	Yes – Pass
	No – Fail

AW3.1	In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Attachments section prior to the award of any Contract.  If the Bidder fails to meet the Contracting Authority's 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.
Bidder Guidance	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 the Contracting Authority's against a procurement requirement.
	Yes – Pass
Scoring	No – Fail Mandatory Pass / Fail
Criteria	ividituatory i ass / i all
Answer Type	Option List
	Yes – Pass
	No – Fail

AW3.2	Conflict of Interest
	Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.
Bidder Guidance	By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.

	The Bidder shall answer <b>Yes</b> or <b>No with justification</b> .
	Yes, we can confirm we are not in a position of a conflict of interest – Pass
	<b>No with justification</b> , we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass
	If your situation changes during the procurement process you must promptly notify the Contracting Authority via Jaggaer eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.
	For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Option List
	Yes, we can confirm we are not in a position of a conflict of interest – Pass
	<b>No with justification</b> , we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.

AW3.2.1	Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.  Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.
	Where a bidder has responded 'Yes' to AW3.2 you are not required to respond to this question.
Bidder Guidance	By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.
	If your situation changes during the procurement process you must promptly notify the Contracting Authority via Jaggaer eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.
	Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential

	conflict of interest. For example, consideration should be given to maintain an impartial approach to the project.
	Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.
	The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables.
	Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.
	Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.
Scoring	Mandatory Pass / Fail
Criteria	
Answer	Attachment
Type	

AW4.1	Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question.
Bidder Guidance	The Bidder shall answer Yes, No with justification or No
	Yes, we accept the terms and condition in their entirety – Pass
	<b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.
	No – Fail
	For absolute clarity should a bidder select 'Yes' or 'No' you are <b>not</b> required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.
Scoring Criteria	Mandatory Pass / Fail
Answer	Option List
Type	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

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.  Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.
Bidder	A justification for not accepting a specific clause or series of clauses from the
Guidance	attached Contract Terms is that the Bidder would be in breach of legal

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). 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) the Contracting Authority considers both the following requirements are satisfied: 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 the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. 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. Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further. Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters or such that the proposed amendments do not change the risk balance of the terms, should be raised as a formal clarification during the permitted clarification period. Mandatory Pass / Fail Scoring Criteria Answer Attachment Type

## **TECHNICAL QUESTIONNAIRE**

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder	The Bidder shall answer <b>Yes</b> or <b>No</b>
Guidance	
	Yes – Pass
	No – Fail
Scoring	Mandatory Pass / Fail
Criteria	
Answer	Option List
Type	
	Yes – Pass
_	No – Fail

AW6.2	Variable Bids
	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.
Bidder	The Bidder shall answer <b>Yes</b> or <b>No</b>
Guidance	
	Yes - We have provided a variable bid only – Fail
	<b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Caarinan	
Scoring Criteria	Mandatory Pass / Fail
Answer	Option List
Type	
''	Yes - We have provided a variable bid only – Fail
	<b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>

PROJ1.1	Please confirm that the cables will be deriver to ISIS no later than 31 <sup>st</sup> March 2023
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>
	Yes – Pass
	<b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer	Option List
Type	
	Yes – Pass
	No – Fail

PROJ1.2	Bidders are required to submit a report of successful test for each cable with Fluke DSX-5000. Failure to provide this report showing a successful test of each cable will result in the bid not being considered further.
Bidder	Please attach the report as a response to this question
Guidance	
Scoring	Mandatory Pass / Fail
Criteria	
Answer	Attachment

Туре

## **COMMERCIAL QUESTIONNAIRE**

AW5.1	Please confirm your bid submission price for completion of all the Supplies as detailed in the Section 4 Specification.
	All prices shall be in £ GBP and exclusive of VAT.
Bidder Guidance	Bidders shall provide their bid submission price for completion of all Supplies as detailed in the Section 4 Specification.
	The scoring methodology for this question shall be:
	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 score is then subject to a multiplier to reflect the percentage value of the price criterion.
	Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50
	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 $50 = 40$ )
	The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.
	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.
	For example, assuming the lowest bid is £100,000.
	Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100
	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
Scoring Criteria	Maximum Marks - 100%
Answer Type	Numeric
AVA/E 2	Deced on the Didders AWE 4 hid submission price for completion of all

AW5.2	Based on the Bidders AW5.1 bid submission price for completion of all
	the Supplies 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.  All prices shall be in £ GBP and exclusive of VAT.  All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.
Bidder Guidance	Based on the Bidders AW5.1 bid submission price for completion of all the Supplies 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.  All prices shall be in £ GBP and exclusive of VAT.
	All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.  The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1
Scoring Criteria	For Information Only
Answer Type	Attachment

AW5.4	Maximum Budget
	As stated within the tender documents, the maximum budget for this requirement will be £70,000.00 ex VAT.
	Please confirm that your final price submitted within AW5.2 will fall within this budget.
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>
	Yes – Pass
	No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer	Option List
Type	
	Yes – Pass
	No – Fail