

# Request for Proposal

Question bank



Department for  
Business, Energy  
& Industrial Strategy

**Request for Proposal (RFP) on behalf of Department for Business, Energy and Industrial**

**Subject: Heat Network Zoning Pilot Programme – Zoning Technical Consultant(s) (ZTC)**

**Sourcing Reference Number: FM21215**

## Section 6 – Selection questionnaire

### 6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on **how to register and use the e-sourcing portal** is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

### **Heat Network Zoning Pilot Programme – Zoning Technical Consultant(s) (ZTC)**

**FM21215**

### **OPEN OJEU PROCEDURE**

#### **Bidder Guidance notes for completion for Parts 1, 2, 3 and definitions for all sections**

1. The “authority” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (as amended) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection shall complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential Supplier Information	
Question Number	Question	Response
1.1 (a)	Full name of the potential supplier submitting the information	
1.1 (b) – (i)	Registered office address (if applicable)	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1 (d)	Date of registration in country of origin	
1.1 (e)	Company registration number (if applicable)	
1.1 (f)	Charity registration number (if applicable)	
1.1 (g)	Head office DUNS number (if applicable)	
1.1 (h)	Registered VAT number	
1.1 (i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1 (i) – (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1 (j) – (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (j) – (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1 (k)	Trading name(s) that will be used if successful in this procurement	
1.1 (l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

1.1 (n)	<p>Details of Persons of Significant Control (PSC), where appropriate: <sup>2</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met; <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more. <sup>3</sup></li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>
1.1 (o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>
1.1 (p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	N/A <input type="checkbox"/>

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding Model	
Question Number	Question	Response
1.2 (a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>2</sup> UK companies, Societies European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

<sup>3</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

		<p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>																																																												
1.2 (a) - (ii)	Name of group of economic operators (if applicable)																																																													
1.2 (a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																													
1.2 (b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
1.2 (b) - (ii)	<p>If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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### Contact details and declaration

- 1) I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.
- 2) I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
- 3) I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

4)I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

5)I am aware of the consequences of serious misrepresentation.

<b>Section 1</b>	<b>Contact details and declaration</b>	
<b>Question Number</b>	<b>Question</b>	<b>Response</b>
1.3 (a)	Contact name	
1.3 (b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3 (d)	Phone number	
1.3 (e)	E-mail address	
1.3 (f)	Postal address	
1.3 (g)	Signature (electronic is acceptable)	
1.3 (h)	Date	

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for Mandatory Exclusion	
Question Number	Question	Response
2.1 (a)	<b>Regulations 57(1) and (2)</b>  The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a> , which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a> .	
2.1 (a) - (i)	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (ii)	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iii)	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (iv)	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (v)	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (a) - (vi)	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
2.1 (b)	If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>

	despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
2.3 (a)	<b>Regulation 57(3)</b>  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3 (b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		
Grounds for discretionary exclusion		
Question Number	Question	Response
3.1	<b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a> , which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1 (a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2



	with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	
3.1 (e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (j)	Please answer the following statements	
3.1 (j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. Is the above statement true of your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (j) - (iv)	The organisation has influenced the decision-making process of the contracting authority to obtain	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2

	confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

## Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Question Number	Question	Response
	<b>Name of organisation</b>	
	<b>Relationship to the Supplier completing these questions</b>	
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
Question Number	Question
6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p>

	<p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3</p>
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	Contract 1	Contract 2	Contract 3
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 1 page A4 please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.</p>
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Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	<p><b>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015("the Act")?</b></p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

	<p><b>Yes</b> - Please provide the relevant URL in question 7.2</p> <p><b>No</b> - Please provide an explanation in question 7.3</p> <p>Scoring Criteria - For Information Only</p>	
7.2	<p>Please only answer this question if you have answered <b>Yes</b> to question 7.1 in which you have confirmed that you are compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide the relevant URL or attachment</p> <p>This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>If your organisation is not currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act upon the award then this will achieve a PASS.</p> <p>If your organisation is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL</p> <p><b>Please note:</b> It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	Please provide relevant URL
7.3	<p>Please only answer this question if you have answered <b>No</b> to question 7.1 in which you have confirmed that you are not required to be compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this</p>	Please provide an explanation

	<p>obligation including the Contracting Authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall provide an explanation as an attachment.</p> <p>If your organisation is not captured by the Modern Slavery Act please ensure that you provide a clear explanation to achieve a PASS. The Contracting Authority also actively encourages those organisations that are not captured by the Act to comply with the Spirit of the Act.</p> <p><b>Please note:</b> It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
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## Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
8.1 (a)	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5 Million Public Liability Insurance = £5 Million Professional Indemnity Insurance = £1 Million</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

<b>SEL5.5</b>	<b>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.</b>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>

Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>SEL5.6</b>	<b>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?</b>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes – Fail*</b> – Please provide details within SEL5.6.1 <b>No – Pass</b> – No response required for SEL5.6.1</p> <p>If your answer to this question is “Yes”, please provide details in a separate document attachment to SEL5.6.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Fail*</b> – Please provide details within SEL5.6.1 <b>No – Pass</b> – No response required for SEL5.6.1

<b>SEL5.6.1</b>	<b>Supporting Documentation for SEL5.6 - Enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.6 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.6 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	<b>Document Upload</b>

<b>SEL5.7</b>	<b>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</b>
Bidder Guidance	<p>The Bidder shall answer yes or no</p> <p><b>Yes – Fail*</b> – Please provide details within SEL5.7.1</p>

	<p>No – Pass – No response required for SEL5.7.1</p> <p>If your answer to this question is “Yes”, please provide details in a separate document attached for SEL5.7.1 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>*The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes – Fail*</b> – Please provide details within SEL5.7.1</p> <p><b>No – Pass</b> – No response required for SEL5.7.1</p>

<b>SEL5.7.1</b>	<b>Supporting Documentation for SEL5.7 - breaching environmental legislation, in the last 3 years?</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.7 please provide details of the conviction or notice and details of any remedial action or changes that you have made as a result of the conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring enforcement or remedial action within SEL5.7 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>SEL5.8</b>	<b>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</b>
Bidder Guidance	<p>The Bidder Shall answer Yes/No/Not Applicable</p> <p>A response of ‘<b>Yes</b>’ or ‘<b>Not Applicable</b>’ will result in a <b>pass</b> and a response of ‘<b>No</b>’ will result in a <b>fail</b> against this question.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p><b>Yes – Pass</b></p> <p><b>No – Fail</b></p> <p><b>N/A – Pass</b></p>

<b>SEL5.9</b>	<b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an</b>
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	<p><b>Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b></p> <p><b>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?</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail* – Please provide details within SEL5.9.1  <b>No</b> – Pass – No response required within SEL5.9.1</p> <p>*If you have answered “yes” please provide, as a supporting document to SEL5.9.1 including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>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.</p> <p>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.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Fail* - Please provide details within SEL5.9.1  <b>No</b> – Pass – No response required within SEL5.9.1</p>

<b>SEL5.9.1</b>	<b>Supporting Documentation for SEL5.9</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.9 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.</p> <p>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.</p> <p>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.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL5.9 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>SEL5.10</b>	<b>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regard to the last three years, has any finding of unlawful discrimination been made against your</b>
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	<p><b>subcontractors 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;</b></p> <p><b>In the last three years, has any of your subcontractors 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?</b></p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p><b>Yes – Fail*– Please provide details within SEL5.10.1</b>  <b>No – Pass – No response required within SEL5.10.1</b></p> <p>*If you have answered “yes” please provide a document to SEL5.10.1 providing a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken by you and your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes – Fail* - Please provide details within SEL5.10.1</b>  <b>No – Pass – No response required to SEL5.10.1</b></p>

<b>SEL5.10.1</b>	<b>Supporting Documentation for SEL5.10</b>
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL5.10 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.</p> <p>If the investigation upheld the complaint against your subcontractor, please use the attachment to explain what action (if any) your subcontractor or your organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>If it is your organisations unequivocal intention to use the same subcontractor? should you be successful in being awarded this procurement opportunity, 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.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder declaring unlawful discrimination within SEL5.10 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only

Answer Type	Document Upload
SEL2.12	<p><b>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</b></p> <p>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</p> <p>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018.</p> <p>It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex 1 in the Framework Terms.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Contract to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UK SBS.</p> <p>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: <a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex 1 in the Framework Terms – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex 1 in the Framework terms - <b>Pass</b>

	<b>No – We will not be compliant prior to any award – Fail</b>
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<b>SEL2.13</b>	<b>Data Storage</b>  <b>Please confirm where UK GDPR data, as detailed within the Annex 1 in the Framework Terms, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</b>
Bidder Guidance	Bidders are required to confirm where UK GDPR data, as detailed within the Annex 1 in the Framework Terms, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.  Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.
Scoring Criteria	For Information Only
Answer Type	<b>Document Upload</b>

<b>FOI1.1</b>	<b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b>  Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.  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 <a href="http://ico.org.uk">http://ico.org.uk</a>  Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>FOI1.2</b>	<b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b>  <b>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</b> <b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete each field 'N/A' (not applicable)</b>
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	<p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>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.</p> <p>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.</p> <p>Bidders are required to complete the fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and Justification for exemption/exception under FOIA/EIR
	Large text fields
	Commercially sensitive information and Justification for exemption/exception under FOIA/EIR
	Large text fields

## Section 6 – Award questionnaire

- 6.2 The Award questionnaires are located within the e-sourcing tool.
- 6.3 Guidance on completion of the questions is contained within bidder guidance provided, however the Contracting Authority actively encourages all organisations to seek formal clarifications through the e-sourcing tool, if any uncertainty exists as to how to complete the questions.

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## COMMERCIAL QUESTIONNAIRE

### RFP Governance

AW1.1	<p><b>FORM OF BID</b></p> <p>I declare that to the best of my knowledge the answers submitted in this RFP 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 RFP 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 RFP 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 RFP, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP, I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this RFP 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 RFP, 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 <b>Yes or No</b></p> <p><b>Yes – Pass</b></p>

	<b>No - Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>AW1.2</b>	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2. We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes – Pass</b> <b>No - Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>AW1.3</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></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> <ul style="list-style-type: none"> <li>(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;</li> <li>(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;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any</li> </ul>
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	<p>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 anybody 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 <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

### Compliance to the Contract Terms

<b>AW4.1</b>	<b>Please confirm your acceptance of the Framework Terms that can be found within the Stage One: Overview section.</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b>, <b>No with justification</b> or <b>No</b></p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. See complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>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.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p>

	<b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. <b>No</b> – Fail
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<b>AW4.2</b>	<p><b>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Framework 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).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Framework 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:</p> <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Framework Terms due to legal requirements or statutory regulations are valid; and</li> <li>• 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.</li> </ul> <p>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.</p> <p>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.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Document Upload

<b>AW6.3</b>	<p>Declarations set out in Appendix 4 ‘Declarations’, to be submitted by the Bidder.</p> <p>Please confirm you have completed ALL the required declarations provided in Appendix 4.</p>
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Bidder Guidance	<p>This bidder is required to complete all the required declarations which can be found within Appendix 4 and attach these to AW6.3.1.</p> <p>The bidder shall confirm they have completed and uploaded the Declarations to AW6.3.1.</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Yes / No

<b>AW6.3.1</b>	<p>Supporting Information – AW6.3</p> <p>Bidders are to attach their completed Declarations which can be found within Appendix 4.</p>
Bidder Guidance	Bidders are to attach their Declarations.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document Upload

## PRICE QUESTIONNIARE

<b>AW5.1</b>	<b>Please confirm your rates shall remain firm for the full term of the Framework.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW5.2</b>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</b></p> <p><b>All rates shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
Bidder Guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest bid 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 (<math>80/100 \times 50 = 40</math>)</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</p>

	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 Weighting - 20.00%
Answer Type	Price Document Upload

<b>AW5.3</b>	<b>Bidders may be requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc.).</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes - we will provide open book costing – Pass</b> <b>No - we will not provide open book costing – Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes, we will provide open book costing – Pass</b> <b>No, we will not provide open book costing – Fail</b>

## QUALITY QUESTIONNAIRE

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

<b>AW6.2</b>	<b>Variable Bids</b>  <b>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.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <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>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <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>

<b>PROJ1.1</b>	<b>Understanding</b>  <b>Please demonstrate your understanding of the Client’s requirements by describing what you consider to be the key challenges, key opportunities, key risks and key success factors in delivering the stated Client aims and how a heat network zoning approach could support the Government’s approach to delivering zero carbon heat.</b>
Bidder Guidance	Bidders are to avoid repeating the Client tender document. Bidders responses should consider both a programme-wide and ZTC Contract Perspective.  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. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.  Bidders shall attach their response as a PDF attachment to this question.
Scoring Criteria	Scoring is to be based on the 0-100 scoring methodology.  Maximum Weighting – 10.00%
Answer Type	Document Upload

<b>PROJ1.2</b>	<b>Approach – Work Package ZTC1</b>  <b>Please describe your approach to the delivery of the ZTC1 Work Package.</b>
Bidder Guidance	<p>As a minimum your response shall include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Your approach to working with local authorities and other key stakeholders</li> <li>• Data requirements and your approach to data collection</li> <li>• A description of the key work activities you propose to undertake, including interrelationships, sequencing and resourcing</li> <li>• How you will ensure delivery of Client's requirements within the programme timeframe</li> <li>• What are the key factors that demonstrate you have a robust approach to meeting the Client's requirements?</li> </ul> <p>This question is limited to 4 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.</p> <p>Bidders shall attach their response as a PDF attachment to this question.</p>
Scoring Criteria	<p>Scoring shall be based on the 0 – 100 scoring methodology.</p> <p>Maximum Weighting – 14.00%</p>
Answer Type	Document Upload

<b>PROJ1.3</b>	<b>Approach – Work Package ZTC2</b>  <b>Please describe your approach to the delivery of the Work Package ZTC2.</b>
Bidder Guidance	<p>As a minimum your response shall include (but not limited to):</p> <ul style="list-style-type: none"> <li>• A description of your approach and the key work activities you propose to undertake, including interrelationships, sequencing and resourcing</li> <li>• What are the key factors that demonstrate you have a robust approach to meeting the Client's requirements?</li> <li>• Risk-based prioritisation of resource to meet client aims and objectives</li> <li>• How you will ensure delivery of Client's requirements within the programme timeframe</li> </ul> <p>This question is limited to 4 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.</p> <p>Bidders shall attach their response as a PDF attachment to this question.</p>

Scoring Criteria	Scoring shall be based on the 0 – 100 scoring methodology. Maximum Weighting – 14.00%
Answer Type	Document Upload

<b>PROJ1.4</b>	<b>Project Management and Team Structure</b>  <b>Please describe your proposed project team structure and project management approach for the delivery of the ZTC scope of works and how this will accommodate an iterative approach to refining the outputs of the HNZ Model and Client's feedback across iterations</b>
Bidder Guidance	<p>As a minimum your response shall include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Project team structure diagram</li> <li>• Description of the role of each team member</li> <li>• Resourcing schedule which provides a breakdown of time by task and staff/grade for programme level and city level activities for: <ul style="list-style-type: none"> <li>○ <b>A city region</b> [at a maximum budget £140,000]</li> <li>○ <b>A large city/ London borough</b> [at a maximum budget £55,000]</li> <li>○ <b>A medium city</b> [at a maximum budget £45,000]</li> <li>○ <b>A small city</b> [at a maximum budget £35,000]</li> <li>○ A fixed <b>programme co-ordination budget</b> of £25,000 per consultant (maximum, regardless of number of cities appointed to deliver).</li> </ul> </li> <li>• Details of your project management approach including how you will ensure that there is sufficient capacity</li> <li>• Details of how you will manage planned and unplanned absences e.g. due to sickness</li> <li>• Details of your complaint/ escalation process</li> </ul> <p>This question is limited to 7 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.</p> <p>Bidders shall attach their response as a PDF attachment to this question.</p>
Scoring Criteria	Scoring shall be based on the 0 - 100 scoring methodology. Maximum Weighting – 10.00%
Answer Type	Document Upload

<b>PROJ1.5</b>	<b>Capability</b>  <b>Please demonstrate your team's skills, knowledge and capability of relevance to meeting the scope of work and in relation to strategic heat network masterplanning and technoeconomic work and detailed project development work as defined by HNDU guidance.</b>
Bidder Guidance	As a minimum your response shall include (but not limited to):



	<ul style="list-style-type: none"> <li>• Your team's knowledge of heat network zoning, heat network master planning, and feasibility assessments</li> <li>• Evidence of technical expertise and knowledge with low carbon heat networks and heat sources.</li> <li>• How you will ensure that staff working on this contract will deliver the outcomes in alignment with the timelines and key deliverables set out in the specification</li> <li>• Please provide details, using examples, of how your organisation will apply lessons learnt from previous contracts to ensure that learning is applied to this contract.</li> </ul> <p>In addition to the above bidders are to attach CV's of the staff identified within your proposed project team structure diagram highlight key aspects of their expertise and skills that support their suitability for their intended role. Each CV is limited to 2 pages. The CV's will be reviewed for information only and will not be taken into account during the evaluation process.</p> <p>This question is limited to 4 sides of A4 excluding CVs. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.</p> <p>Bidders shall attach their response as a PDF attachment to this question.</p>
Scoring Criteria	<p>Scoring shall be based on the 0 – 100 scoring methodology.</p> <p>Maximum Weighting – 12.00%</p>
Answer Type	Document Upload

<b>PROJ1.6</b>	<p><b>Risk and Risk Mitigation</b></p> <p><b>Please identify what you would consider the top risks for the pilot and detail how you plan to mitigate them. Bidders should consider both programme-wide risks and risks for a single city zoning project.</b></p>
Bidder Guidance	<p>As a minimum your response shall include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Risk identification</li> <li>• Mitigation</li> <li>• Involvement of the client in the process</li> </ul> <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. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.</p> <p>Bidders shall attach their response as a PDF attachment to this question.</p>
Scoring Criteria	<p>Scoring shall be based on the 0 -100 scoring methodology.</p> <p>Maximum Weighting – 5.00%</p>

Answer Type	Document Upload
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<b>PROJ1.7</b>	<b>Quality Assurance</b>  <b>Please describe your approach to meet the quality assurance requirements detailed in the specification.</b>
Bidder Guidance	<p>As a minimum your response shall include (but not limited to):</p> <ul style="list-style-type: none"> <li>• How you will monitor delivery throughout the lifecycle of the contract and work packages to ensure a consistently high level of quality</li> <li>• Your understanding of BEIS quality assurance processes</li> <li>• How you will ensure required levels of assurance throughout the project are met</li> </ul> <p>This question is limited to 2 side of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.</p> <p>Bidders shall attach their response as a PDF attachment to this question.</p>
Scoring Criteria	<p>Scoring shall be based on the 0 -100 scoring methodology.</p> <p>Maximum Weighting – 5.00%</p>
Answer Type	Document Upload

<b>PROJ1.8</b>	<b>Social Value</b>  <b>Please demonstrate the steps that you are currently taking or would be prepared to implement to support Social Value in the Energy Sector.</b>  <b>Your response can provide details on any processes or procedures that you currently implement or would be prepared to implement around any of the following Social Value priorities:</b> <ul style="list-style-type: none"> <li>• Tackling Economic Inequality</li> <li>• Equal Opportunity</li> <li>• Fighting Climate Change</li> <li>• Wellbeing</li> <li>• Covid-19 Recovery</li> </ul> <p>Full details of the PPN 06/20 relating to social value can be found at: <a href="https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts">https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts</a></p> <p><b>For additional support in answering this question please review Appendix 3 – Social Value</b></p>
Bidder Guidance	<p>Bidders should provide current examples of how their organisation support any or all, of the Social Value Priorities in the Energy Sector. This can be demonstrated by any policies, procedures, or Corporate Social responsibilities that your organisation implements.</p>

	<p>If your organisation does not currently implement any Social Value practices, this does not preclude you from responding to this question as you are able to make a declaration to implement Social Value commitments over the course of the life of this Contract and provide plans and timescales for implementation.</p> <p>For evaluation purposes we are very aware that the size and scale of your organisation will play a key factor in the level of Social Value commitments that it would be reasonable and proportionate to expect. Therefore, to ensure that no organisation (SME's, VCSE's and mutuals) are disadvantaged in the evaluation of this Social Value criteria we have provided supporting assistive information within Appendix 3 – Social Value which covers some typical examples and quick wins that organisations could consider for incorporation within its bid, when deciding how to respond to this question</p> <p>Following review of the PPN 06/20 and Appendix 3 – Social Value, should any bidder still require further clarity of what is expected or can be provided as a suitable response to this question, please ensure that you seek a formal and timely clarification through the Delta messaging function in line with the timescales in Section 3 of the RFP tender documentation.</p> <p>For absolute clarity, the Contracting Authority strongly believes in the benefits of Social Value, that in any quantity of application can bring to us all and therefore any bidders providing a nil response or noting that they will not be prepared to implement any changes to incorporate Social Value, will be considered non-compliance and will therefore not be taken further in the evaluation process for consideration of an award under this opportunity.</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. Where bidders include a cover page and/or annex, this will be taken into consideration within the page count and therefore is discouraged. Responses should be submitted in font Arial 11pt using single line spacing.</p> <p>Bidders shall attach their response as a PDF attachment to this question.</p>
Scoring Criteria	<p>Scoring shall be based on the 0 – 100 scoring methodology.</p> <p>Maximum Weighting – 10.00%</p>
Answer Type	Document Upload