# Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of The National Environment Research Council (NERC) – National Oceanography Centre Southampton (NOCs)

Subject UK SBS Provision of Manned Guarding Services Sourcing reference number FM16100



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

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# Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <a href="http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx">http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx</a>

#### PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENCIALLY

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		
Bidder	Table		
response	Bidders full legal name		
	Address line 1		
	Address line 2		
	Address line 3		
	Address line 4		
	Town / City		
	Country		
	Post code (or equivalent)		
	Bidder contact		
	Telephone No.		
	Email		

#### COMMERCIAL QUESTIONNAIRE

SEL1.2 Bidder guidance	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? The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Fail* <b>No</b> – Pass *If you have answered "yes" please provide, as an attachment to this question, 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 UK SBS's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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 if requested under an FOI request or EIR request.
	Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <u>http://ico.org.uk</u>
	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	<b>Yes</b> – Pass
	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS
	Please complete this section <u>only</u> 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? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)
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Bidder guidance	<ul> <li>The Bidder shall provide details of their proposed exemptions/exception in the table below.</li> <li>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</li> <li>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS 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.</li> </ul>		
Scoring criteria	For information only		
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act	
	Commercially sensitive information	Justification for exemption/exception under FOI Act	

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 UK SBS'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 UK SBS, including the ITQ, and any contract entered into by UK SBS 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 UK SBS 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. UK SBS 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 UK SBS or contracts with its suppliers fall to be disclosed UK SBS 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	<b>Yes</b> – Pass
	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder	Yes / No
response	

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 any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.		
	We acknowledge that UK SBS 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 UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.		
	We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS 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	The Bidder shall answer <b>Yes</b> or <b>No</b>		
guidance	<b>Yes</b> – Pass		
	No – Fail		
Scoring criteria	Mandatory Pass / Fail		
Bidder response	Yes / No		

AW3.1	In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the attached questions as a validation check prior to the award of any Contract. If the Bidder fails to meet UK SBS' 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. The validation check document is located in RFx Attachments and attached to this question.
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 UK SBS against a procurement requirement.
	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to UK SBS against a procurement requirement.

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	The Bidder shall answer <b>Yes</b> , <b>No with justification</b> or <b>No</b> <b>Yes</b> – Pass <b>No with justification</b> – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass.
	When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.
	Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No with justification/ No

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.	
Bidder guidance	A justification for not accepting a specific clause or series of clauses from the 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) UK SBS considers both the following requirements are satisfied:	
	<ul> <li>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</li> </ul>	
	• the changes submitted do not create significant risk for UK SBS and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.	
	Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail).	
	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.	
Scoring criteria	Mandatory Pass / Fail	
Bidder	Drop down menu	
response	'N/A'	
	'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.	

### PRICE QUESTIONNAIRE

AW5.2		equired to complete the Excel Pricing Response section.	Schedule attached	
	All prices sha	All prices shall be exclusive of VAT.		
		All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.		
	FM 16100 AW5.2 Price Schedule.xls			
Bidder	Bidders shall c	confirm they have completed the Pricing	Schedule.	
guidance	The scoring m	ethodology for this question shall be:		
	The lowest pri 100.	ce for a response which meets the pas	s criteria shall score	
	price. The so	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		
	equate to 40	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.		
	100. All other lowest price.	ce for a response which meets the pas r bids shall be scored on a pro rata ba The lowest score possible is 0. assuming the lowest bid is £100,000.		
	Bid Price	Differential to the lowest price	Score	
		which meets the mandatory pass		
	£100,000	criteria 0	100	
	£120,000	20%	80	
	£120,000	40%	60	
	£150,000	50%	50	
	£150,000	50% 75%	50	
		50% 75% 100%		

Scoring criteria	Maximum Marks 40%
Bidder response	Yes I have responded to provide a Price schedule response

AW5.5	UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.         There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.         AW5.5 ISupplier fact       AW5.5 Science Warehouse fact shee         XML (for Science Warehouse Contracts only)         ADI Consolidated Data Upload         Supplier
Bidder guidance	The Bidder shall answer Yes or No Yes - we will utilise an e-invoicing option - Pass No - we will not utilise an e-invoicing option - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.6	Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.
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
Bidder response	Yes / No

PROJ1.0	Please confirm that you understand that by submitting your completed bid response, should you be awarded this contract, the pricing schedule submitted will be non-negotiable. There will be no allowance for lack of information or understanding of requirement. Should you be awarded this Contract without having visited site and then find that there will be additional costs that you have not allowed for, these will have to be covered by your company. For this reason we strongly advise that you have visited site and submitted any clarification questions to gain complete clarity of these Works
Bidder	The Bidder shall answer <b>Yes</b> or <b>No</b>
guidance	<b>Yes</b> – Pass
	No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

## QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass
	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ2.0	Please confirm you have attended a site visit for this requirement.
Bidder guidance	Bidder shall confirm <b>Yes</b> or <b>No</b>
Scoring criteria	For More Information Only
Bidder response	Yes / No

PROJ2.1	Please confirm you have completed and will comply with the NOC Health, Safety and Environment Assessment Questionnaire attached with the tender documentation.
Bidder	The Bidder shall answer Yes or No
guidance	Yes with Attachment – Pass. An attached copy of the completed Questionnaire and supporting documentation is required to pass this question. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ2.2	Please confirm you have read and will comply with the NOC Code of Safe Practice for Estates Contractors Southampton Policy attached with the tender documentation.
Bidder	The Bidder shall answer Yes or No
guidance	Yes with Attachment – Pass. An attached copy of the completed Questionnaire and supporting documentation is required to pass this question. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ2.3	Please provide reference details of at least three contracts relevant to this particular activity, which are still running or have been completed within the last five years (works) and three years (goods / services).
Bidder guidance	Bidder guidance - Where the Bidder is Incumbent supplier one reference must come from within NERC CEH via a source unconnected to the tender process. Where a Bidder is unable to provide three references for their current organisation they <b>are</b> permitted to provide three references from members of the project team for this procurement, based on projects they have been actively engaged in within previous employment. The bidder shall support the references with the following information: Reference Company Name Reference Company Contact name Reference Company Contact Telephone No Description of the work carried out and how it relates to the scope of this procurement (please use a separate attachment to respond to this requirement)) Approximate annual contract spend (£) Contract start date Contract end date The Bidder shall ensure all three references comply with the requirements of having a similar scope and value to this procurement are still running or have been completed in the last five years (works) and three years (goods / services) to achieve a pass. UK SBS makes no commitment to contact the reference; it does however reserve the right to contact the reference at any time in the procurement to validate the content of the Bidders answer.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Free Text

PROJ2.4	Demonstration of membership of the SIA Approved Contractors Scheme. ACS Reference number/s and certificate/s should also be provided as an attachment.
Bidder	The Bidder shall answer <b>Yes</b> or <b>No</b>
guidance	Yes with Attachment – Pass. An attached copy of the requested documentation is required to pass this question. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ2.5	Please confirm that if awarded this contract, you would be able to commence services on the 01 <sup>st</sup> May.
Bidder Guidance	Bidders are asked to confirm that based on award of this contract Week Commencing 24 <sup>th</sup> April 2017, that they would be able to commence delivery of the services 01 <sup>st</sup> May 2017. The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

PROJ2.6	Please provide details of how you plan to manage the working conditions within the NOC environment.
Bidder Guidance	Bidders are asked to provide details of how they plan to manage the working conditions within NOC.
	Your response should cover the following areas:
	<ul> <li>Management of areas you would be working within and walking through</li> </ul>
	How you will manage not impeding on the working environment
	An attachment is allowed for this question.
	Maximum word count: <b>400 words</b> .
	Bid responses over 400 words will only be scored based on the words within the prescribed limit.
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology.
Ciliena	Maximum Marks 10.00%
Bidder	Free Text
Response	

PROJ2.7	Please provide details of how you plan to manage continuity through team members for the duration of this contract.
Bidder Guidance	Bidders are asked to provide details of how they plan to manage continuity through team members for the duration of this contract.
	As a minimum we require your response to contain the following information:
	<ul> <li>Within your appointment decisions please identify the appropriate experience that your key members would bring to this project</li> <li>Cover for staff absence</li> </ul>
	<ul> <li>Dissemination of information / amendments</li> <li>Procedures and practises</li> </ul>
	An attachment is allowed for this question.
	Maximum word count: 400 words.
	Bid responses over 400 words will only be scored based on the words within the prescribed limit.
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology.
Unterna	Maximum Marks 15.00%
Bidder Response	Free Text

PROJ2.8	Please provide an overview of the resources you expect to use to undertake the delivery of the contract.
Bidder Guidance	Bidders are asked to provide an overview of the resources that they expect to use to undertake the delivery of this service contract.
	Within your response we would expect you to identify the following areas as a minimum:
	<ul> <li>Proposed organisational chart which highlights responsibilities, reporting lines and details of the key staff expected to deliver the service.</li> </ul>
	<ul> <li>Identification of any third party sub-contractor resource.</li> <li>Dedicated Contract and Operations Managers.</li> </ul>
	An attachment is allowed for this question.
	The Bidder shall make a declaration that they have provided the requested information in the form and content as required.
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology.
	Maximum Marks 10.00%
Bidder Response	Free Text

PROJ2.9	Please provide details of how you will ensure that the Customer Expectations for this Contract are met at all times.
Bidder Guidance	Please provide details or how you will ensure that the Customer Expectations for this Contract are met at all times.
	<ul> <li>Within your response please ensure that you cover the following areas as a minimum;</li> <li>How you will ensure that you are portraying the highest level of customer services care and ensuring that your company is appreciated and respected by all the departments within NOC.</li> <li>How you will manage, collate and analyse Customer Feedback</li> <li>How you will minimise disruption to NOC operations and customers coming into direct contact with any of your company's activities.</li> </ul>
	An attachment is allowed for this question.
	There is no word limit for this response however we do request that your response is specific to this requirement.
	Please ensure your response is in Word or PDF format.
Scoring	Scoring is based on the 0 to 100 scoring methodology.

Criteria	
	Maximum Marks 10.00%
Bidder	Free Text
Response	

PROJ2.10	<ul> <li>Please identify and provide 5 activities across the contract with associated risks and hazards in relation to this contract and provide Risk Assessments and Method Statements for each with detail of how you will mitigate these.</li> <li>Please further your response by detailing your approach to identifying risks and hazards through the life of the contract and how you will ensure this is actively managed.</li> </ul>
Bidder	
guidance	<ul> <li>Your response should include but not be limited to the following areas:</li> <li>Understanding of our requirement</li> <li>How you will manage and coordinate staff</li> <li>Your method for Safe Working</li> </ul>
	An attachment is allowed for this question. Maximum number of pages allowed is 4. Arial font size 10 should be used.
	Bid responses will only be evaluated up to the page limit specified; anything above this will be disregarded and will not be evaluated.
Scoring	Scoring is based on the 0 to 100 scoring methodology.
criteria	Maximum Marks 15.00%
Bidder response	Free Text