



Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation
(UKRI) – Centre for Ecology and Hydrology (CEH)**

Subject CEH Lancaster Deionised Water System

Sourcing reference number FM18127

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
<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																								
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																								
Scoring criteria	For information only																								
Bidder response	<table border="1"> <tr> <td colspan="2">Table</td></tr> <tr> <td>Bidders full legal name</td><td></td></tr> <tr> <td>Address line 1</td><td></td></tr> <tr> <td>Address line 2</td><td></td></tr> <tr> <td>Address line 3</td><td></td></tr> <tr> <td>Address line 4</td><td></td></tr> <tr> <td>Town / City</td><td></td></tr> <tr> <td>Country</td><td></td></tr> <tr> <td>Post code (or equivalent)</td><td></td></tr> <tr> <td>Bidder contact</td><td></td></tr> <tr> <td>Telephone No.</td><td></td></tr> <tr> <td>Email</td><td></td></tr> </table>	Table		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	
Table																									
Bidders full legal name																									
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Email																									

SEL1.2	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or; In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?
Bidder guidance	The Bidder shall answer Yes or No Yes – Fail No – 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 the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass / Fail
Bidder response	Yes / No

SEL3.11	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	The Bidder shall choose from the following options; A. N/A – our turnover is less than £36M B. Yes – information attached C. No (with justification) – we are not compliant but will be prior to commencement of a contract D. No – we are not and will not be compliant at the time of award of the contract
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

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 http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.
Bidder guidance	The Bidder shall answer Yes or No Yes – 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 only if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable) If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or
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	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)	
Bidder guidance	The Bidder shall provide details of their proposed exemptions/exception in the table below. The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority. Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for 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.	
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 the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete. By submitting a response to this ITQ I agree that our participation may be made public. I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004). By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria. By submitting a response to this ITQ I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the
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	Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part. By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process. I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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 the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss
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	resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority. We agree that the Contracting Authority may disclose the Bidders information/documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
Bidder guidance	The Bidder shall answer Yes or No Yes – 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 the Contracting Authority 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 the Contracting Authority's expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.
Bidder guidance	The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority's against a procurement requirement. Yes – Pass 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 the Contracting Authority against a procurement requirement.

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – Pass. See question AW4.2 for details of what amounts to a valid justification. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - 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) the Contracting Authority considers both the following requirements are satisfied: • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. 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 response	Drop down menu ‘N/A’ ‘I have answered AW4.1 ‘No with justification’ and attach modifications / requested / justification’.

AW4.3	GDPR Privacy Statement The Contracting Authority’s sites are monitored by CCTV cameras at all times and this recorded electronic data is retained for a period of 30 days for the purpose of site surveillance, security and monitoring before being deleted/overwritten. In addition suppliers will also be required to sign in via an automated system when visiting the Contracting Authority’s premises and this data will be held for the duration of the contract. Please confirm your consent with CCTV recording being used on site for the duration of the contract and that whilst you are onsite you may be captured on this footage. If you wish to raise a subject access request under the General Data Protection Regulations (GDPR) this can be done by emailing the
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	Contracting Authority directly.
Bidder guidance	The Bidder shall answer Yes or No Yes, we consent CCTV recording – Pass No, we do not consent to the use of CCTV recording – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes, we consent to the use of CCTV recording No, we do not consent to the use of CCTV recording

AW4.4	Please confirm that you understand that by submitting your completed bid response, should you be awarded this contract, the pricing and installation timetable 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 Guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

AW4.5	Please confirm that you have read and understood the attached CEH Health and Safety Policy.
Bidder Guidance	Failure to agree to the Health and Safety Policy will result in your bid being discounted. The Bidder shall answer Yes or No Yes, I have read and agree to the Health & Safety Policy - Pass No, I have not read and therefore do not agree to the Health & Safety Policy - Fail
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

AW4.6	CSCS Card
	It is mandatory that all contractors and sub-contractors that attend site possess a CSCS card.
Bidder guidance	Bidders are to confirm that all of their contractors and sub-contractors will possess a CSCS card or an industry equivalent.

	The Bidder shall choose from one of the following options: Yes, we possess CSCS Cards – Pass No, we do not possess CSCS Cards – Fail Our contractors and sub-contractors possess an industry equivalent to CSCS (As detailed in text box below) - Pass
Scoring criteria	Mandatory Pass / Fail
Bidder response	Selection based question

PRICE QUESTIONNAIRE

AW5.2	Maximum Budget As stated within the tender documents, the maximum budget for this requirement will be £60,000 ex VAT. This should include all costs relating to the projects as well as Travel, Subsistence and Overhead costs. Please confirm that your final price submitted within AW5.2 will fall within this budget.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.3	Fixed Price Bidders are asked to confirm their Firm and Fixed price for complete design, installation and commissioning of this project.
Bidder guidance	Bidders are asked to confirm their Firm and Fixed price for complete installation and commissioning of this project. This price must cover all mandatory aspects of the specification and be the total invoice cost that CEH will be required to pay. This price is to be excluding VAT. The scoring methodology for this question shall be: The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

	In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0. For example, assuming the lowest bid is £100,000. <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr><tr><td>£175,000</td><td>75%</td><td>25</td></tr><tr><td>£200,000</td><td>100%</td><td>0</td></tr><tr><td>£300,000</td><td>200%</td><td>0</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score																							
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£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks 30%																								
Bidder response	£																								

AW5.4	Based on your price submitted in AW5.3, please provide a full breakdown of the costs. This can be in a format of your choosing.
Bidder guidance	Bidders are asked to provide a full breakdown of the price submitted in AW5.3. As part of your breakdown it is expected of bidders that they clearly identify all aspects of the quotation which will include part numbers. The price breakdown can be submitted in a format of your choosing.
Scoring criteria	For Information Only
Bidder response	Free Text

AW5.5	The Contracting Authority is 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.
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	 iSupplier Fact Sheet ISupplier
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 the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.
Bidder guidance	The Bidder shall answer Yes or No Yes – 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 Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW6.2	Variable Bids
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below. The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass
Scoring criteria	Mandatory Pass / Fail
Bidder	Yes / No

response	
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AW6.3	Accreditations
Bidder guidance	Bidders are expected to possess as a minimum either the CHAS Accreditation (The Contractors Health and Safety Assessment Scheme) or be Constructionline Registered. The Bidder shall confirm they are registered with one of the following: CHAS Accreditation - Pass Constructionline Registered - Pass Both - Pass We are not registered with either of the above accreditations. – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Selection based question

AW6.4	WRAS Accreditation
	It is mandatory that all contractors and sub-contractors that attend site possess the WRAS Accreditation.
Bidder guidance	Bidders are to confirm that all of their contractors and sub-contractors will possess a WRAS Accreditation. The Bidder shall choose from one of the following options: Yes, we possess the WRAS Accreditation – Pass No, we do not possess WRAS Accreditation – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW6.5	Project completion date
	The deionised water system will need to be completely installed at CEH by the end of January the end of w/c 04/03/2019 at the latest.
Bidder guidance	Bidders are to confirm that in line with the specification, the deionised water system will be delivered and fully installed at CEH Lancaster by the end of January 2019 February 2019 the end of w/c 04/03/2019. The Bidder shall choose from the following options: Yes, we will have the system installed by the end of January the end of w/c 04/03/2019 – Pass No, the system will not be in place by the end of January the end of w/c 04/03/2019 - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.1	Description of Methodology Please provide a method statement on how you would undertake the works from appointment to completion.
Bidder Guidance	Bidders are asked to provide a method statement which details how you plan to undertake the works from appointment to completion including three relevant examples clearly demonstrating your procedure. As a minimum, your response should cover the following areas: • Understanding of our requirement • Your method for Safe Working • Three examples demonstrating your procedure An attachment is allowed for this question. Any additional content beyond this limit will not be evaluated or scored in this process. Maximum of 2 Pages A4 allowed. Font size 12.
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 14%
Bidder Response	Selection, Yes I have attached my response as a PDF to this question

PROJ1.2	Managing Working Conditions Please provide details of how you plan to manage the working conditions within the CEH environment.
Bidder Guidance	Bidders are asked to provide details of how they plan to manage the working conditions within CEH. Your response should cover the following areas: 1. Working hours 8.15 – 16.45 Mon – Thur & 8.15 – 16.15 Fri. 2. Working conditions/considerations when working in laboratories. 3. Communication with staff on site. 4. Management of their staff. 5. Deliveries of consumables and equipment to site during the project. 6. Site Induction covering CEH expectations of the contractors and their staff conducted prior to starting work. 7. RAMS and insurances, environmental policy, health and Safety policy etc and any other documentation deemed relevant to be provided prior to the start date of the contract. An attachment is allowed for this question. Any additional content beyond this limit will not be evaluated or scored in this process. Maximum of 2 Pages A4 allowed. Font size 12.
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 14%
Bidder	Selection, Yes I have attached my response as a PDF to this question

Response	
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PROJ1.3	Project Plan Please provide a project plan detailing milestones, deliverables, and timescales.
Bidder guidance	Bidders are asked to provide a detailed Gantt Chart/MSP programme stating how they intend to meet our target dates Programme is to highlight a Work Breakdown Structure of – Preliminaries, Goods Delivery Schedules, Site mobilization, In & Out of Hours Works, Project Handover, O&M information Handover – on or before contractual completion date. This is a basic programme that will be required to be submitted with the tender documentation. The programme shall be finalised with the client at contract pre-commencement meeting. An excel/MSP sheet should be attached to the response of this question
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 14%
Bidder response	Selection, I have attached a compliant programme

PROJ1.4	Method Statement Please provide a detailed methodology of how you will manage this programme stating how you intend to meet our target dates.
Bidder guidance	Bidders are asked to provide a detailed description of how they will manage this project in line with the project plan provided in PROJ1.3 Your response should include details as to how you propose to stay within the allotted time frame to deliver the service. An attachment is allowed for this question. Any additional content beyond this limit will not be evaluated or scored in this process Maximum of 2 Pages A4 allowed.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 14%
Bidder response	Selection, Yes I have attached my response as a PDF to this question

PROJ1.5	Project Team and Capability to Deliver
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	Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project.
Bidder guidance	Bidders are asked to provide details of how you 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: • Within your appointment decisions please identify the appropriate expertise that your key members would bring to this project • Cover for staff absence An attachment is allowed for this question. Any additional content beyond this limit will not be evaluated or scored in this process. Maximum of 2 Pages A4 allowed. Font size 12.
Scoring criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks 14%
Bidder response	Selection, Yes I have attached my response as a PDF to this question