**Market Engagement - Medals and Insignia**

**QUESTIONNAIRE**

Please complete the following questionnaire, inserting ‘Pass’ where you do not wish to provide a response.

Please do not input text into the cells that are filled grey

| **Ref** | **Question** | **Please enter your responses below** |
| --- | --- | --- |
| 1. | **ORGANISATION** |  |
| 1.a | Name and Address of your organisation |  |
| 1.b | Your Company Number |  |
| 1.c | How many staff does your company employ (this will help us to identify if you are a small, medium or large company)? |  |
| 2. | **GOODS AND SERVICES** |  |
| 2.a | What goods or services do you currently provide which are relevant to this Medals and Insignia procurement? |  |
| 2.b | Are there any specific elements of the requirements which you would like to bid to deliver? Why are these of particular interest? |  |
| 2.c | Are there any specific elements of the requirements for which you would not bid? Why would you not be interested in bidding for these? |  |
| 2.d | As part of the Planned Procurement Notice, we have shared the technical specifications (including photographs) for each medal and insignia. Is there any further specific information you require to allow you to decide if you wish to bid to deliver a medal or insignia? |  |
| 3. | **BIDDING** |  |
| 3.a | Are there elements of the bidding **process** that are of particular concern to you and which might impact your decision to bid? |  |
| 3.b | If you bid to deliver some or all of the requirements, would you be bidding as an individual organisation, a lead supplier with subcontractor/s, a consortium, or other? If other please explain. |  |
| 3.c | What are your views on the possibility of the contract being awarded to just one supplier with that supplier having an obligation to subcontract work to one or more SMEs? |  |
| 3.d | Previously we have presented bidders with a list of 80+ **individual** medals or insignia (referred to as ‘Lots’) against which to bid. Would there be advantages to bundling these into groups of medals and/or insignia instead and asking bidders to propose a per unit price for each group of medals and/or insignia? Do you have any views on which items could sensibly be bundled together? |  |
| 3.e | It is envisaged that Call-Offs (individual orders of medals and/or insignia) will be placed under the Framework Agreement on an annual basis, for the purchase of medals for the coming year. Do you perceive there to be any potential opportunities and/or obstacles in running a competition on each lot on an annual basis? |  |
| 4. | **MARKET CONDITIONS** |  |
| 4.a | Is the market **currently** experiencing any specific supply chain issues (e.g. availability/price of materials for medals, insignia, ribbons or boxes, or availability of a specialist workmanship such as enamelling etc) that might affect delivery of the requirements? |  |
| 4.b | Are there risks to delivery in the short (1-2 years), medium (2-4 years) or long (>4 years) term that might affect delivery of the requirements? |  |
| 5. | **GENERAL** |  |
| 5.a | Are there any further points you would like to make that would assist with the development of the procurement strategy and processes? |  |
| **6.** | **CONTACT DETAILS** |  |
| 6.a | We may wish to follow up with you. If you would be open to this, please provide contact details. | Contract Name:  Email Address: |

**Thank you for taking time to complete this questionnaire.**