

**Invitation to Quote Questions (ITQQ) on behalf of
Compound Semiconductor Applications (CSA) Catapult**

Subject: Business Travel Management provider

Sourcing Reference Number: CSAC2325

Response Evaluation Questionnaire

Q1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																																		
Bidder Guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																																		
Scoring Criteria	For information only																																		
Answer Type	Text <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>(a)</td><td>Bidders full legal name</td><td></td><td rowspan="9"></td></tr> <tr><td>(b)</td><td>Address line 1</td><td></td></tr> <tr><td></td><td>Address line 2</td><td></td></tr> <tr><td></td><td>Address line 3</td><td></td></tr> <tr><td></td><td>Address line 4</td><td></td></tr> <tr><td></td><td>Town / City</td><td></td></tr> <tr><td></td><td>Country</td><td></td></tr> <tr><td></td><td>Post code (or equivalent)</td><td></td></tr> <tr><td>(c)</td><td>Bidder contact</td><td></td></tr> <tr><td>(d)</td><td>Telephone No.</td><td></td></tr> <tr><td>(e)</td><td>Email</td><td></td></tr> </table>	(a)	Bidders full legal name			(b)	Address line 1			Address line 2			Address line 3			Address line 4			Town / City			Country			Post code (or equivalent)		(c)	Bidder contact		(d)	Telephone No.		(e)	Email	
(a)	Bidders full legal name																																		
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(c)	Bidder contact																																		
(d)	Telephone No.																																		
(e)	Email																																		
Q2	<p>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;</p> <p>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?</p>																																		
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail – Please provide details within Q2.1 No – Pass – No response required to Q2.1</p> <p>*If you have answered “yes” please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</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. You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.																																		
Scoring Criteria	Mandatory Pass / Fail																																		
Answer Type	Option List <p>Yes – Fail – Please provide details within Q2.1 No – Pass – No response required to Q2.1</p>																																		

Q2.1	Supporting Documentation for Q2.1
Bidder Guidance	<p>Where a bidder has responded 'Yes' to Q2 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 Q2 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

Q3	Please state the relevant classification of your organisation (state whether you fall within one of these, and if so which one)
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <p>A. Voluntary Community Social Enterprise (VCSE) B. Sheltered Workshop C. Public Service Mutual D. N/A</p> <p>Where options A, B and C are not applicable to your organisation please respond with option D</p>
Scoring Criteria	For information only
Answer Type	<p>Option List</p> <p>A. Voluntary Community Social Enterprise (VCSE) B. Sheltered Workshop C. Public Service Mutual D. N/A</p>

Q4	Please state the size of your organisation at the time of bid submission
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed
Scoring Criteria	For information only
Answer Type	<p>Option List</p> <ul style="list-style-type: none"> A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed

Q5	United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 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. 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.
Bidder Guidance	<p>Bidders can answer</p> <p>Yes – We can demonstrate full compliance as is required by UK GDPR – Pass</p> <p>No – We will not be compliant prior to any award – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 – Pass</p> <p>No – We will not be compliant prior to any award – Fail</p>

Q5.1	Data Storage Please confirm where UK GDPR data 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.
Bidder Guidance	Bidders are required to confirm where UK GDPR data 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	Text

Q6	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. Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

Q6.1	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS
	<p>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 Q6.</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 Q6 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 table 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 FOI Act
	Text
Answer Type	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text

Q7	<u>FORM OF BID</u>
	<p>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. By submitting a response to this ITQ I agree that our participation may be made public. By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>

Q8	Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question.
Bidder Guidance	<p>The Bidder shall answer:</p> <ol style="list-style-type: none"> 1. Yes, we accept the terms and condition in their entirety – Pass 2. No with justification – Pass. Complete the document upload attached to Q8.1 with details of a valid justification. 3. No – Fail <p>For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to Q8.1.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes, we accept the terms and condition in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to Q8.1.</p> <p>No – Fail</p>

Q8.1	<p>Where a Bidder has answered question Q8 with 'No with justification' they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded 'Yes' or 'No' to Q8 you are not required to respond to this question.</p>
Bidder Guidance	<p>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).</p> <p>Where the Bidder has answered question Q8 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:</p> <ul style="list-style-type: none"> • 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. <p>In the event of a Bidder answering Yes or No to Question Q8 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail. Any bidder selecting 'No with Justification' to Q8 and failing to upload an attachment to this question detailing the information above may not be considered further.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

Q9	<p>Please provide information regarding obtaining accurate carbon emissions data.</p> <p>As part of our commitment to achieving net-zero emissions by 2050, CSA Catapult is currently developing our annual Decarbonisation Plan. Given that procurement-related emissions represent a significant portion of our overall carbon footprint, we are reaching out to request accurate emissions data from our suppliers.</p>
Bidder Guidance	<p>We kindly ask you to provide one of the following, covering the last available financial year from April-March.</p> <p class="list-item-l1">1. Project-Specific or Product Carbon Emissions Data directly related to your contract or work with CSA Catapult during the specified period. This could include emissions associated with specific projects, services, or products delivered.</p> <p>or</p> <p class="list-item-l1">2. Organisational Carbon Emissions and Turnover Your total organisational carbon emissions for the same period, along with your company's turnover. This will allow us to apportion emissions based on our spend with your organisation.</p>
Scoring Criteria	For info only
Answer Type	<p class="list-item-l1">1. Project-Specific or Product Carbon Emissions in Word or PDF format</p> <p class="list-item-l1">2. Organisational Carbon Emissions and Turnover in Word or PDF format</p>

PRICE QUESTIONNAIRE

Q10	<p>Please confirm your bid submission price for completion of all the Services as detailed in the ITQ Specification.</p> <p>Bidders are now required to provide their total price submission below</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p>
Bidder Guidance	<p>Bidders shall provide their bid submission price for completion of all Services as detailed in the ITQ Specification. The scoring methodology for this question shall be:</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 score is then subject to a multiplier to reflect the percentage value of the price criterion.</p>
Scoring Criteria	Maximum Marks 20%
Answer Type	Price
Q11	<p>Please confirm your price shall remain firm and fixed for the/ full term of the first two years of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>
Q12	<p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £182,000 ex VAT for the first two years of the contract, with the potential for additional years 1+1. Please confirm that your final price submitted within Q10 will fall within this budget.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>

TECHNICAL QUESTIONNAIRE

Q13	<p><u>Approach/ Methodology</u></p> <p>Please clearly explain your proposed approach to achieving the objectives.</p>
Bidder guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Please provide details on your proposed Travel Management System. • Tenderers shall demonstrate a robust risk management programme detailing their approach to traveller safety. The risk management programme shall outline measures you have in place to handle all traveller emergencies. <p>An attachment is allowed for this question.</p> <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.</p> <p>Responses should be submitted in Font Arial 11pt using single line spacing.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 50%</p>
Answer Type	Document Upload
Q14	<p><u>Staff to Deliver/ Skills & Expertise</u></p> <p>Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project.</p>
Bidder guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • How you propose to manage individual accounts; • Skills and experience of the account manager and proposed travel management team; • An example of a typical Management Information Report; • Details on consolidated invoicing (fortnightly/monthly) along with an example of how invoices could be formatted.
	<p>An attachment is allowed for this question</p> <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.</p> <p>Responses should be submitted in Font Arial 11pt using single line spacing.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 30%</p>
Answer Type	Document Upload