



**UK Research
and Innovation**

Above Threshold

Invitation to Tender – Selection and Award Questionnaires.

Tender Subject:

BGS Integrated Waste Management & Recycling Service

at

**BGS
Nicker Hill
Keyworth
Nottingham
NG12 5GG**

Tender Reference Number: UKRI-5294

Procurement Specific Questionnaire

Introduction

The purpose of this Procurement Specific Questionnaire (PSQ) is to ensure that suppliers share the right information when participating in a procurement.

There are Three Parts within the PSQ which must be completed by all Potential Suppliers who are bidding for the work within the e-sourcing tool:

- Part 1 Confirmation of Core Supplier Information
- Part 2 Additional Exclusions Information
- Part 3 Further Selection Questions

General guidance notes are detailed below and there is further specific guidance included in each question on how they should be answered.

Part 1 - Confirmation of core supplier information: suppliers participating in this procurement must register on the central digital platform (CDP). Suppliers submit their core supplier information and share this information with UKRI via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that suppliers have taken these steps.

Part 2 - Additional exclusions information: procurement legislation provides for an 'exclusion regime' and a published 'debarment' list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons¹) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.

As part of this procurement, suppliers will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement's conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are 'associated persons' and their exclusions information must be shared with the contracting authority. We recommend this is done by ensuring that associated persons register, submit and share their information via the CDP (like the prime/main supplier).

In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.

If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with UKRI as soon as possible and at least by final tenders.

¹ Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the supplier and those over which the supplier exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the supplier or a connected person of the supplier.

Part 3 - conditions of participation: UKRI may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier's legal and financial capacity or their technical ability.

Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by UKRI. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Under certain procurement processes, UKRI might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, UKRI will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in their tender notice (section 20(4)(a) of the Procurement Act and regulation 19(2)(d) of the Procurement Regulations 2024).

Suppliers should note that UKRI has legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to:

- details of the winning supplier's associated persons
- details of the winning supplier's connected person information
- for certain procurements over £5 million, details of unsuccessful bidders

Where a supplier is unsure or requires any clarification, they should check with the contracting authority.

General Supplier Guidance Notes:

The 'Authority' means UKRI or anyone acting on behalf of UKRI.

'You/your' refers to the Potential Supplier completing this PSQ. This is the legal entity responsible for the information provided within the Selection Questionnaire. 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.

Potential Suppliers are to ensure that all questions are completed in full, and in the format specified in the questions. If the question does not apply to you, please state 'N/A'.

The Procurement Regulations 2024, made pursuant to the Act, require certain information to be shared via the Central Digital Platform (CDP). The CDP facilitates a streamlined collection of core supplier information and avoids the need for potential suppliers to re-enter the same information repeatedly for different procurements. It is free to use and is available at <https://www.gov.uk/find-tender>.

UKRI may decline to consider bids (or otherwise exclude from participating in the procurement) from suppliers who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency, unless the supplier (or any member of their supply chain they rely on to deliver the contract):

- Is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and/or
- Has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.

PART 1 – Supplier Information

Suppliers participating in procurements must register on a central digital platform (CDP). Suppliers can submit their core supplier information and share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that suppliers have taken these steps.

It is mandatory for the Potential Suppliers to answer questions in detail in Part 1 in full and on the e-sourcing portal.

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.

| Supplier Name | |
|----------------------|---|
| Q01.01 | Please provide Supplier name. |
| Guidance | Suppliers are to complete the text box. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Text Area |

| Central Digital Platform Unique Identifier | |
|---|--|
| Q01.02 | You must be registered on the central digital platform (CDP). What is your central digital platform unique identifier (PPON)? |
| Guidance | Insert Unique identifier, format AAAA-1111-AAAA (where “AAAA” represents letters and “1111” represents numbers). |
| Scoring Criteria | This is a mandatory pass/fail question. |
| Question Format | Text Area |

| Legal entity | |
|---------------------|---|
| Q01.03 | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: <ul style="list-style-type: none"> a. the name of the group/consortium b. the proposed structure of the group/consortium, including the legal structure where applicable c. the name of the lead member in the group/consortium d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) |
| Guidance | If any of the requested information does not apply to you, please state ‘N/A’. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Text Area |

| Debarment List | |
|--------------------------------------|--|
| Q01.04 | Are you on the debarment list? |
| Guidance | Potential Suppliers are to answer Yes or No. If you respond yes to this question, please provide details. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |
| Debarment List (Dependency Question) | |
| Q01.04(a) | Suppliers that have answered Yes to Q01.04 must upload an attachment with the relevant details. |
| Guidance | Suppliers are to provide the relevant details, as an attachment. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Attachment |

| Confirmation of core supplier information | |
|---|--|
| Q01.05 | You must submit up-to-date core supplier information on the CDP and share this with information with us via the CDP (by attaching a zip file containing a share code and PDF download of all documents). This includes: <ul style="list-style-type: none"> a. basic information b. economic and financial standing information c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) d. exclusion grounds information Please confirm you have shared this information with us and please attach the ZIP file downloaded from the Central Digital Platform in response to this question |
| Guidance | Potential Suppliers are to confirm the information has been shared If you respond yes to this question, please provide a PDF download |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |
| Confirmation of core supplier information (Dependency Question) | |
| Q01.05(a) | Suppliers that have answered Yes to Q01.05 must upload an attachment with the relevant details. |
| Guidance | Suppliers are to provide the relevant details, as an attachment. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Attachment |

| Declaration | |
|--------------------|--|
| Q01.06 | <p>I confirm that:</p> <ul style="list-style-type: none"> • to the best of my knowledge the answers submitted, and information contained in this document are complete, accurate and not misleading • upon request and without delay I will provide any additional information requested of us • I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement • I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement |
| Guidance | Please select Yes or No |
| Scoring Criteria | <p>This is a mandatory Pass/Fail question</p> <p>Yes, confirmation provided – Pass No, no confirmation provided – Fail</p> |
| Question Format | Yes/No |

| Contact details | |
|------------------------|--|
| Q01.07 | Please provide details of the person completing the declaration at Q01.06 |
| Guidance | <p>Please provide the following information to complete the declaration</p> <ul style="list-style-type: none"> • Contact name • Name of organisation • Role in organisation • Phone number • E-mail address • Postal address • Signature (electronic is acceptable) • Date |
| Scoring Criteria | This is a mandatory question, for information only |
| Question Format | Rich Text |

PART 2 – Additional Exclusions Information

Please answer the following questions in full.

The detailed grounds for discretionary exclusion of a potential supplier are set out in Schedule 6 (Mandatory Exclusion Grounds) and Schedule 7 (Discretionary Exclusion Grounds) of the Procurement Act, which should be referred to before completing these questions.

<https://www.legislation.gov.uk/ukpga/2023/54/contents/enacted>

Procurement legislation provides for an ‘exclusion regime’ and a published ‘debarment’ list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.

As part of a procurement, a supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement’s conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are ‘**associated persons**’ and their exclusions information must be shared with the contracting authority. Associated persons must register, submit and share their information via the CDP (like the prime/main supplier).

PART 2A – Associated Persons

| Associated Persons | |
|---------------------------|---|
| Q02.01 | <p>Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).</p> <p>The conditions of participation are outlined in Part 3</p> <p>If so, please complete Q02.02, Q02.03 & Q02.04 (otherwise Q02.02, Q02.03 & Q02.04 are not applicable).</p> |
| Guidance | <p>Potential Suppliers are to answer Yes or No.</p> <p>Yes means you do intend to use other suppliers (sub-contractors or consortium members)</p> <p>No means you do not intend to use other suppliers (sub-contractors or consortium members)</p> <p>If your answer to this question is yes, please complete Q02.02, Q02.03 & Q02.04</p> |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |

| Conditions of Participation | |
|-----------------------------|--|
| Q02.02 | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy? |
| Guidance | <p>If you have answered yes to question Q02.01, provide the name of each supplier/associated person and a brief description of which condition(s) of participation you are relying on them to satisfy.</p> <p>If you have answered No to Q02.01 you should enter “Not applicable” to this question</p> |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Text Area |

| CDP Registration | |
|------------------|---|
| Q02.03 | <p>For each associated person, you must confirm they are registered on the CDP and have shared with us their information (by attaching a zip file containing a share code and PDF download of all documents.):</p> <ol style="list-style-type: none"> basic information economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) connected person information exclusion grounds information |
| Guidance | <p>Potential Suppliers are to confirm the information has been shared</p> <p>If you respond yes to this question, please attach the ZIP file downloaded from the Central Digital Platform in response to this question in response to Q02.03(a)</p> |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |

| CDP Registration (Dependency Question) | |
|--|---|
| Q02.03(a) | Suppliers that have answered Yes to Q02.03 must provide the relevant details. |
| Guidance | Suppliers are to provide the relevant details, as an attachment. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Attachment |

| Debarment List - Associated Persons | |
|--|--|
| Q02.04 | Are any of your associated persons on the debarment list? |
| Guidance | Potential Suppliers are to answer Yes or No. If you respond yes to this question, please provide details. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |
| Debarment List - Associated Persons (Dependency Question) | |
| Q02.04(a) | Suppliers that have answered Yes to Q02.04 must provide the relevant details. |
| Guidance | Suppliers are to provide the relevant details in the text box. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Text Area |

PART 2B – Sub-contractors

| List of all intended Sub-Contractors | |
|---|--|
| Q02.05 | <p>Please provide:</p> <ul style="list-style-type: none"> a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain) b. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent c. a brief description of their intended role in the performance of the contract <p>If you are not intending to sub-contract the performance of all or part of the contract, then this question and Q02.06 are not applicable.</p> <p>If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed.</p> <p>This information should be shared with the contracting authority as soon as possible and at least by final tenders.</p> |
| Guidance | Potential Suppliers are to provide the names of suppliers, unique identifiers and a brief description of their intended role. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Text Area |

| Debarment List - Sub-Contractors | |
|---|--|
| Q02.06 | Please confirm if any intended sub-contractor is on the debarment list. The debarment list can be found here Procurement Review Unit - GOV.UK |
| Guidance | Potential Suppliers are to answer Yes or No. If your answer to this question is “Yes”, please attach a document providing sub-contractor(s) name and details. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |
| Debarment List - Sub-Contractors (Dependency Question) | |
| Q02.06(a) | Suppliers that have answered Yes to Q02.06 must provide the relevant details. |
| Guidance | Suppliers are to provide the relevant details in the text box. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Attachment |

PART 3 – Conditions of Participation

PART 3A – Standard Questions

| Minimum Level of Economic and Financial Standing | |
|--|----------|
| Q03.01 | Not Used |

| Guarantor | |
|------------------|---|
| Q03.02 | Are you relying on another supplier to act as a guarantor? If so, please provide their name and evidence of their economic and financial standing. |
| Guidance | Please select Yes or No If Yes, please attach a document providing details |
| Scoring Criteria | This is a mandatory question, for information only |
| Question Format | Yes/No |

| Guarantor | |
|------------------|---|
| Q03.02(a) | Suppliers that have answered Yes to Q03.02 must upload an attachment with the relevant details. |
| Guidance | Suppliers are to provide the relevant details, as an attachment. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Attachment |

| Insurance Levels | |
|------------------|--|
| Q 03.03 | Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below: <ul style="list-style-type: none"> a. Employer's (Compulsory) Liability Insurance = £5 Million b. Public Liability Insurance = £5 Million c. Product Liability Insurance = Not required d. Professional Indemnity Insurance = Not required e. Loss, Damage or destruction of any UKRI property under the custody & control of the Supplier = £5 Million |
| Guidance | Potential Suppliers are to answer Yes or No. Please note: It is a legal requirement that certain hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: www.hse.gov.uk/pubns/hse39.pdf |
| Scoring Criteria | This is a mandatory pass/fail question. Yes – Pass No – Fail |
| Question Format | Yes/No |

| UK General Data Protection Regulation | |
|--|---|
| Q 03.04 | <p>Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.</p> <p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects.</p> <p>Further details about GDPR and compliance can be found here: General Data Protection Regulation policy - GOV.UK</p> |
| Guidance | <p>Potential Suppliers are required to confirm compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects for the duration of this Contract by answering Yes or No.</p> <p>Please provide details of how you will comply, in a document attachment. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> ● to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services ● to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data ● to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable ● to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place) ● to maintain records of personal data processing activities ● to regularly test, assess and evaluate the effectiveness of the above measures <p>Please note, where Suppliers confirm that data may be stored or transferred outside of the UK, there may be a requirement to include additional Contract Clauses to ensure GDPR Compliance.</p> |
| Scoring Criteria | <p>This is a mandatory pass/fail question.</p> <p>Yes, details provided – Pass Yes, no details provided - Fail No – Fail</p> |
| Question Format | Yes/No |
| UK General Data Protection Regulation | |
| Q03.04(a) | Suppliers that have answered Yes to Q03.04 must upload an attachment with the relevant details. |
| Guidance | Suppliers are to provide the relevant details, as an attachment. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Attachment |

| Relevant experience and contract examples | |
|---|--|
| Q03.05 | <p>Please confirm that you have provided details of three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work).</p> <p>Where this procurement is for goods or services, the examples must be from the past three years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person 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 members of the special purpose vehicle or sub-contractors (three examples are not required from each member).</p> <p>If you cannot provide at least one example of previous contracts, please complete Q03.06</p> |
| Guidance | <p>For each contract example, please provide the following information:</p> <ul style="list-style-type: none"> • Name of Customer organisation • Point of contact in the organisation • Position in the organisation • Email address • Description of Contract • Contract start date • Contract completion date • Estimated contract value <p>Suppliers must download the document “UKRI-5294 Q03.05 Relevant experience and contract examples” from the documents folder, complete it and attach it in response the Q03.05(a).</p> |
| Scoring Criteria | <p>This is a mandatory pass/fail question.</p> |
| Question Format | <p>Yes/No</p> |
| Relevant experience and contract examples (Dependency Question) | |
| Q03.05(a) | <p>Suppliers that have answered Yes to Q03.05 must download the document “UKRI-5294 Q03.05 Relevant experience and contract examples” from the documents folder, complete it upload it as an attachment in response to this question.</p> |
| Guidance | <p>Suppliers are to provide the relevant details, as an attachment.</p> |

| | |
|------------------|---|
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Attachment |

| Lack of Experience and References | |
|--|---|
| Q03.06 | If you cannot provide at least one example for question 03.05 (Previous Question), please provide an explanation for this and how you meet the conditions of participation relating to technical ability. |
| Guidance | Response is to be no more than 500 words. For example, your organisation is a new start-up, or you have provided services in the past but not under a contract. |
| Scoring Criteria | This is a mandatory pass/fail question. |
| Question Format | Text Box |

| Experience of Sub-Contractor Management | |
|--|---|
| Q03.07 | 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) (which may be the intended sub-contractor(s) for this procurement or any others used previously). |
| Guidance | The description should include the procedures you use to ensure performance of the contract including but not limited to, details of your supply chain management tracking systems and contract management governance to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
| Scoring Criteria | This is a mandatory pass/fail question |
| Question Format | Text Box |

| Organisational standards | |
|---------------------------------|---|
| Q03.08 | Where conditions of participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested. |
| Guidance | Please complete the text box provided. |
| Scoring Criteria | This is a mandatory pass/fail question. |
| Question Format | Text Area |

| Health and Safety Policy | |
|---------------------------------|--|
| Q03.09 | Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant). |
| Guidance | Please complete the text box provided. Response is to be no more than 500 words. |
| Scoring Criteria | This is a mandatory pass/fail question |
| Question Format | Text Area |

PART 3B – Requirements for central government departments, their executive agencies and non-departmental public bodies

| Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 | |
|--|--|
| Q03.10 | Are you a “relevant commercial organisation”* as defined by section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 (“the Act”) or are you not a “relevant commercial organisation” but have a turnover of more than £36 million? Please answer Yes or No |
| Guidance | Potential Suppliers are to answer Yes or No *“Relevant commercial organisations” are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more. If your answer is Yes, please complete Question 03.11. |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |
| Modern Slavery Statement | |
| Q03.11 | If you have answered Yes to question 03.10, please confirm that either: (1) You are ‘a relevant commercial organisation’ and are compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance and you can provide a link to your statement, which includes information relating to: a. the organisation’s structure, its business and its supply chains b. its policies in relation to slavery and human trafficking c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains |

| | |
|---------------------------------|---|
| | <p>d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk</p> <p>e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate</p> <p>f. the training and capacity building about slavery and human trafficking available to its staff</p> <p>Or</p> <p>(2) You are not 'a relevant commercial organisation' but have a turnover of more than £36 million and you can provide a link to an equivalent statement or document which demonstrates information relating to a to f above.</p> |
| Guidance | <p>Potential Suppliers are to answer Yes or No and provided supporting documentation in an attachment in response to Q03.11(a)</p> <p>If you answer Yes to this question, your attachment must contain a relevant URL or supporting documentation.</p> <p>If your response is No to this question, your attachment must contain an explanation as to why.</p> |
| Scoring Criteria | <p>This is a mandatory pass/fail question.</p> <p>Yes, with applicable supporting documentation – This may be considered a Pass</p> <p>Yes, with no supporting documentation - Fail</p> <p>No with applicable explanation - This may be considered a Pass</p> <p>No – Fail</p> |
| Question Format | <p>Yes/No</p> <p>Attachment</p> |
| Modern Slavery Statement | |
| Q03.11(a) | <p>Suppliers that have answered Yes to Q03.11 must upload an attachment with the relevant details.</p> <p>Suppliers that have answered No to Q03.11 must upload an attachment with an applicable explanation.</p> |
| Guidance | <p>Suppliers are to provide the relevant details, as an attachment.</p> |
| Scoring Criteria | <p>This is a mandatory question, for information only.</p> |
| Question Format | <p>Attachment</p> |

Award Questionnaire

There are three more parts which follow on from the conditions of participation which must be completed by all Potential Suppliers who are responding for the work within the e-sourcing tool:

- Part 4 Commercial Information
- Part 5 Pricing Elements
- Part 6 Technical and Quality Elements

Part 4 – Commercial Information

| Form of Response | |
|------------------|--|
| Q 04.01 | <p>Potential Suppliers are to confirm that by submitting a response to this tender they understand and comply to the following statements:</p> <ul style="list-style-type: none"> • The answers submitted in this ITT are correct and information will be used in the process to assess the potential supplier's suitability to be invited to respond to UKRIs requirement and sign on behalf of their organisation. • The Authority may reject responses if there is a failure to answer all relevant questions fully or include false/misleading information. • Government's transparency agenda requires that all sourcing documents, are published on a designated, publicly searchable web site, and, that the same applies to any contract entered into by UKRI and its preferred supplier once the procurement is complete. • Participation may be made public and 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). • Agree and accept the justification for the evaluation criteria. • Nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. • UKRI is not liable for any costs resulting from cancellation of this process nor any costs incurred by Suppliers taking part in this procurement process. • Where Sourcing documents or contracts issued by UKRI require disclosure, UKRI will redact them as it thinks necessary, having regard to the exemptions/exceptions in the FOIA or EIR. • The Response offer shall be binding for a period of 120 days from the closing date for receipt of Responses. Unless and until a formal agreement is prepared and executed this Response and a written acceptance thereof shall constitute a binding contract between Supplier and UKRI. • Having reviewed the contents of the ITT and all appendices, Potential Supplier confirm that they offer to carry out the requirement in conformity with the said conditions for the price(s) detailed in the schedule attached in response to Q05.01. • Agree to UKRIs Service Model Flexibility Expectations and have both the willingness and capability, to readily accommodate such Service Model Flexibility on an 'as and when' required basis. • Agree that Appendix B - Price Schedule Table F ('pay-by-actual-weight' price model) may at any time, during the contract and throughout any extended period, following a change request, replace the 'price-per-lift' price model in Appendix B, Table A. |
| Guidance | The Supplier shall answer Yes or No. |

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| Scoring Criteria | This is a mandatory pass/fail question. Yes – Pass No – Fail |
| Question Format | Yes/No |

Certificate of Bona Fide Response

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| Q 04.02 | <p>The essence of procurement is that the customer shall receive bona fide competitive Responses, from all those responding. In recognition of this principle, we certify that this is a bona fide Response, intended to be competitive and that we have not fixed or adjusted the amount of Response 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 Response any of the following:</p> <ul style="list-style-type: none"> a. Communicate to a person other than the UKRI Buyer (through the compliant Response submission process) the amount or approximate amount of the proposed Response, except where the disclosure, in confidence, of the approximate amount of the Response was necessary to obtain insurance premium quotations for the preparation of the Response; b. Enter into any agreement with any other person that restricts that person from Responding or influences the Response Price 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 Response or proposed Response for the said supply / service any act or thing of the sort described above. 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>We acknowledge that the 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 Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Authority.</p> <p>We agree that the Authority may disclose the Suppliers information / documentation (submitted to the 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> |
| Guidance | The Supplier shall answer Yes or No. |
| Scoring Criteria | This is a mandatory pass/fail question. Yes – Pass No – Fail |
| Question Format | Yes/No |

| Terms and Conditions | |
|----------------------|---|
| Q04.03 | Please confirm, unconditionally, your acceptance of the attached Contract Terms and Conditions (Appendix C). |
| Guidance | The Supplier shall answer Yes or No. |
| Scoring Criteria | This is a mandatory pass/fail question. Yes – Pass No – Fail |
| Question Format | Yes/No |

Part 5 – Pricing Elements

| Price Schedule | |
|------------------|--|
| Q 05.01 | <p>Suppliers are required to complete the Pricing Schedule, which can be found in the tender attachments (Appendix B), in which:</p> <ul style="list-style-type: none"> All prices shall be exclusive of VAT. All costs appearing elsewhere in the Response but not mentioned in this Pricing Schedule shall be presumed waived. The price shall remain firm and fixed for the agreed term of the Contract. Thereafter prices may be subject to change in accordance with the terms of the contract. |
| Guidance | <p>The Supplier shall download the Pricing Schedule template, which can be found in the tender attachments and upload their completed version of the same document as the response to this question.</p> <p>General Guidance</p> <ul style="list-style-type: none"> Tenderers should familiarise themselves with all the tender documentation, including the Pricing schedule Instruction to Bidders tab) when completing the Pricing Schedule. Suppliers must take care to ensure they provide a price for each item/element of the Pricing Schedule. Failure to complete the Pricing Schedule in full may result in the Tender Response being rejected. Tenderers should enter the prices for the different elements of each waste stream. The Total £ in the orange highlighted cell on the Cost Model tab shall be the figure used in the price evaluation. All costs appearing elsewhere in the Response but not mentioned in the Pricing Schedule shall be presumed waived. All prices shall be, unconditionally (and not be subject to further internal organisation approval during mobilisation), firm and fixed for 12-months. All prices are exclusive of VAT. Do not make any unnecessary changes to the Pricing Schedule. |
| Scoring Criteria | <p>This is a mandatory question Question Weighting – 30.00%</p> |
| Question Format | <p>Attachment (Appendix B) upload</p> |

| E-Invoicing | |
|--------------------|---|
| Q 05.02 | <p>UKRI is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intends to embrace e-invoicing.</p> <p>Please confirm if you intend to utilise e-invoicing and if so (and are successfully awarded the contract), you will work with UKRI to ensure that e-invoicing is established within 28 days of Contract award.</p> |
| Guidance | <p>The Supplier will answer:</p> <p>Yes, we will utilise an e-invoicing option</p> <p>No, we will not utilise an e-invoicing option, we will submit hard copy invoices to your Finance department</p> |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Format | Yes/No |

Part 6 – Technical and Quality Elements

| Compliance to the Specification | |
|---------------------------------|---|
| Q 06.01 | Suppliers are to confirm their full compliance to the requirements stated within the Specification, while including an executive summary outlining the key features of their Response. |
| Guidance | <p>The Supplier shall confirm their full compliance to the Specification by answering Yes or No.</p> <p>The Authority will not accept variable Responses</p> <p>The objective of the Executive Summary is to:</p> <ul style="list-style-type: none"> • Provide the Authority with a clear, concise and complete summary of the Supplier’s Response together with an insight into the reasoning and rationale behind the Response. • Should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation. • Must only contain information drawn from other areas of the Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required. • To be scrutinised for consistency with the Response provided. <p>This question is limited to 4 single sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process.</p> |
| Scoring Criteria | <p style="color: red;">This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail</p> |
| Question Format | Yes/No Attachment |
| Compliance to the Specification | |
| Q06.01a | Suppliers that have answered Yes to Q06.01 must upload an attachment with their Executive Summary. |
| Guidance | <p>Suppliers are to provide their Executive Summary, as an attachment.</p> <p>Where a supplier has answered yes to Q06.01 but fails to provide an Executive Summary, they will fail Q06.01.</p> |
| Scoring Criteria | This is a mandatory question. |
| Question Format | Attachment |

| AI Disclosure | |
|----------------------|---|
| Q 06.02 | <p>AI tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements via 'hallucination'.</p> <p>Have you used AI or machine learning tools, including large language models, to assist in any part of your tender submission? This may include using these tools to support the drafting of responses to award questions.</p> <p>Where AI tools have been used to support the generation of Tender responses, please provide details and confirm that they have been checked and verified for accuracy:</p> |
| Guidance | Supplier to confirm whether AI or machine learning tools have been used and where they have been used, provide details and confirmation that the responses have been checked for accuracy. |
| Scoring Criteria | This is a mandatory question for information only. |
| Question Format | Text |

| Minimum Quality Threshold Requirement | |
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| Q06.03 | Not used |

| Suppliers Plan | |
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| Q 06.04 | In the event your bid is successful, please confirm that you will provide a detailed Suppliers Plan to BGS for review within 4 weeks of award. |
| Guidance | The bidder shall answer Yes or No . |
| Scoring Criteria | <p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail</p> |
| Question Format | Yes/No |

| Approach to Collections | |
|--------------------------------|--|
| Q 6.05 | Please detail your approach to collection for each waste material stream in relation to the Specification. Your response should include details for each waste material stream across the site. |
| Guidance | Bidders are to explain their approach to collections for each material stream as identified in the Specification. Your response should convey a comprehensive understanding of the Specification. |

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| | <p>Your response should include details for each material stream across the site and cover as a minimum:</p> <ul style="list-style-type: none"> • Detail which materials produced by BGS you propose to collect yourself, and which you will outsource. • The name of any subcontractors you propose to use, the skills and expertise they will bring to the contract and why these subcontractors have been selected. • Included should also be the milage distance from site. • Please demonstrate how you source sub-contractors, if required, to complete any works you yourselves are not able to, to ensure quality and compliance with BGS disposal requirements – e.g. incineration for biofuel. • Detail how you will ensure waste hierarchy be applied and the vehicles used for waste collection will contribute to BGS’s key sustainability commitments and objectives e.g. working towards ‘net-zero’ carbon emissions. • Detail accurate weighing capability, to what number of kg and to what tolerance. Bidders should also detail how this will be evidenced including maintenance and calibration. • The end destination (i.e. recycling / disposal site) of each material that is collected, together with any intermediate destinations (e.g. sorting facilities) ensuring where possible minimisation of long journeys to reduce carbon footprint. A flow chart with the journey each waste stream goes on as an upload to your response would be sufficient. • Where possible please also provide an example of a unique waste stream you have managed for a previous customer to show how we can reduce our non-recyclable waste and demonstrate how we will be able to work collaboratively with you in the future with unique waste streams we identify on site. • Address both your approach to collecting materials from wheelie bins, from skips and from other containers. Please highlight the containers you propose to use for non-standard material types and make reference to your expertise of handling these materials. • Detail type(s) of containers you will use to store different types of waste generated in BGS • Provide details of your Pay-by-Weight solution for the Scheduled services (detailed in Appendix B, Table F), including hardware and software used in your system. Describe any technology used in Pay-by-weight containers, vehicle software to collect, compile and communicate the data for reporting and its upload onto the customer portal. • Outline the Suppliers Plan and Mobilisation Plan so as to enable all of the required “Day 1” services to be put in place. <p><u>The Suppliers Plan will outline the following:</u></p> <ul style="list-style-type: none"> ○ The proposed collection schedule for the site once the contract commences ○ Proposed plan for the ordering and delivery of new bins/containers to BGS. ○ The method of transportation to be used for the collection of waste. ○ Details of recruitment, training and development and mobilisation of staff to service/deliver the contract. ○ The co-ordination of any sub-contracting/third party arrangements required to fully service the contract as specified. ○ Proposed timetable to complete duty of care visits for the BGS Service Manager |
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| | <ul style="list-style-type: none"> ○ The Supplier(s) should recommend a revised collection frequency if this benefits BGS and does not adversely affect the overall cost and this is agreed in writing with BGS. ○ The statement provided by Suppliers is subject to alteration and agreement between the successful Supplier and BGS <p><u>The Mobilisation Plan shall:</u></p> <ul style="list-style-type: none"> ○ Detail the component parts of the mobilisation activities that your company would undertake in commencing this contract including a methodology in how your company will manage the mobilisation of the contract and include: <ul style="list-style-type: none"> ▪ Procedures/Processes & Checks proposed ▪ Mobilisation programme detailing activities and timelines ▪ How you will ensure a seamless transition from the incumbent provider(s) ▪ Liaison with BGS's Staff ▪ Vehicle/ Equipment Purchasing <p>This question is limited to 8 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged. Illustrations will not be included in the page count</p> |
| Scoring Criteria | <p>Scoring will be based on the 0 to 5 scoring methodology, as stated in the ITT Document.</p> <p>Question Weighting – 15.00%</p> |
| Question Response | Attachment |

| Legal Compliance & Due Diligence | |
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| Q 06.06 | <p>Please explain how you will ensure that the services are provided in full compliance with waste legislation (including the waste hierarchy, Simpler Recycling), duty of care and health and safety obligations throughout the lifetime of the Contract.</p> |
| Guidance | <p>Bidders are to explain how they will ensure that the services are provided in full compliance with waste legislation (including the waste hierarchy and Simpler Recycling), duty of care and health and safety obligations throughout the lifetime of the contract.</p> <p>Your response should address internal and external factors and include the following as a minimum:</p> <ul style="list-style-type: none"> • Detail your own governance, company structure and internal processes to demonstrate how your organisation will deliver compliance with all relevant legislation and obligations. • Detail how you will select your subcontractors or waste processing partners and the methods you undertake to monitor and ensure their commitment to legal and best practice and any management approaches to identifying and dealing with potential issues. • Detail how you will work with BGS in ensuring its responsibilities as waste holder under the “duty of care” regulations. • Detail how you will ensure that site health and safety rules are followed. |

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| | <ul style="list-style-type: none"> • Detail how will you ensure site specific practices and procedures are following, specifically in relation to meeting health and safety regulations. • Detail how you will communicate and adopt new guidance and new legislation regarding waste. • How will you ensure that waste transfer and consignment documentation is provided to BGS in accordance with the reporting and KPI requirements • Provide any Certifications of under Weights and Measures Act and approval from HMRC for actual weight charging purposes. • Detail your readiness for, experience of and capability to meet the governments Digital Waste Tracking legislation; and other incoming legislation. <p>This question is limited to 6 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged. . Illustrations will not be included in the page count</p> |
| Scoring Criteria | <p>Scoring will be based on the 0 to 5 scoring methodology, as stated in the ITT Document.</p> <p>Question Weighting – 10.00%</p> |
| Question Response | Attachment |

| Improvement Audits & Service Review | |
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| Q 06.07 | Please detail how you will make improvements during the course of the contract, particularly after the first year of service , that support BGS in meeting its Sustainability Strategy waste commitments during the contract. |
| Guidance | <p>Bidders are asked to detail how they will carry out the Year One Service Review to improve their service level and support BGS in meeting its waste reduction and sustainability aims, including but not limited to Appendix A, Section 6.1 and the followings:</p> <ul style="list-style-type: none"> • Detail how your capability and expertise will optimise your approach to bin type and collections going forward. • Detail your approach to delivering value to the initial improvements review and annual audit. • Detail your expertise and skills of undertaking similar reviews and audits, the results achieved, and how you will work with BGS, through these reviews and audits, to ensure continuous improvement in the proportion of waste moved up the waste hierarchy, by improving segregation of waste streams, maximising opportunities for reuse, preparation for reuse and recycling – thereby contributing to BGS achieving its 100% diversion and develop targets to increase recycling activity. • Detail how your proposed solution for BGS will manage all waste streams across the site, prioritised on the Waste Hierarchy; minimising waste to landfill, treating waste as a resource, and |

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| | <p>incorporate strategies and technologies that reduce waste & recycling road miles, and its ensuing carbon footprint and cost.</p> <ul style="list-style-type: none"> • Detail how your approach will minimise the negative environmental impacts, including greenhouse gas emissions associated with the collection, sorting, onward transportation reprocessing and disposal of the waste collected. • Detail how you will work with BGS to develop new targets and KPIs in response to the review and audit process beyond year 1. <p>This question is limited to 8 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged. . Illustrations will not be included in the page count</p> |
| Scoring Criteria | <p>Scoring will be based on the 0 to 5 scoring methodology, as stated in the ITT Document.</p> <p>Question Weighting – 15.00%</p> |
| Question Response | Document Upload |

| Contract & Performance Management | |
|-----------------------------------|--|
| Q 06.08 | <p>Please provide a method statement for establishing and delivering effective contract management (clearly specific to this contract) and how you will report, and evidence performance as detailed in the Specification.</p> |
| Guidance | <p>Bidders are asked to provide a method statement for establishing and delivering effective contract management specifically for this contract and how they will report, and evidence performance as detailed in the Specification.</p> <p>Your response should include (but is not limited to):</p> <ul style="list-style-type: none"> • An organogram identifying who will act as Contract Manager (and their line manager and their line manager too) and any other key personnel, and illustrate their position within your organisation, routes of escalation and how they will approach and interact with the Service Manager to develop responsive and positive relationships this organogram will be reviewed for information purposes and used to support the written response. • How the Contract Manager will ensure compliance with this specific contract and associated processes. • Describe how your proposed approach will meet the Specification in relation to the provision of timely and high-quality monthly reporting information and data. Bidders are asked to provide an illustration of a report in response to the specified reporting requirements as well as suggest how this can be further enhanced. • Details of your customer portal – bidders should note that this may supplement or support management information provision but does not replace the specific required reporting requirements, the response should detail why this specific portal is to be used and how this will add value and benefit to the contract management process for this contract. • Please explain your approach to quarterly review meetings and your objectives in these meetings. |

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| | <ul style="list-style-type: none"> • Detail any challenges you foresee with implementing the KPIs as set out in the Specification. Bidders are to include lessons learnt of KPIs regimes you have knowledge of and how this knowledge will benefit this contract. Detail how you will report and respond to under performance. • Outline your Business Service Continuity Plan as part of this response to ensure that Missed Collections are avoided or minimised. Detail how you ensure the service is resilient (for example to issues related to staff and vehicle availability, extreme weather, closure of waste sites receiving waste from BGS site etc). Real life examples should be provided, including lessons you have learned and how these will be applied to this contract moving forward. • Outline how you ensure the quality and validity of your financial supporting documents and invoices <p>This question is limited to 10 sides (including any cover) of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. . Illustrations will not be included in the page count</p> |
| Scoring Criteria | Scoring will be based on the 0 to 5 scoring methodology, as stated in the ITT Document. Question Weighting – 20.00% |
| Question Response | Attachment |

| Training | |
|-------------------|---|
| Q 06.09 | Please describe your approach to meeting the requirements as outlined in the Specification on engagement and training. Your response shall detail the value you are able to contribute to our employee engagement environment, sustainability agenda and detail the difference this can make. |
| Guidance | <p>Bidders are required to describe their approach to meeting the requirements as outlined in the Specification on engagement and training. The bidder's response shall also detail the value they are able to contribute to BGSs employee engagement environment, sustainability agenda and detail the difference this can make.</p> <p>A case study can be provided (not be taken into consideration in the page count) in addition to specifically responding to how you will meet the Specification, your response should cover the following as a minimum:</p> <ul style="list-style-type: none"> • On ground training and support to waste portorage function. • Employee engagement and sustainability events. <p>This question is limited to 4 sides of A4, font 12pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged. . Illustrations will not be included in the page count</p> |
| Scoring Criteria | This is a mandatory question, for information only. |
| Question Response | Attachment |

| Social Value | |
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| Q 06.10 | Please set out, in a method statement and project plan, the specific, measurable and time bound commitment(s) your organisation will make to deliver the Sustainable Procurement Practices outcome and the following Award Criteria below. |
| Guidance | <p>Social Value Model Award Criteria: Deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions and use of clean energy and green technologies</p> <p>Model Sub-Criteria: Activities that demonstrate and describe the supplier's existing or planned:-</p> <ul style="list-style-type: none"> • Understanding of opportunities for additional environmental benefits delivery in the performance of the contract, including working towards net zero carbon emissions and use of clean energy and green technologies • Illustrative examples include: <ul style="list-style-type: none"> ◇ conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract • Collaborative ways of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero carbon emissions and use of clean energy and green technologies • Delivery of additional environmental benefits through the performance of the contract, including working towards net zero carbon emissions and use of clean energy and green technologies • Illustrative examples include: <ul style="list-style-type: none"> ◇ enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators ◇ green space creation in and around buildings in towns and cities, e.g. green walls, utilising roof tops for plants and pollinators ◇ improving air quality ◇ use of clean energy ◇ use of green technologies <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. Responses should be submitted in Font Arial 11pt using single line spacing.</p> |
| Scoring Criteria | <p>This is a mandatory question.</p> <p>The scoring criteria for this question is based on 0-5 scoring methodology as stated in the ITT Document.</p> |

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| | Question Weighting - 10% |
| Question Format | Attachment |