

Invitation to Quote

Questions



Invitation to Quote Questions (ITQQ) on behalf of UK Space Agency (UKSA)

Subject: ESA Proposal Advice Service (ESA PAS)

Sourcing Reference Number: PS25072

Section 6 – Response Evaluation Questionnaire

- 6.1.1 Bidders should note that this procurement procedure requires your organisation that intends to bid for this procurement opportunity, to register its details on the Central Digital Platform.

Guidance on how to register and use the Digital Platform are via the following link

<https://www.find-tender.service.gov.uk/>

Bidder guidance:

For absolute clarity Bidders must ensure that they must register before the submission deadline on the CDP.

- identification of the Bidders core information.

Information provided via the CDP will support Contracting Authority in determining this, otherwise it will not be possible for the Contracting Authority to evaluate your bid submission. It is essential as a requirement of bidding that this is done prior to the bid submission deadline. As bidders only have to register in full its core information on the CDP this requirement of bidding is deemed by the Contracting Authority as not overburdensome as this then allows any organisation to bid for other Contracting Authorities opportunities and aligns to the Governments approach of “tell us once”.

Please note that the Contracting Authority does not have any involvement in regard to the running and or maintenance control over the Digital platform, therefore any queries in regard to using this system will need to be via the Cabinet Office Digital Platform help option.

- 6.1.2 Bidders should note that the balance of the procurement opportunities specific Requirements and Specification, plus award-based questions is located within the **eSourcing Portal**.

Guidance on how to register and use the eSourcing Portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

Central Digital Platform(CDP)

This information will be accessed by the Contracting Authority via your organisations unique identifier number through our eSourcing provider against your submission on the Governments Digital Platform or in the case were interoperability is not possible via a PDF submitted as an attachment. Bidders are reminded that it is the organisations responsibility to ensure that the information provided is accurate, up to date and factually correct. Bidders must ensure that the questions are all answered in full. Note that every organisation that is being relied on to meet the procurement requirements shall complete the registration on the CDP, as applicable to your organisations structure in bidding this procurement opportunity.

<https://www.find-tender.service.gov.uk/>

Bidders are required to ensure that they read thoroughly these ITQ and ITQQ documents complete with the specification and outcome sought by the Contracting Authority, prior to making your bid submission.

If your organisation is in any doubt about what to provide on the CDP or you are experiencing technical issues completing this aspect, then this will need to be discussed with the Governments Digital Platform team, not the Contracting Authority nor the eSourcing provider.

If you are experiencing technical issues completing the non CDP sections or any other part of this ITQ and ITQQ, please refer to the eSourcing providers help section and contact details in the ITQ document. Please do not contact the Contracting Authority in regard to technical assistance in utilising the eSourcing Portal.

Bidder guidance If you are in doubt as to how to answer any question in the procurement documents, please ensure that you seek a formal clarification with the Contracting Authority via the eSourcing Portal.

For additional bidder assistance and guidance in regard to the completion and bidding process under this ITQ and ITQQ, please refer to the procurement documents provided.

Any reference to “Bidder(s)”, organisation(s) shall mean those named, providing a Bid submission in this procurement procedure.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

QUALIFICATION QUESTIONNAIRE

This Section is in relation to the Contracting Authorities (General) and Project specific requirements.		
Procurement		
Question Number	Questions (General)	Response
SEL1.0 and subsequent sub questions	<p>Bidder guidance – All Mandatory completion unless otherwise stated; bidders shall answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>Bidders shall complete this information on the eSourcing Portal, for the organisation structure that is bidding this procurement opportunity</p> <p>Bidders shall complete this information on the eSourcing Portal, for the organisation structure that is bidding this procurement opportunity.</p> <p>If any bidder is found to be non-compliant or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p>	
1.0 (a)	<p>The Digital Platform</p> <p>Bidder confirms that Parts on the Government Digital Platform and all necessary sections have been completed and that a unique identifier number relevant to this procurement has been received.</p> <p>Bidder guidance Mandatory Pass / Fail question</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Yes = Pass No = Fail</p>	
1.0(b)	<p>Unique Identifier number</p> <p>Bidder guidance Mandatory Pass / Fail question</p> <p>Bidder provides unique Identifier number to the Contracting Authority, via the CDP.</p> <p>Bidder guidance: If the CDP does not provide interoperability to provide this information via the eSourcing provider, please ensure that you submit your information via this attachment section as a PDF.</p> <p>Yes we have either provided this information via the CDP through interoperability and the unique identifier OR we have provided this in PDF via the attachment = Pass</p> <p>No access via the CDP or PDF attached = Fail</p>	Attach copy
1.0(c)	<p>The Government Procurement Review Unit (PRU) run Debarment list.</p> <p>Please confirm whether your organisation bidding for this opportunity is on the Debarment List or is under investigation by the PRU.</p> <p>Bidder guidance Mandatory Pass / Fail question</p> <p>Yes = Fail * Subject to the sole discretion of the Contracting Authority. No = Pass</p> <p>Bidder guidance – If any bidder is found to be non-compliant or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
1.0(c)(a)	<p>If you have stated “Yes” please ensure that you insert full details of the Debarment</p> <p>Bidder guidance Mandatory Pass / Fail question</p> <p>Yes in 1.0(c) - and not provided – FAIL</p>	Attach a copy
1.0(d)	<p>Bidding status:</p> <p>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:</p> <p>(i) the name of the group/consortium</p>	Attach a copy

	<p>(ii) the proposed structure of the group/consortium, including the legal structure where applicable</p> <p>(iii) the name of the lead member in the group/consortium</p> <p>(iv) your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)</p> <p>Bidder guidance Mandatory Pass / Fail question</p> <p>Bidder provides details of its bidding status Provided – PASS Not Provided– FAIL</p> <p>If you are if you are bidding as a single Bidder simply advise this in your attachment to achieve a Pass.</p> <p>If any bidder is found to be non-compliant or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p>	
1.0(f)(a)	<p>Please confirm whether you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain).</p> <p>Yes - Pass* Subject to the sole discretion of the Contracting Authority (details to be provided in response to 1.0(f)(b)). No – Pass (we do not intend to subcontract)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.0(f)(b)	<p>If you have stated “Yes” to 1.0(f)(a) above, please ensure that you insert full details of all Subcontractors for the Contracting Authority to review.</p> <p>In this Procedure details of subcontractors are required before the bidding deadline.</p> <p>Please confirm Subcontractors unique identifier (if they are registered on the CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent.</p> <p>Please also provide a brief description of their intended role in the performance of the contract and percentage of the services.</p> <p>If you do not intend to subcontract, then simply state “Not Applicable” in the Attachment. If you are not intending to sub-contract the performance of all or part of the contract, then this question and 1.0(g)(a)&(b) below are therefore not applicable.</p>	Attachment

	<p>Sub-contractor details attached - PASS* Subject to the sole discretion of the Contracting Authority.</p> <p>"Not Applicable" - PASS</p> <p>Neither of the above – FAIL</p> <p>Mandatory Pass / Fail question</p> <p>If any bidder is found to be non-compliant or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p>	
1.0(g)(a)	<p>Subcontractors on Debarment List</p> <p>Please confirm if any intended sub-contractor is on the debarment list.</p> <p>Yes – FAIL * Subject to the sole discretion of the Contracting Authority. (details to be provided in response to 1.0(g)(b)).</p> <p>No – PASS</p> <p>Mandatory Pass / Fail question</p> <p>If any bidder is found to be non-compliant or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.0(g)(b)	<p>If you have stated "Yes" to 1.0(g)(a) above, please ensure that you insert full details of any Debarment for the Contracting Authority to review.</p> <p>Bidder provides details of the Debarment.</p> <p>Debarment details attached - PASS* Subject to the sole discretion of the Contracting Authority.</p> <p>Debarment details not provided – Fail</p> <p>Neither of the above – FAIL</p> <p>If any bidder is found to be non-compliant or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p>	Attachment

This Section is in relation to the Contracting Authorities (General and Project Specific via the eSourcing Portal.

SEL1.2	<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 SEL1.2.1 No – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 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 has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1</p>

SEL1.2.1	Supporting Documentation for SEL1.2.1
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL1.2 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 SEL1.2 but not providing evidence may not be considered.</p>

Scoring Criteria	For Information Only
Answer Type	Attachment

SEL1.3	<p><u>Non Central Government Only - Tackling Modern Slavery in Supply Chains</u></p> <p>If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation, please confirm:</p> <ul style="list-style-type: none"> • you have published a statement as required by Section 54 of the Modern Slavery Act (MSA) • that the statement complies with the requirements of Section 54 and any guidance issued under S54.
Bidder Guidance	<p>N/A – The bidder UK and Non UK does not have a turnover that is captured by the Modern Slavery Act will achieve a Pass</p> <p>Yes - This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>No – With justification will achieve a PASS</p> <p>No - With no justification will achieve a FAIL</p> <p>If you are captured by the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded</p> <p>If your organisation answers No and is currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act at the time of an award decision then this will achieve a Pass. A failure to be compliant at the time of the award decision will result in a Fail. Please ensure that you make this assurance and confirmation statement in the attachment section.</p> <p>If your organisation answers No and is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL. Please ensure that you make this confirmation statement in the attachment section.</p> <p>If you answer N/A as a UK or Non UK Departments based supplier and this is because you are not captured by the Modern Slavery Act by not having a minimum turnover of at least £36 million, then you need to confirm this in writing in the attachment section to achieve a Pass.</p>
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	<p>Option List</p> <p>A. N/A – our turnover is less than £36M</p>

	<p>B. Yes – We are compliant and have attached information in SEL1.3.1 below</p> <p>C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1</p> <p>D. No – we are not and will not be compliant at the time of award of the contract</p>
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SEL1.3.1	Supporting Documentation for SEL1.3
Bidder guidance	<p>Where a bidder has responded 'Yes' or 'No (with justification)' to SEL1.3, please provide your supporting information as an attachment.</p> <p>Any bidder declaring they are compliant within SEL1.3 but not providing evidence will be excluded.</p>
Scoring Criteria	For information only
Answer Type	Attachment

SEL1.4	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. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A</p> <p>Where options A, B, C, and D are not applicable to your organisation please respond with option E</p>
Scoring Criteria	For information only
Answer Type	<p>Option List</p> <p>A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A</p>

SEL1.5	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> <p>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</p>
Scoring Criteria	For information only
Answer Type	Option List

	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
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SEL1.10	Information Security The following information security requirements are mandatory for this procurement: 1. ISO 27001 certification or, 2. Cyber Essentials certification
Bidder Guidance	Bidders can answer Yes – the requirements are currently in place Intend – the requirements are not in place and we intend to have them in place for commencement of the contract. No – the requirements are not in place and we have no intention of having them in place for commencement of the contract A response of ' Yes ' or ' Intend ' will result in a pass and a response of ' No ' will result in a fail against this question.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Options List Yes – the requirements are currently in place Intend – the requirements are not in place, and we intend to have them in place for commencement of the contract. No – the requirements are not in place and we will not have them in place for commencement of the contract

SEL1.10.1	Supporting Documentation for SEL1.10
Bidder Guidance	Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate. This information should be provided as an attachment to this question. Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered. Bidders that responded "Intend" to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder.

Scoring Criteria	For Information Only
Answer Type	Attachment
SEL2.12	<p>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</p> <p>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.</p> <p>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. 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 and that they will adhere to their processing obligations and as detailed in the supporting Annex 1 within the short form terms.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Contract to comply with their information law obligations and indemnify the Contracting Authority (the data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS.</p> <p>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/</p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p>Yes – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex 1 – Pass</p> <p>No – We will not be compliant prior to any award – Fail</p>
Scoring Criteria	Mandatory Pass / Fail

Answer Type	Yes – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex 1 – Pass No – We will not be compliant prior to any award – Fail
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SEL2.13	Data Storage Please confirm where UK GDPR data, as detailed within the Annex 1, 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	<p>Bidders are required to confirm where UK GDPR data, as detailed within the Annex 1, 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.</p> <p>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.</p>
Scoring Criteria	For Information Only
Answer Type	Text

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. 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	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <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 FOI1.1.</p> <p>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)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</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 FOI1.1 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
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text

AW1.1	<p><u>FORM OF BID</u></p> <p>I declare that to the best of my knowledge the Bid answers submitted in against 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 exclude this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p>
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	<p>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 bidder once the procurement is complete in line with the Legislation that applies to this ITQ.</p> <p>By submitting a Bid response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the CDP web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a Bid response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>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 Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>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.</p>
Bidder Guidance	<p>Bidder guidance Mandatory Pass / Fail question</p> <p>Bidder must provide a response to this question</p> <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>
AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>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</p>

	<p>by or under or in accordance with any agreement with any other person.</p> <p>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:</p> <ul style="list-style-type: none"> (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. <p>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> <p>We acknowledge that the Contracting 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 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.</p> <p>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.</p>
Bidder Guidance	<p>Bidder guidance Mandatory Pass / Fail question</p> <p>Bidder must provide a response to this question</p> <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail

Answer Type	Option List Yes – Pass No – Fail
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AW3.1	<p>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 validation check that can be seen within Attachments section prior to the award of any Contract.</p> <p>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.</p>
Bidder Guidance	<p>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.</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

AW3.2	<p>Conflict of Interest Declaration</p> <p>Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this procurement, or other party that forms part of your submission (where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>Bidder guidance Mandatory Pass / Fail question Bidder must provide a response to this question</p> <p>The Bidder shall answer Yes or No with justification.</p> <p>Yes, we can confirm we are not in a position of a conflict of interest – Pass</p> <p>No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass</p> <p>If your situation changes during the procurement process, you must promptly notify the Contracting Authority via the eSourcing Portal if any</p>

	<p>conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.</p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	<p>Option List</p> <p>Yes, we can confirm we are not in a position of a conflict of interest – Pass</p> <p>No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.</p>

AW3.2.1	<p>Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</p> <p>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the procurement.</p> <p>Bidder must provide a response to this question unless a bidder has responded 'Yes' to AW3.2 then you are not required to respond to this question.</p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this procurement, or to indicate a professional or personal interest in the outcomes from this procurement.</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the procurement.</p> <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the procurement.</p>

	<p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the procurement and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p> <p>Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above will be excluded.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

AW4.1	Please confirm your acceptance of the Contract Terms – The Short Form Contract. This can be found within the attachments section.
Bidder Guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes, we accept the terms and conditions in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes, we accept the terms and conditions in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p>

AW4.2	<p>Where a Bidder has answered question AW4.1 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 AW4.1 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 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</p>

	<p>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 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.</p> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

AW4.3	<p>Public Procurement Policy Note 007 - Contracts with suppliers from Russia or Belarus</p> <p>The Government introduced its Public Procurement Policy Note 007 'Contracts with suppliers from Russia or Belarus' (PPN 007) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> <p>The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) 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 or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 007.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) 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; or materials within the supply chain originate from those states.</p> <p>Mandatory Information questions:</p>
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	<p>Question 1- Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p>Question 2- Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is 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</p> <p>Bidders are to complete the document provided in the instructional attachment and state Yes or No to each question.</p> <p>If you answer Yes to either of the questions in this table above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 007 apply.</p>
Bidder Guidance	<p>The Bidder shall replicate the above 2 questions in an attachment and answer Yes or No to each of the above, along with an explanation to any question answered as Yes.</p> <p>A failure to provide a Yes or No response will result in your exclusion from further consideration under this procurement.</p> <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek further clarification from any bidder in regard to any attachment provided, that seeks to rely upon any exemptions provided in PPN 007.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
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>

PROJ1.4	<p>Independence and Impartiality</p> <p>Bidders are asked to confirm that they comply with the independence and impartiality criteria required to deliver the service.</p>
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Bidder Guidance	<p>Please confirm that you will fully comply with the independence and impartiality requirements set out in the Specification, which have been designed to avoid conflicts of interest and guarantee no commercial advantage is gained from the delivery of the pilot service.</p> <p>The Bidder must confirm they understand and accept the following:</p> <ol style="list-style-type: none"> 1. The Bidder confirms that they are not under contract with or otherwise employed by any entities currently registered with ESA's procurement platform (ESA-STAR). Bidders are advised that upon submission of their bid that the UK Space Agency shall check with the ESA whether the bidder is registered under ESA-STAR and on contract to deliver. In the event that a bidder is registered under the ESA-STAR and on contract will result in an automatic fail to this question 2. The Bidder confirms that if successful, they will not bid either directly or indirectly for any ESA contracts throughout the duration of the ESA PAS. This shall be monitored throughout the contract duration by the Contracting Authority and, in the event that the successful supplier has bid directly or indirectly for any ESA contracts will result in termination of the Contract. 3. The Bidder agrees that if successful, they will maintain confidentiality regarding all documents, information, and knowledge gained during the contract period. The Bidder also commits to not retaining any documents after the expiration of the contract or using the knowledge gained for commercial purposes in the future. <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>

PROJ1.5	<p>Security and Right to Work</p> <p>As detailed in Section 4 Specification, following Award notification, the successful Supplier will be required to provide evidence that all individuals undertaking work on this contract have the appropriate rights to work in the UK. Evidence will be in the form of a Passport, Driving Licence or Right to Work visa. Once all individuals have been validated, the Contracting Authority will authorise the issuing of the Contract for signature.</p> <p>Bidders are asked to confirm that they understand, accept and will comply with the above requirement if successful.</p>
Bidder Guidance	The Bidder shall answer Yes or No

	Yes – We understand that in the Event our bid is successful, and prior to award of Contract we shall provide the Contracting Authority with evidence that individuals have the appropriate rights to work in the UK – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

PROJ1.6	Additional Security Clearances As detailed in Section 4 Specification, Bidders are advised that throughout the duration of the contract, the Contracting Authority may request an increase in the levels of Security vetting, such as BPSS or SC. Bidders are asked to confirm that they understand, accept and will comply with the above requirement if successful.
Bidder Guidance	The Bidder shall answer Yes or No Yes – We understand that in the event our bid is successful, and at the Contracting Authority request, we shall provide additional Security Clearances for individuals undertaking work on this contract – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No – Fail

AW6.3	Insurance Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £5 Million Public Liability Insurance = £1 Million Professional Indemnity Insurance = £1 Million *There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf . Bidder guidance: Bidders who self-certify that they meet the requirements to questions will be required to provide evidence of this if they are successful at contract award stage
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Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes - We have or will have Insurance as per the above stated at the time of any contract award – Pass</p> <p>No - We do not have nor will have Insurance as per the above stated at the time of any contract award – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes</p> <p>No</p>

TECHNICAL QUESTIONNAIRE

PROJ1.1	<p><u>Team Composition, Knowledge & Ability to Deliver</u></p> <p>It is essential that the successful supplier possesses the expertise to meet all the requirements listed in the Section 4 – Specification of the ITT document, in particular knowledge of the ESA procurement processes and procedures along with how this will translate into the delivery of the service.</p>
Bidder Guidance	<p>Bidders should demonstrate their relevant expertise and skills to meet the requirement, and how they apply to the deliverables. Provide evidence of the essential skills and expertise required for this contract.</p> <p>The response should outline, but is not limited to:</p> <ol style="list-style-type: none"> 1. Propose team structure to deliver the requirements or how they plan to deliver the service as a sole entity 2. Details of the skills and expertise of the person/proposed team along with which deliverables they will be responsible for covering: <ul style="list-style-type: none"> • expertise in delivery of non-technical bid improvement advice and necessary knowledge of ESA procurement process, and problems and pitfalls or mistakes encountered in ESA contracts for ESA bidders. • The supplier's knowledge and expertise of bidding for ESA contracts through ESA's procurement platform (ESA-STAR). • The supplier's track record in winning bids or leading bid teams that have successfully secured ESA contracts. • understanding of ESA's bid management processes and practices, including use of associated forms (PSS forms) and submission processes, at a non-technical level. 3. Identify who the point of contact will be for the project and outline how they will liaise with the UKSA Project Team throughout the project, including the related expertise. <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. Please use the Normal margin setting 2.54cm</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark 40.00%</p>
Answer Type	Attachment

PROJ1.2	<p><u>Approach and Methodology</u></p> <p>The Bidder is to detail their approach, plan and methodology to delivering against the requirements, setting out the outputs and deliverables plus timelines to deliver the key deliverables and milestones ensuring the key deliverables and deadlines from the specification are met.</p>
Bidder Guidance	<p>As a minimum, the response should outline, but is not limited to:</p>

	<ol style="list-style-type: none"> 1. Risk and issues. 2. How you will ensure that communication between the key staff and contracting authority is managed effectively. 3. How will you ensure availability should an unexpected, large number of bids have been submitted. 4. Outline your maximum capacity for reviewing bids per week 5. How you'll ensure continuity of service for the Contracting Authority in the event of absence or illness. 6. A detailed timetable for carrying out the work based on the proposed approach and method, including key milestones and deadlines 7. How you will ensure that communication between the key staff and contracting authority is managed effectively. <p>This question is limited to 3 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. Please use the Normal margin setting 2.54cm</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 30.00%</p>
Answer Type	Attachment

PROJ1.3	<p><u>Training Delivery</u></p> <p>How does the Bidder propose to deliver the service by delivering training courses or alternative awareness and knowledge-sharing sessions related to ESA bid management processes and procedures?</p>
Bidder Guidance	<p>As a minimum the response should outline:</p> <ol style="list-style-type: none"> 1. How your organisation will create and engage and easy-to-understand training materials (e.g., PowerPoint presentations, how-to guides) related to ESA's bid management processes and procedures. 2. How will you deliver training or knowledge-sharing sessions to diverse audiences, including representatives from academic institutions, start-ups, SMEs, Mid-Caps, or Large System Integrators. 3. How would you apply your knowledge of the UK Space Agency's objectives for their ESA 101 and Bid Writing Workshops. 4. The supplier's approach to incorporating common mistakes and lessons learned from the service into training materials. <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. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>

Scoring Criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 15.00%
Answer Type	Attachment

COMMERCIAL QUESTIONNAIRE

AW5.1	<p>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</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 Section 4 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>Price will be evaluated using proportionate pricing (lowest bid / bid * mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.</p> <p>For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:</p> <p>(Maximum marks available in this example being 12.5)</p> <p>Bidder A Score = $50000/50000 \times 12.5 = 12.5$</p> <p>Bidder B Score = $50000/80000 \times 12.5 = 7.81$</p> <p>Bidder C Score = $50000/100000 \times 12.5 = 6.25$</p> <p>This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.</p> <p>The lowest score possible is 0.</p>
Scoring Criteria	Maximum Marks 15.00%
Answer Type	Numeric

AW5.2	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>
Bidder Guidance	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p>

	<p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

AW5.3	Please confirm your price shall remain firm and fixed for the full term of the Contract.
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>

AW5.4	<p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £100,000.00 ex VAT.</p> <p>Please confirm that your final price submitted within AW5.2 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>