

***EKC Group – Tender for Legal Advice and Services***

***Tender Clarifications and Guidance 10***

***12 September 2025***

We have reviewed the ITT documentation and would appreciate your clarification on a few points to ensure our submission aligns with your expectations:

1. Are we permitted to include hyperlinks to external webpages within our response?

Yes, hyperlinks to external webpages within a bidder’s responses are acceptable. The use of hyperlinks is at bidder’s own risk and discretion.

It is advised that any links provided for the EKC Tender panel to review are up-to-date and accessible.

The submission of word documents and answers in the spreadsheets may aid in mitigating any webpage errors.

1. Could you confirm that questions 1-4 in the ’Customer Requirements’ Tab should contain yes/no answers in the grey boxes, with the supporting A4 document to contain further information?

Appendix Spreadsheet, Tab 2 – Customer Requirements, Column C - Supplier Response boxes are not Yes/No answers.

The information to be entered in Column C should ideally elaborate on, and mirror, any brief details provided in Tab 1- Pricing Schedule, Column B - Supplier Offering.

Tab 1 – Pricing Schedule, Column C - Supplier Pricing, should contain the pricing structure/formula or specific GBP amount – making clear where VAT is applicable.

The 5x A4 page limit is for bidding organisations to demonstrate how it meets the tender requirements across the whole response generally.

Individual answers made within any spreadsheet box due for scoring should also not exceed the 5x A4 page limit per question.

An additional 5x A4 page limit is available as supplementary/additional to any responses being provided in the grey boxes.

Please ensure when inputting information in both spreadsheet and word documents to provide clarity to the EKC Tender panel as to where the principal evidence is located in your response pack.

Size 12 font should be used in both the spreadsheet and any word documents submitted.

1. Do you require details of the work completed for the referees, or will contact details be sufficient?

Contact details for a minimum of TWO professional/client references should be provided in Tab 2 Customer Requirements, Row 6, Column C – Supplier Response. An overview of the relevant work is helpful but not required.

1. Will CVs and relevant experience be counted within the 5-page A4 limit for the 'Customer Requirements' section, or can they be appended separately?

A maximum of four relevant key members’ full CVs need be provided at this stage, these are considered to be outside of the 5x A4 page limit. Any other members of the bidding organisation you would like brought to EKC Group’s attention can be represented by a brief overview/bio of most recent applicable experience.

For clarity, CVs and relevant experience will **not** be counted within the 5-page A4 limit, but please note that condensed overviews of other relevant experts’ experience in the organisation is preferrable.

The 5x A4 page word document overview document can be embedded in the Checklist of the ITT or appended separately as an attachment to the email as part of the tender response submission.

It is recommended that submissions are made as a zipped file due to file attachment size limitations.

1. Is the 'Additional Information' section included in the scoring criteria for the 'Customer Requirements'?

Appendix, Tab 2 Customer Requirements, Column F - ‘Additional Information’ is not directly in the scoring criteria.

But information here can provide useful explanations, context, hyperlinks or anything of note which can assist the EKC Tender Panel in fully and fairly assessing your bid/tender submission in the round.

All information bidders provide will be taken into consideration by the Tender Panel provided it complies with the conditions of the tender in the ITT and the ***Clarifications and Guidance*** documents made available in the Documents Sections of the tender on the Central Digital Platform.

1. Regarding the 'Added Value' section row in tab 2, row 21 of the spreadsheet count towards the 5-page limit, or is this referring to Tab 4 ('Added Value')?

The ‘Added Value’ section, Tab 2, row 21 and Tab 4 can be answered in the spreadsheet but the length of the responses in this each box should not exceed 5x A4 pages, in Size 12 font.

The 5x A4 page limit collectively also applies to the maximum of any supplementary responses written **additional to** the answers submitted in the Appendix spreadsheets.

CVs are considered outside of this 5x A4 page limit entirely.

1. In the ‘Added Value Tabular’ No. 4 and 5 – are you looking for individual added values for each, or a general overview?

Yes, if available, any other individual added values should be defined and described in the Appendix, Tab 4, Added Value, row 19 and row 20, Column C which will be scored.

Any further details can be provided in Column F but these will not be scored directly, rather entries made here will help contextualise the information in Column C.

If preferrable, bidders can collate the information which would appear in Column F as part of a the supplementary 5x A4 page limited word document but must subtitle the section as ***Added Value – Further Details\*****.*

**\_END\_**