**Bidder ITT Response**

* 1. You are invited to provide a detailed response to the questions provided below **in line with the scope and Specification (Appendix 2) of this tender**.
	2. This document outlines the questions to be responded to
	3. Please do not insert (embed) any documents or provide HTML links to websites to provide answers or additional information. Your electronic copy must be in Word 2007 and Excel for the pricing section of the submission, PDFs will be accepted for submission (excluding pricing section)
	4. Bidders may include diagrams, pictures and charts
	5. Where you are asked to agree to a specific requirement contained within the Scope of work you must state your agreement against the relevant question. If you are unable to meet the requirement, you should provide an explanation as to why that may be and where possible, offer a proposed suitable alternative solution.
	6. Where you are asked to describe how you comply with a requirement or how you would provide a required service or information you must provide an appropriate level of detail. Bidders must note, in these instances, a mere statement that the requirement can be met will not be sufficient. You must describe the procedures/ processes you have/ propose to have in place to meet the specific requirement and what evidence you can/ propose to provide to demonstrate that the requirement is being met on a continual basis. Failure to provide such information may lead to disqualification of your response.
	7. Do not assume that your answer to an earlier question will apply to a new question, i.e. please answer each question under its own merit
	8. Please answer each question and do not leave any blank.
	9. The evaluation panel may request clarification.
	10. The responses provided below will be scored in accordance with the Evaluation Criteria as per the tender guidelines for suppliers. Where sub-weightings are to be further broken down within a single question, these scores are outlined within the response template below.

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| **Name of Company:** |  |
| **Person applying on behalf of the Company:** |  |
| **Contact Details:** |  |

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| **Section** | **Technical Criteria** **Please confirm that the requirement of this tender can be met and describe the instruments key performance characteristics and any other additional functionality being offered.** |
| **Weighting** | **40%** | **Maximum Points** | **40** |

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| **Section** | **Delivery Lead Time** **Delivery of this instrument is required before 31st July 2019. Please outline in detail the process for commissioning, installation and calibration.** |
| **Weighting** | **10%** | **Maximum Points** | **40** |

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| **Section** | **After Sales Support & Service:** **Please provide information pertaining to after sales support and service, this must include but not limited to:*** **Details of the training provided including content, duration and training manuals (It is essential that the training covers all aspects of the instruments),**
* **Support services (ie maintenance)**
* **Warranty details**
* **Other additional services**
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| **Weighting** | **10%** | **Maximum Points** | **40** |

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| **Section** | **Price:****A detailed cost breakdown must be provided and should include the total cost This must include (but not limited to setup/installation & commissioning, documentation training, warranty, delivery charges etc) and any costs relevant to this procurement.****The price should be in GBP sterling, exclusive of Value Added Tax (VAT),** |
| **Weighting** | **40%** | **Maximum Points** | **40** |

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