



## STFC Research in Industry Funding Guidance Note for the STFC Research in Industry Pre-Qualification Questionnaire

### 1 INTRODUCTION AND BACKGROUND

#### 1.1 STFC Research In Industry

STFC may fund R&D in industry, provided industry competes successfully with academic organisations or is part of a collaboration which is competitive. Funding, in specified programme areas, will be provided through ‘agreements’ between STFC and supplier companies, following standard terms and conditions. Companies may apply for STFC Research in Industry funding on their own or as part of a consortium involving one or more partner organisations, which may be either industrial or academic.

#### 1.2 Purpose of the Pre-qualification questionnaire

STFC requires the information sought in this questionnaire as the first step in selecting suppliers to apply for Research in Industry funding. Selected suppliers will be invited to submit full proposals against specific schemes or calls.

#### 1.3 Other Background Information

Before completing this questionnaire, applicants should refer to any specific call documentation which provides the scientific background and any specific requirements relating to the call.

### 2 INSTRUCTIONS FOR COMPLETION OF THE RESEARCH IN INDUSTRY PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

#### 2.1 General Instructions

**Completed questionnaires should be submitted as a single signed paper copy and an email version. Named contacts and addresses and the due date for return are included in the call documentation. Responses received after this date may be disregarded. The response should be clearly marked “Protect – Commercial”.**

Prospective suppliers should answer all questions as accurately and concisely as possible, in English. Where a question is not relevant to the responder’s organisation, this should be indicated, with an explanation. Where a previous submission has been made and attachments to a previous Research in Industry PQQ are still valid, they may be cross-referenced by quoting the STFC reference number.

Supporting information should be referenced to the relevant question.

Responses will be evaluated in accordance with the procedures set out below.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that suppliers will not be invited to participate further.

## **2.2 Consortia and sub-contracting**

Where a consortium approach is proposed, each industrial consortium member is required to complete a Research in Industry prequalification questionnaire (members from a university or other research organisation eligible to apply for research grants may be required to submit a Programme Technology Development Outline Proposal Form). The brief description of the proposal in the Technical Assessment Section of the form should be identical for all consortium members. The total project cost requested and also the funds requested from STFC should refer to the costs incurred by the organisation submitting the proposal (not the cost of the entire consortium).

Where research is to be sub-contracted, all information requested should be given in the form completed by the proposed prime contractor. Information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing contract. Responses must enable STFC to assess the overall proposal.

STFC recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Suppliers should therefore respond in the light of the arrangements that they currently envisage.

## **2.3 Queries**

STFC will not enter into detailed discussion of the R&D requirements at this stage.

Support is available from the STFC contact who is responsible for managing the specific Call for proposals. See the call for contact details.

If STFC considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all suppliers who have responded.

Except for the cases discussed above, all responses received and any communication from suppliers will be treated in confidence.

## **2.4 Supplier contact point**

Suppliers have been asked to include a single point of contact in their organisation for their response to the pre-qualification questionnaire. STFC shall not be responsible for contacting the supplier through any route other than the nominated contact. The supplier must therefore undertake to notify any changes relating to the contact promptly.

## **3 EVALUATION APPROACH**

### **3.1 Supplier Selection**

The objective of the selection process is to assess the responses to the Pre-Qualification Questionnaire and select potential proposals to proceed to the next stage.

Selection criteria will be a combination of both financial and non-financial factors and will consider:

- a) Supplier Acceptability – status of supplier in relation to Regulation 14 of the Public Services Contracts Regulations 1993 (SI 1993 No 3228). (A summary of Regulation 14 is appended to this document at Appendix 1.)
- b) Economic and Financial Standing – the supplier must be in a sound financial position to participate in a procurement of this size as set out in Regulation 15 of the Public Services Contracts Regulations 1993 (SI 1993 No 3228). This may entail independent financial checks.
- c) Supplier Track Record - The Service Provider must be able to demonstrate a successful track record of providing similar services to those listed in the call as set out in Regulation 16 of the Public Services Contracts Regulations 1993 (SI 1993 No. 3228)
- d) Supplier capacity and capability – Assessment of the totality of resources and core competences available to the supplier(s).

Failure to provide a satisfactory response to any of the questions may result in the STFC not proceeding further with the supplier.

The information supplied will be checked for completeness and compliance before responses are evaluated.

Evaluation of subsequent stages will be undertaken in accordance with the overall Evaluation Strategy for the project. The high level Evaluation Criteria for the project are included in the call documentation:

Where in the opinion of STFC the response is inadequate the supplier may be excluded from further consideration.

STFC intends to award any contract based on the most economically advantageous offer, whilst also taking into account technical viability.

## **Appendix 1.**

### **Summary Of Ineligibility Conditions Provided By Regulation 14 Of The Public Services Contracts Regulations 1993 (Si 1993 No 3228)**

This summary is offered only as an indication for the convenience of bidders. Bidders should refer to the Regulations and satisfy themselves that they are not ineligible.

Regulation 14 sets out the grounds on which a services provider may be deemed ineligible to tender for or be awarded a public contract. Rejection is permissible when a Service Provider:

- is in a state of bankruptcy insolvency compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;
- has been convicted of a criminal offence related to business or professional conduct;
- has committed an act of grave misconduct in the course of business;
- has not fulfilled obligations relating to payment of social security contributions;
- has not fulfilled obligations relating to payment of taxes;
- is guilty of serious misrepresentations in supplying information required by the Authority under the Regulations
- is not in possession of a licence or not a member of the appropriate organisation where the law of that State requires it;

or

- subject to paragraphs (5) and (6) of Regulation 14, is not registered on the professional or trade register of the relevant State in which established.