



Pre-Qualification Questionnaire

For inclusion in the shortlist to be invited to submit a full quotation for the provision of Development and Support Services for an S4C Intranet

Issued: 12 December 2016

Deadline for submissions: 23 December 2016



KEY INFORMATION

<p>Description of the Services</p>	<p>S4C is redeveloping its intranet site to enable the provision of a simple method of communication with its staff, static information and access to internal documents. The successful applicant will be required to develop and deliver a fully functional intranet site in accordance with the requirements of S4C and to support and maintain such site for a period of 12 months.</p>
<p>Estimated Budget</p>	<p>S4C estimates that the successful applicant should be able to deliver the services for a maximum cost of £15,000. Applications which present a lower figure will be welcomed.</p>
<p>Technical Requirements</p>	<p>The requirements include, but are not limited to:</p> <ul style="list-style-type: none"> - A completely bilingual site compliant with the Welsh language standards applicable to S4C (as more fully described in the Legal Notes) - Ability to feature internal news (to be delivered on the site + by email) - Document management - Static pages for company structure and company information - Daily channel highlights (from feed) - External news (from feed) - Administrator / editor privileges - Accessibility compliant <p>The intranet site shall be hosted by S4C.</p>
<p>Delivery Requirements</p>	<p>The estimated delivery date for implementation of the intranet is 30 April 2017.</p>
<p>Additional Requirements</p>	<p>The successful supplier will also be required to:</p> <ul style="list-style-type: none"> • Maintain regular and efficient communications with nominated members of S4C staff. • Manage all logistical planning. • Conform to all appropriate legislation, codes and guidelines (See Legal Notes) • Engage/employ suitable staff to work on all aspects of the contract, including Welsh speaking staff. <p>Please note any meetings in relation to this project will be held in S4C's office in Cardiff or via video from S4C's office in Caernarfon. From spring 2018 any meetings may be held in S4C's new office in Carmarthen or via video link.</p>
<p>Information to be presented to S4C as part of your response</p>	<p>Please complete the attached Pre-Qualification Questionnaire – Applicant Form.</p>

1. The Process

The purpose of this Pre-Qualification Questionnaire (PQQ) is to enable S4C to assess the suitability of Applicants to provide the required services, following assessment of all completed PQQs in accordance with section 4 below, in terms of technical knowledge and experience and capability/capacity. S4C is seeking to short-list 6 Applicants (numbers permitting) to provide a full quotation for the provision of Development and Support Services for an S4C Intranet.

Completion and submission of the attached PQQ in accordance with the conditions and instructions detailed herein is the first stage of this competitive process. Following this stage, those Applicants who are short-listed will be required to provide a full quotation. Full quotations will need to be completed in accordance with the instructions of S4C and submitted to S4C by the deadline set out by S4C. S4C will review all full quotations received by S4C in compliance with the instructions of S4C. Please note that Applicants who are short-listed and invited to submit a full quotation may be required to take part in a telephone interview with S4C as part of the competitive process. S4C will select the successful Applicant on the basis of the full quotation judged by S4C to be the most economically advantageous using the criteria set out in S4C's instructions.

We anticipate notifying you of the results of the first stage of this process on 6 January 2017.

2. Instructions for Submission of the Completed PQQ

The completed PQQ must be submitted in electronic format only by email addressed to: Rhodri.apDyfrig@s4c.cymru and must be received by S4C no later than **12.00 midday on Friday 23 December 2016**.

The e-mail containing the completed PQQ should be clearly marked "PQQ – Development and Support Services for an S4C Intranet".

No PQQ submitted in any medium other than that detailed in this section 2 or received after the closing date and time detailed in this section 2 will be considered.

It is the responsibility of the Applicant to ensure that its completed PQQ is actually received by S4C by the closing date and time detailed in this section. S4C accepts no responsibility for the shortcomings of any delivery system for any lost, delayed or defective PQQ. It is up to the Applicant to ensure that its PQQ (and all related attachments) is completed in good time (taking into account the possibility of staff absences or technical failures) and is submitted by the closing date and time detailed above.

Please note that 20Mb is the maximum email size that S4C can accept and permissible file formats are Word, Excel, PDF and Jpeg. These file formats are acceptable as Zip Files. Applicants should be aware that their own ISP (Internet Service Provider) may impose lower limits on the maximum email capacity and as such are advised to check the size limit with their own ISP or IT department well in advance of despatch and deadline.



Proof of despatching will not be deemed to be proof of delivery and Applicants are advised to seek an acknowledgement of receipt in a separate email.

3. Further Information and Guidance

If you require further information and/or guidance in completing this PQQ and/or regarding this process, please contact Rhodri.apDyfrig@s4c.cymru at S4C.

You must not in any way canvass or solicit information relating to this process from any other officer, employee, agent or adviser of S4C.

You are encouraged to identify any further information and/or guidance that you may require in connection with this process as early as possible. The deadline for submission of requests for further information and/or guidance is **12.00 midday on Thursday 15 December 2016**. Any requests received after this deadline will not be considered. S4C will endeavour to deal promptly with all requests received before this deadline.

In the interests of fairness and transparency please note that requests for further information and/or guidance in completing this PQQ and/or this competitive process and S4C's responses to such requests and guidance may be published on S4C's website at: http://www.s4c.cymru/tendrau/e_index.shtml

4. Short-Listing Applicants

A panel of S4C representatives will assess all PQQs submitted in accordance with the conditions and instructions detailed in this PQQ as follows:

Information Requested	Weighting
SECTION 1 (Basic Information)	Not weighted but must be completed
SECTION 2 (Relevant Experience)	50%
SECTION 3 (Technical Capability/Understanding of Welsh Language Standards)	40%
SECTION 4 (Quality Assurance)	10%
SECTION 5 (Declaration)	Not weighted but must be completed

S4C reserves the right to disqualify any response and/or company from this competitive process at any time if:

- (a) a response does not comply in any respect with the requirements of this document;
- (b) any information provided to S4C by you (or, in the case of a consortium, any of its members), is incomplete, inaccurate or misleading in any respect or ceases to be correct;



- (c) you have colluded with any person in relation to or in connection with your or any other person or company's response to this document.

Disqualification of any response or company will be without prejudice to any other rights or remedies of S4C.



LEGAL NOTES

1 No Obligation to Offer the Contract

Nothing contained in this document nor any communication between you and S4C regarding the process or the response shall constitute a contract for the provision of any goods or service covered by this process nor a warranty or a representation that any contract will or may be awarded.

S4C reserves the right to withdraw from and/or abandon and/or defer this process at any time, not to award any contract as a result of this process, to supplement, revise and/or clarify the terms and conditions of this document and/or to require you to clarify your responses and/or to provide additional information in relation thereto.

2 Conflict of Interest

You are required to provide details if it is envisaged that there may be a conflict of interest between individuals involved in your response and S4C staff. This is to enable S4C to ensure that it assigns staff to the process that have no personal relationship with any person or company making an offer to supply the goods/services required.

3 Codes of Practice and Guidelines

The successful supplier will be required to comply with the following codes of practice, legislation and guidelines (amongst others):

- Health and Safety Legislation
- S4C Technical Requirements
- S4C Brand Guidelines
- S4C Diversity Commitment
- Welsh Language Standards applicable to S4C by virtue of the Welsh Language Standards (No. 2) Regulations 2016 and in particular: standards 94, 117, 120, 121 and 122

Many of these guidelines are available on the S4C Production Website which is available at <http://www.s4c.cymru/en/production/page/1154/guidelines/>

4 Freedom of Information

S4C is subject to the provisions of the Freedom of Information ("FOI") Act 2000. If you consider that any information supplied by you to S4C pursuant to this request is commercially sensitive or confidential in nature, this should be highlighted explicitly and the reasons for its sensitivity set out in full in the response. Please note, however, that identifying information as confidential or commercially sensitive does not guarantee that it will be exempt from disclosure. S4C retains the discretion to decide whether or not particular information is exempt from disclosure.

5 Data Protection

By submitting a response you authorise S4C to process all personal information provided as part of the response in accordance with the Data Protection Act 1998 and confirm that you have obtained all necessary third party consents to enable S4C to do so.

6 Confidentiality and Publicity

By submitting a response, you agree to keep confidential any information which is disclosed or otherwise made available to you by S4C in any medium whatsoever during or in connection with this process. You shall not to use such information for any purpose other than the preparation of your response and shall not to disclose such information to any person other than in confidence and on a need to know basis to those persons who are directly involved in the preparation of your response. Such obligations of confidentiality shall not apply to documents already in the public domain at the time it is disclosed or made available to you by S4C.

By submitting a response to this PQQ you agree not to, and agree to ensure that your employees do not, issue any publicity of any kind (including but not limited to notices via social networking sites such as Facebook or Twitter or otherwise) regarding the subject of this competitive process or any decision of S4C in relation to any element of this process unless S4C has provided prior written consent to such communication.

7 Disclaimer

S4C gives no warranty or representation regarding the completeness or accuracy of any information contained in this document and any reliance placed on any such information by you is at your own risk.

8 Copyright

S4C owns the copyright in this document and any other materials issued or made available by S4C. You are not permitted to copy, reproduce, use or issue copies of this document or such materials (or any part thereof) other than as and to the extent strictly required for the preparation and submission of your response.

9 Non-Collusion

By submitting a response you certify that:

1. the response is bona fide and intended to be competitive;
2. you have not fixed or adjusted the response by or under or in accordance with any agreement or arrangement with any other person (other than, in the case of a consortium, the other consortium members) or required any other person or company to do the same; and
3. you have not communicated to any person other than S4C the amount or approximate prices of your response, except where the disclosure, in confidence, was necessary to obtain insurance premium or other quotations required for the preparation of the response.

10 Inappropriate Conduct

Any attempt by you or your appointed advisers to inappropriately influence this process or the award of the contract in any way will result in your response being disqualified. Any direct or indirect canvassing by you or your appointed advisers in relation to this competitive process or any attempt to obtain information from any of the employees or agents of S4C concerning another tendering organisation may result in disqualification at S4C's sole discretion.



11 Governing Law

This document shall be governed by the laws of England and Wales and you agree, by returning a response, to submit to the exclusive jurisdiction of the courts of England and Wales.

Pre-Qualification Questionnaire – Form

SECTION 5

Declaration

Before signing this declaration please ensure that you have answered all questions and that you have attached all supplementary documentation.

I declare that:

- (a) I have the requisite authority to complete and return this PQQ on behalf of the Applicant;
- (b) all information provided in this PQQ is complete and accurate to the best of my knowledge and belief; and
- (c) S4C will promptly be informed upon any person named below becoming aware that any information provided in this PQQ is incomplete or inaccurate in any respect.

I acknowledge and agree on behalf of the Applicant that:

1. S4C is subject to the provisions of the Freedom of Information Act 2000 (“FOI Act”) and that information supplied by or on behalf of the Applicant to S4C may be disclosable by S4C under the provisions of the FOI Act. All information supplied by the Applicant to S4C pursuant to this PQQ that is commercially sensitive or confidential in nature, has been identified as such to S4C together with reasons explaining why such information is commercially sensitive or confidential in nature. The Applicant acknowledges that identifying information as confidential or commercially sensitive does not guarantee that such information will be exempt from disclosure. By completing and submitting this PQQ the Applicant accepts that S4C may disclose such information in response to any request under the FOI Act if S4C determines in its discretion that it is appropriate to do so;
2. by completing and submitting this PQQ, the Applicant authorises S4C to process all information provided as part of the application and confirms that it has obtained all necessary third party consents to enable S4C to do so;
3. by completing and submitting this PQQ, the Applicant agrees to keep confidential any information which is disclosed or otherwise made available to it by S4C in any medium whatsoever during or in connection with this competitive process;
4. neither this completed PQQ nor any communication between S4C and the Applicant shall constitute a contract or an offer which may be accepted nor a representation that any contract will be awarded and that S4C reserves the right:
(a) to withdraw from and/or abandon and/or defer this competitive process at any time; and/or (b) not to award any contract as a result of this competitive process;
5. if this PQQ is found to be incomplete, inaccurate or misleading in any respect S4C reserves the right to remove the Applicant from this competitive process at whatever stage this process has reached; and
6. there is no conflict of interest in relation to S4C’s requirement.



Signed: _____

Name: _____

Position: _____

A duly authorised representative

For and on behalf of: _____

Dated: _____