

Request for Proposal



Request for Proposal (RFP) on behalf of UK SBS and other Public Bodies

Subject UK SBS Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers

Sourcing reference number RE18203

UK Shared Business Services Ltd (UK SBS)
www.ukpbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Customers who have access to our services and Contracts are detailed [here](#).

Section 2 – About Our Customer

UK Shared Business Services / Pan Government Strategic Alliance

UK Shared Business Services and Crown Commercial Service (previously Government Procurement Service) have joined forces to deliver savings and improve procurement

A new strategic alliance between Crown Commercial Service (CCS) and UK Shared Business Services (UK SBS) will help drive better value and improve procurement efficiency across the entire public sector.

Governed by a Memorandum of Understanding (MOU), this exciting new alliance will see the two organisations collaborating more closely together, combining the complementary capabilities, information and technology of each organisation. New categories will be developed, providing centralised deals for customers using UK SBS's existing expertise and procurement capability in these areas. The first of the new categories being developed are research, facilities management and construction.

UK SBS and CCS are also working together on the provision of strategic procurement support for Departments, a new service launched by CCS last year to help the delivery of high value and/or complex procurements.

Through this MOU, CCS and UK SBS have taken concrete steps to implement the recommendations proposed by the Public Expenditure Efficiency and Reform Group (PEX) in December 2011. These include centralising procurement of common goods and services; delivering sustainable savings through aggregation of spend within appropriate centres of excellence; and a more efficient and transparent procurement service to better manage spend.

'This move is a major step forward for our organisation and supports the Government's wider shared services strategy along with the recommendations of the Public Expenditure Sub Committee on Efficiency and Reform (PEX) to improve efficiency. Both UK SBS and CCS look forward together to the continuing development of our strategic alliance.'

UK SBS Executive Director

UK SBS is procuring the Contract as a central purchasing body for itself and Customers who are Other Public Bodies (OPB's). This means that OPB's referred to in the OJEU Notice may also participate in the Contract.

UK SBS Ltd as the Contracting Authority is putting in place a Framework for the use by or on behalf of UK bodies.

These bodies include but are not limited to; UK Research and Innovation, UK Shared Business Services Ltd, Central Government Departments and their Agencies, Non Departmental Public Bodies, NHS bodies, Local Authorities, Voluntary Sector Charities, and/or other private organisations acting as managing agents or procuring on behalf of these UK bodies. Further details of these organisations can be found at

<http://www.uksbs.co.uk/services/procure/contracts/Pages/default.aspx>

Section 3 – Working with the Contracting Authority.

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Shared Business Services Ltd Polaris House Swindon SN2 1FF
3.2	Buyer	Thomas Ellis
3.3	Buyer contact details	Research.tenders@uksbs.co.uk
3.4	Estimated value of the Opportunity	£1,500,000 - £2,000,000 ex VAT
3.5	Contract Duration	This Contract is being let on a 2 year + 1 year +1 year basis
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.
Section 3 - Timescales		
3.6	Date of posting of Contract advert to OJEU.	Tuesday 31 st July 2018
3.7	Date RFP available to Bidders	Friday 03 rd August 2018
3.9	Latest date / time RFP clarification questions shall be received through Emptoris messaging system	Thursday 30 th August 2018 14:00
3.10	Latest date / time RFP clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 31 st August 2018 14:00
3.11	Closing date and time for Bidder to request RFP documents	Friday 07 th September 2018 14:00
3.12	Closing date and time for Bidder to submit their response (' the deadline ').	Monday 10 th September 2018 14:00
3.13	Clarifications (if required)	Week commencing 17 th September 2018
3.14	Notification of proposed Contract award to unsuccessful bidders	Wednesday 26 th September 2018
3.15	Anticipated Contract Award Date	Monday 8 th October 2018
3.16	Commencement of Contract	Friday 19 th October 2018
3.17	Bid Validity Period	90 Days

Section 4 – Specification and about this procurement

Framework Overview

UK SBS wishes to establish a Contract for the provision of Non-Disposable Pipettes, Repeaters and Pipette Controllers along with the provision for servicing and calibration of the same.

UK SBS is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as may be amended from time to time) (the “Regulations”).

This is a supplies and services contract

The Award of this contract will be based on three Lots:

Lot 1 – Supply of Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers

Lot 2 – Service and Calibration

Lot 3 – Supply of Spare Parts

This Framework will be made accessible for use on a pan government basis. This will facilitate the greater aggregation of public sector demand and enable public sector to leverage greater efficiencies.

It is intended that multiple providers will be appointed for each of the Lots detailed above,

Potential Providers are invited to tender for one or more Lots on an individual basis

Lotting Structure

UK SBS envisages appointing the following number of suppliers to this framework and subsequent sub lots:

Framework: Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers		Number of Envisaged Suppliers
Lot 1 – Supply of Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers		
Sub Lot 1.1	• Non Disposable Hand Held Pipettes	10
Sub Lot 1.2	• Repeaters	10
Sub Lot 1.3	• Pipette Controllers	10
Sub Lot 1.4	• Carousels and Stands	10
Lot 2 – Service and Calibration		
• Servicing and calibration of Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers		10
Lot 3 – Supply of Spare Parts		
Sub Lot 3.1	• Non Disposable Handheld Pipettes	10
Sub Lot 3.2	• Repeaters	10
Sub Lot 3.3	• Pipette Controllers	10

Bidders may bid for one or multiple lots on the Framework; however the successful Suppliers appointed to each lot will be exclusive to this lot and cannot be asked by Contracting Bodies to supply Goods from another lot.

Where a Contracting Body is buying large volumes of Supplies defined within the three lots mentioned, the Contracting Body will be encouraged to run a Further Competition to leverage greater discounts even though it is possible to undertake a Direct Award.

Objectives

The objective of this procurement is to:

- a) Produce a Framework Agreement that Contracting Bodies can easily use and provide a compliant route to the market.
- b) Capture a large percentage of the Non disposable Handheld Pipettes, Repeaters and Pipette Controllers requirements from large value items to low value, high volume items along with the servicing of the said items.
- c) Develop strong relationships with both Contracting Bodies and Suppliers to ensure that requirements are captured and value for money is achieved across central government and wider public sector?
- d) To capture quality management information that will support informed decision making in future procurements.
- e) To ensure sustainability aspects are considered and integrated into the Framework Agreement.
- f) To continuously improve and apply best practice procurement that meets the end users requirements.

Scope and Requirement:

There is a requirement to provide a variety of high quality **non-disposable** pipettes, repeaters and pipette controllers and the provision for servicing and calibration of the same for laboratories undertaking research in the UK Public Sector. This broad and diverse requirement extends from contracted Government and academic research laboratories involved with the life sciences, biological, medical and environmental research, through to chemical and physical research.

Non-disposable pipettes form a lynchpin of all the researcher's requirements in many scientific laboratories. They are often used for extended periods of time to dispense mainly aqueous reagents, from simple testing regimes to more complex and demanding experiments where a high degree of repeatability and accuracy is required. To this end the pipettes should be of premium quality and be constructed from robust materials for longevity and minimum servicing requirements to endure the rigors of the modern laboratory environment, yet light enough for an easy grip and ergonomically designed for long and extended use without causing strain or injury.

The provision of servicing and calibration of these instruments should be performed to various quality standards and will be carried out under exacting conditions, using materials of the highest quality to ensure a long life when operated under normal conditions.

This specification is for the provision of Non-Disposable Handheld Pipettes, Repeaters and Pipette Controllers Framework Agreement for all Contracting Bodies listed in the relevant Non-Disposable Handheld Pipettes, Repeaters and Pipette Controllers OJEU Contract

Notice **UK SBS RE18203.**

This section of the specification details general requirements that all bidders will be asked to conform to for the duration of the Framework Agreement, these elements will apply to all lots

Lot Specific details can be found within the [Lot Breakdown](#) section of the Specification

General Requirements

Pricing Structure

The pricing structure for lots 1 and 3 (and all applicable sub-lots) will comprise of two (2) elements:

- **Representative List:** Representative List is defined as the Goods submitted by the Suppliers as part of their bid submission which are aligned to the Specification. These items can be found in Appendix G - Sub Lot Representative lists within the 'RFx Attachments' tab within the Esourcing Portal
- **Sourced Offering:** Sourced Offering is defined as products that a Contracting Body may require over the duration of the framework but are not available via the Suppliers Representative List.

The Representative List must be made available via the Government eMarketplace (or replacement).

Sourced Offerings must fall within scope of the Supplies Category defined in this specification for the applicable lot and made available via the Government eMarketplace (or replacement).

The pricing structure for Representative List and Sourced Offering must be exclusive of standard delivery but inclusive of all packaging.

The Supplier must continually seek to offer Contracting Bodies best Value for Money.

Where the Supplier has price promotions offered on their Representative List or Sourced Offering, these details should be offered to Contracting Bodies.

The supplier must provide responses to the eRFQ (Electronic request for quote) option in the eMarketplace, should it be required, within 3 working days.

All prices submitted within the Representative Pricing Schedules (AW5.2 Pricing Schedules) and the Sourced Offering Pricing Schedules (PROJ7.2, PROJ8.2, PROJ9.2, PROJ11.2, PROJ12.2 and PROJ13.2); dependant on the Lot(s) you are bidding for) must be Capped for 2 years. Further to this prices may be reviewed on an Annual basis or case by case basis with justifications supporting any increases. Increases shall not exceed the rate of UK CPI of August for the previous year.

Suppliers will be at liberty to reduce any prices submitted within either the Representative or sourced Pricing Schedules for the entirety of the Framework Agreement

Delivery Definitions

Standard delivery:

Lot 1 and Lot 3 (and all associated sub-lots) - This is defined as delivery within 1 -3 days of receipt of order. Standard deliveries are to be free of charge and where possible consolidated to ensure cost efficiency and environmental considerations. Standard deliveries and consolidated deliveries are to be delivered to the address and postcode stipulated on the purchase order.

Lot 2 – Suppliers will be expected to provide a prepaid returns label and all appropriate packaging and paperwork that is necessary for the return of equipment serviced off site. Equipment mailed to the supplier for servicing is to be returned within 5-7 days

Order Processing

The Supplier must ensure that they are able to provide all of the following order processing options which allows the Contracting Body's personnel to place orders via each of the following methods:

- a) telephone;
- b) e-mail;
- c) Online / web based order form.

The Supplier must not despatch or supply any Goods to a Contracting Body without an official Purchase Order unless payment is made via a Government Procurement Card.

Minimum Order Quantities

There will be no minimum order values for the duration of this framework agreement

Economic Order Quantities

At Order stage, the Supplier must notify Contracting Bodies of the most economical way to acquire the quantity of Goods they require, given consideration to the Economic Order Quantity. For the purpose of this Framework, Economic Order Quantity is defined as the 'most cost effective way for a Contracting Body to order Goods taking into consideration quantities ordered, frequency of deliveries and value of order'.

Delivery

The Supplier's delivery obligations must be in accordance with the Contracting Body's requirements as communicated within the Delivery Definitions.

The Supplier must provide a full UK National delivery service, including Northern Ireland and offshore Islands. For the avoidance of doubt, including Isle of Man and the Channel Islands.

The Supplier must facilitate overseas delivery for Contracting Bodies, which will be determined by the Contracting Body at Order stage.

The Supplier must complete the details on the Pricing Schedule in relation to Standard delivery across the Representative List and Sourced Offering.

Any items that are required to ship outside of the UK mainland, may use the nominated freight forwarder or must be shipped at cost if the supplier decides to not use this service. The Contracting Bodies will require full transparency of any supplementary shipping or transport costs. The Supplier must be responsible for arranging any relevant duties and

export in line with UK Government export procedures where applicable.

Unless agreed by the Contracting Body at Order stage, part delivery will not be acceptable.

The Supplier shall endeavour, directly and through sub-contractors and other partners, to utilise the most carbon efficient means of transporting goods to site from their source, in an effort to reduce the carbon impact of transportation. No flights are to be used to transport goods without prior approval of the Contracting Bodies.

The supplier shall ensure that proof of delivery via email will be made available on request. The supplier shall also ensure that they will supply at no additional cost, any required export papers, including certificate of origin, appropriate to each order if so required

Packaging

The supplier should take all steps to ensure that all packaging should be minimised, recycled and recyclable where applicable. UK SBS will be seeking Suppliers to continuously improve on the amount and sustainability of the packaging materials used over the duration of the Framework Agreement.

The Supplier must provide all packaging in conformance with the Packaging Directive as detailed:

<https://www.gov.uk/topic/environmental-management/waste>

Product Labels

All deliveries, including consolidated deliveries must be labelled with the following:

1	Item Description
2	Package Quantity
3	Weight of package (Kg)
4	Suppliers Name
5	Contract Number
6	Order Number
7	Customer Reference
8	Date of supply
9	Chain of Custody number (if applicable)

At Order stage the Contracting Body may request the Supplier to issue Dispatch notes.

Where Suppliers are consolidating deliveries they must ensure that each individual package is clearly labelled with the Order Number and Customer Reference to allow for quick and easy distribution within the units.

Fit For Purpose

All goods supplied by the Supplier for the duration of this Framework Agreement are to be Fit for Purpose.

Fit for Purpose is defined as: Appropriate and of a necessary standard for its intended purpose.

Availability of Goods

In the event of Representative List or Sourced Offering Goods being unavailable, the Supplier must notify the Contracting Body on the same day or within 24 hours of a purchase order being received by the supplier. The Supplier must offer equivalent Goods or Goods of a higher specification at the same price unless otherwise agreed with the Contracting Body at the Order stage.

The Contracting Body reserves the right to cancel any order where the Supplier is unable to offer a suitable alternative.

Where Suppliers are aware of a limited availability in advance on any of the Representative List or Sourced Offering Goods they are required to update the details within the eMarketplace to alert Contracting Bodies at purchasing stage. Where applicable Suppliers may offer contact details for Contracting Body's to call in order to access availability before ordering.

Variation of Goods

Where the Supplier is required to make a change to the Representative List, this must be communicated to the Contracting Authority by the Supplier prior to any changes being carried out.

Where a change to Representative List affects a Contracting Body, the Supplier must ensure that they have communicated all changes to the Contracting Body prior to any changes to their catalogue being carried out.

Where the Supplier proposes new or alternate products to replace or supplement the Representative List that affects the eMarketplace Catalogue (or replacement), this will be subject to the approval of the Contracting Authority.

Where the Supplier proposes new or alternate products to replace or supplement the Representative List, that affects the Contracting Body, this will be subject to the approval of the Contracting Body.

Where the Supplier proposes to discontinue or delete products from the Representative List, this must be communicated to the Contracting Authority prior to any changes being carried out. The Supplier must ensure that all Contracting Bodies have advance notice of these changes in accordance with Appendix 'F' (Discontinuation Policy) and any promotional pricing discounts that will apply.

Cancellation Policy

The Contracting Authority requires the Supplier to provide a free of charge cancellation policy for any items cancelled by the Contracting Body.

The free of charge cancellation policy must apply to all orders which have not been dispatched by the Supplier to the Contracting Body.

Where Suppliers have dispatched Goods, all returns will be subject to the Returns Policy detailed below.

Returns Policy

The Supplier must accept returns within 28 days of the delivery date where items are returned by the Contracting Body unused, in a saleable condition, with their original packaging and with all component parts and any promotional items.

In the event of a return due to Contracting Body error within 28 days, the Supplier must offer a full refund excluding the delivery charge (where applicable) identified on the Invoice.

Faulty Goods

Where the Supplier issues a faulty or inaccurate product, the Supplier must provide the Contracting Body with a full refund or replacement Goods within 48 hours, or as agreed with the Contracting Body

The Supplier must provide replacement Goods and delivery as per the original Order free of charge.

Quality

The Supplier must ensure that all Goods are of a quality that meets the relevant statutory legislation e.g. all relevant British or European Standards or other International Standards where applicable (including CE marking).

Applicable standards can be found online at:

<http://www.bsigroup.com/en-GB/>

<http://www.iso.org/iso/home.htm>

Guarantees and Warranties

The Supplier must provide manufacturers free standard guarantees on all Goods supplied to Contracting Bodies.

The Supplier may be requested to provide additional Warranty Periods which shall be agreed between the Supplier and the Contracting Body at the Order stage.

Goods Compatibility

The Contracting Body may require Suppliers to provide Goods which are compatible with the Contracting Bodies existing Goods. These Goods will be specified by the Contracting Body at Order stage.

OPERATIONAL SUPPORT

Customer Pre-Sales & After-Sales Support

The Supplier must assign as a minimum a dedicated named account team to support the management and delivery of the Framework Agreement. In addition this may also be a requirement at Order stage for individual Contracting Bodies the purpose being to assist the co-ordination of services, encompassing: Goods supply, logistics, problem resolution,

legislative, safety and technical support.

The Supplier must provide a dedicated free of charge helpline available Monday to Friday between 0900 and 1730 hours for the Contracting Authority and Bodies. The purpose being to assist with for example: sales support, legislative, safety and technical support.

SUSTAINABILITY

Contracting Bodies may wish to include additional sustainability criteria (including social, economic and environmental) which will be determined by the Contracting Body at Order stage.

Environmental Management

The Supplier must be accredited or willing to work towards an Environmental Management System such as ISO14001 or equivalent to control, mitigate and reduce the environmental impact of operations.

Government Buying Standards

All Goods supplied under this Framework Agreement must comply with any relevant Government Buying Standards. Evidence of compliance in accordance with the Standards may be required where applicable and must be provided when requested by the Contracting Authority or Contracting Bodies.

Suppliers must use best endeavours to provide products that meet Government Buying Standards best practice criteria and notify customers of this alternative where available.

Details of all current buying standards can be found at:

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

The Government Buying Standards are updated and supplemented periodically; Suppliers must ensure that all Goods provided under this Framework maintain compliance to the current and emerging mandatory criteria over the duration of the Framework.

The Supplier must ensure that all timber or timber related products fully comply with the United Kingdom Government Timber Procurement Policy and are purchased from legal and sustainable sources and accompanied by full chain of custody evidence. This policy can be found online at:

<http://www.cpet.org.uk/uk-government-timber-procurement-policy>

Sustainable Product Offering

The Supplier must ensure that they directly and through sub-contractors and other partners, seek to avoid using virgin and / or finite resources as far as practicable, and look to use materials and products that are from recycled and renewable sources.

Chemicals

The Supplier must work towards ensuring that no chemicals of national concern are contained in any products being supplied under this Framework Agreement. Restricted chemicals, their concentration limits and relevant marketing and use conditions are listed within the REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) Enforcement Regulations, as further amended. Information can be found at:

<http://www.hse.gov.uk/reach/>

Ecolabel Standard

The EU Ecolabel or equivalent scheme is a commitment to environmental sustainability and is currently a voluntary scheme, if at any point this scheme becomes mandatory, the Supplier must comply with this as specified. Information can be found at:

<http://ec.europa.eu/environment/ecolabel/eu-ecolabel-for-businesses.html>

Waste

The Supplier must ensure at all times that all current and relevant waste legislation is met when dealing with any waste in relation to this framework. It is also the Supplier's responsibility to ensure that any 3rd party or subcontractor used directly for this framework is also legally compliant at all times. This includes any updates, amendments or changes to any relevant legislation throughout the life of the framework along with any new legislation that may come into force.

The Supplier must ensure that waste is taken to an authorised site for treatment or disposal. You must undertake reasonable checks on a regular basis to ensure this. If at any time you or a third party has their licence, permit, exemption revoked they must inform UK SBS immediately and cease to carry and/or receive the waste, until they become authorised again.

MISCELLANEOUS

eMarketplace

For the purposes of this Framework Agreement, eMarketplace will be defined as any computer based platform that contains the Supplier Representative List and Sourced Offering, from which the Contracting Body may place orders.

At present the eMarketplace used by most Contracting Body's is Science Warehouse.

Bidders must note that there is a standard charge applicable to all Suppliers registered with Science Warehouse, this is charged on an annual basis and is paid directly to Science Warehouse.

Cataloguing (Government eMarketplace (or replacement))

The Government Catalogue provides the list of applicable Goods i.e. those which may be catalogued, that may be required by Contracting Bodies during the Contract Period.

The Contracting Authority requires that the Suppliers Representative and sourced List must

be catalogued by the Supplier on the eMarketplace for Lots 1 and 3. It is envisaged that Lot 2 will also be made available via the eMarketplace at a later date.

The Supplier must provide the catalogue in an electronic on-line format which is compatible with Appendix D eMarketplace Standard Data Requirements contained within the RFX attachments tab (as may be amended throughout the duration of the Framework Agreement).

The Supplier must work with the Contracting Authority during the Framework period to migrate Contracting Bodies to an electronic on-line catalogue in line with the above.

The following information, as a minimum, shall be included in the catalogue:

- a) A generic index covering all the line items;
- b) The telephone, e mail and fax numbers of the Supplier customer support help desk;

In respect of the individual line items:

- c) A product specific photographic image or other appropriate representation where required;
- d) A short description;
- e) The name of the manufacturer (where appropriate);
- f) Manufacturers Code
- g) The product code number;
- h) The denomination of quantity;
- i) The price of the line item based on the denomination of quantity excluding VAT;
- j) Sustainable product alternative;
- k) Identify Government Buying Standard Compliance;
- l) Identify an Ecolabel, where applicable;
- m) Safety Information data sheet where applicable, this may include but is not limited to Control of Substances Hazardous to Health Regulations and safe usage instructions;
- n) Provide Technical Data Sheet with products where applicable;
- o) Availability if outside of Standard delivery

The catalogue structure for the Government eMarketplace (or replacement) will require the completion of a catalogue builder file by the Supplier. See Appendix D eMarketplace Standard Data Requirements contained within the RFX attachments tab (as may be amended throughout the duration of the Framework Agreement).

This will be the master copy file which will include: all items, prices, category codes and product reference numbers

Contract reference Field

The Supplier must codify all Master file items by utilising the Contract Reference field as detailed in Appendix 'E' – Contract Reference Field. Upon full acceptance of the On line catalogue the supplier must upload the contract reference field to the whole of the Master File Catalogue.

The "Contract Reference" field is completed with the applicable contract number and the relevant lot e.g. RE18203 – sub lot 1.1.

As and When any further items are added to the Framework Catalogue the Contract reference field must be utilised.

The Supplier must be responsible for the provision and support of the necessary infrastructure required to implement the on-line solution for the Contracting Bodies and for any associated running costs throughout the Contract Period.

The Supplier will be required to provide 100% availability for Goods on the Representative List.

The Supplier must be required to work with the Contracting Authority during the Contract Period to review the overall Government Catalogue so that it continually reflects the highest volume items bought by Contracting Bodies. The Supplier should also support the Contracting Authority to identify further opportunities to rationalise and standardise the Goods included in the Government Catalogue, in addition to suggesting additional items to be considered for inclusion due to developments within the market.

The Supplier must implement any agreed changes to the Government Online Catalogue within two working days of any such amendment being agreed by the Contracting Authority and the Supplier.

The Supplier may be requested to create catalogues for individual Contracting Bodies in an Online Form. This is to be determined between the Contracting Body and the Supplier at Order stage.

The Contracting Body may request the Supplier to create electronic catalogues in line with their own systems and processes, or hard copy catalogues. This will be determined by the Contracting Body and the Supplier at Order stage.

Management Information (MI) and KPI Review

The Supplier must categorise all Goods supplied over the duration of this Framework Agreement by utilising the Contract Reference field in Science Warehouse.

During quarterly review meetings Suppliers will be audited against the KPI's detailed within Appendix C. These KPI are subject to change throughout the duration of the Framework agreement in collaboration with the Supplier.

The Supplier shall provide quarterly reports to UK SBS in alignment with Appendix C.

Lot Breakdown

Lot 1: Supply of non-disposable handheld pipettes, repeaters and pipette controllers

Sub Lot 1.1: Non Disposable Handheld pipettes

Two types of non-disposable handheld pipettes are available. The most commonly used are those which employ the negative pressure displacement principle that relies on a piston which is calibrated to suck up a pre-prescribed aliquot into a removable disposable tip. There is an air gap between the piston and the sample, which eliminates cross-contamination. These versions are available in single or multichannel format and can be either manually operated or containing electronic components (which incorporates a motorised piston for filling and dispensing).

The positive displacement pipette is utilised for more accurate and precise measurements, mainly for small volumes. This **principle** incorporates a plunger which fits directly into a disposable pipette tip and is in contact with the solution to be pipetted. These pipettes are normally single channel and manually operated.

Under this Sub Lot, UK SBS expects;

- Manual Single Channel Pipettes, including positive displacement technology, Ranging in volume from 1UL to 5000 UL
- Manual Multi-channel Pipettes in 6, 8 and 12 channels in volumes from 1UL to 1000 UL
- Electronic Single Channel Pipettes, including positive displacement technology Ranging in volume from 1UL to 5000 UL
- Electronic Multi-channel Pipettes in 6, 8 and 12 channels in volumes from 1UL to 1000 UL

Sub Lot 1.2: Repeaters

Repeaters rely upon a disposable type syringe of varying volumes, which is fitted to the unit and adjusted to dispense multiples of a pre-prescribed volume. They are normally single channel and can either be electronic or manually operated.

Sub Lot 1.3: Pipette Controllers

Usually rechargeable, but can be mains powered, a pipette controller is a lightweight, easy-to-use and ergonomically designed hand-held piece of equipment for both aspiration and dispensing of maximum volumes from 1 to 100 ml glass or plastic serological pipettes.

Sub Lot 1.4: Carousels and Stands

Stands suitable for manual single channel, manual multichannel pipettes or Repeaters in both carousel and linear format where applicable. Stands suitable for charging electronic pipettes in linear and carousel format. Bidders are required to specify whether their stand is universal, Manufacturer and/or a model specific stand.

Contracting Bodies may request the Supplier to Source products outside of the scope of the Representative List. The Sourced Offering may be subject to a Further Competition

The Supplier must provide general and specific safety, technical and legislative support across the range of products categories.

Technical data sheets must be supplied by the supplier in soft and/or hard copies at Contracting Bodies request.

The Supplier must provide all packaging in conformance with the Packaging Directive as detailed:

<https://www.gov.uk/topic/environmental-management/waste>

Lot 2: Service and Calibration

- Supplier must be accredited according to the following or equivalent standards;
 - ISO/IEC 17025: Testing and calibration laboratories
 - UKAS accredited calibration laboratory (4296)
 - ISO 9001: Quality Management
 - ISO14001: Environmental management
- Pipette Servicing must be available via the following:
 - On-site pipette Clinics – Same price per pipette, regardless of make/model, service report from calibration technician
 - Mail- in pipette servicing with a 5 -7 day turnaround time. Free return postage via courier or royal mail, prices for mail in are to be the same as the clinic.
- Servicing must include the following:
 - Pipette dismantled where necessary, leak tested, cleaned and inspected.
 - Advise on replacement of worn parts – to include seals and O-rings FOC
 - Certificate of calibration for each pipette
 - Calibration to manufacturer's specification
 - Either a Two or Three reading accuracy (dependent on customer requirements) and precision check at min/max points
 - Multichannel – Two readings on every channel min& max points
 - Availability to supply genuine spare parts. If there are difficulties in obtaining a manufacturer spare part, bidders are expected to contact the originator with an expected resolution timescale.
 - Contact must be made with the purchaser where a pipette is beyond economic repair within 5 working days of the inspection.

Lot 3: Supply of spare parts

This lot is broken down into the following Sub Lots;

- | | |
|-------------|------------------------------------|
| Sub Lot 3.1 | • Non Disposable Handheld Pipettes |
| Sub Lot 3.2 | • Repeaters |
| Sub Lot 3.3 | • Pipette Controllers |

Bidders will be expected to provide spare parts as appropriate to each sub lot, including but not limited to;

- Piston Assemblies
- Tip Ejectors

- Tip Holders
- Connecting Nuts
- Tip Adapters
- Batteries (including rechargeable batteries and chargers)
- O-rings and seals
- Filters
- Manifolds
- Tubings
- PCBs and Displays

Contracting Bodies may request the Supplier to Source products outside of the scope of the Representative Lists. The Sourced Offering may be subject to a Further Competition.

Contracting Bodies may require additional services which will be determined at the Order stage.

The Supplier must provide general and specific safety, technical and legislative support across the range of products categories.

Technical data sheets must be supplied by the supplier in soft and/or hard copies at Contracting Bodies request.

The Supplier must provide all packaging in conformance with the Packaging Directive as detailed:

<https://www.gov.uk/topic/environmental-management/waste>

Terms and Conditions

Bidders are to note that any clarifications or requested modifications to UK SBS Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period as stated in Section 3.

In the event of UK SBS accepting a modification to a Contract Term they shall provide the amended Contract Term language to all potential Bidders

The duration of this Framework Agreement shall be for 2 years from the point of Framework Award with the option to extend for a further 2 x 12 month period.

Section 5 – Evaluation model

5.1 Introduction

- 5.1.1 The evaluation process will be conducted to ensure that Bids are evaluated fairly to ascertain the bidders who can demonstrate the required skills qualities, technical ability and capacity, commercial stability and experience to ensure successful performance of the Contract.
- 5.1.2 The evaluation team may comprise staff from UK SBS and the Contracting Authority, and any specific external stakeholders the Contracting Authority deem required

5.2 Evaluation of Bids

- 5.2.1 Evaluation of Bids shall be based on a Selection questionnaire defined in the e-sourcing tool.

5.3. SELECTION questionnaire

- 5.3.1 The selection questionnaire will be solely marked against Mandatory pass/ fail criteria. No scoring criteria will be used at the Selection phase.
- 5.3.2 The selection questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria.

Selection Pass/fail criteria		
Questionnaire	Q No.	Question subject
Selection Part A	SEL1.13	Contact details and declaration
Selection Part B	SEL2.2	Participation in a criminal organisation
Selection Part B	SEL2.3	Corruption
Selection Part B	SEL2.4	Fraud
Selection Part B	SEL2.5	Terrorist Offences or offences link to terrorist activities
Selection Part B	SEL2.6	Money laundering or Terrorist financing
Selection Part B	SEL2.7	Child Labour and other forms of trafficking in human beings
Selection Part B	SEL 2.8	Payment of tax or social security
Selection Part B	SEL 2.9	Self-Cleaning
Selection Part B	SEL 2.10	Section 2 Modern Slavery Act 2015
Selection Part B	SEL2.20	General Data Protection Act (GDPR)
Selection Part C	SEL3.2	Breach of environmental obligations
Selection Part C	SEL3.3	Breach of social obligations
Selection Part C	SEL3.4	Breach of labour law obligations

Selection Part C	SEL3.5	Bankruptcy
Selection Part C	SEL3.6	Guilty of grave professional misconduct
Selection Part C	SEL3.7	Distorting competition
Selection Part C	SEL3.8	Conflict of Interest
Selection Part C	SEL3.9	Prior involvement in procurement process
Selection Part C	SEL3.10	Prior performance of contract
Selection Part C	SEL3.11	Serious Misrepresentation
Selection Part C	SEL3.12	Withholding information
Selection Part C	SEL3.13	Unable to provide supporting documentation for ESPD
Selection Part C	SEL3.14	Influenced the decision making process
Selection Part D	SEL4.1	Audited accounts
Selection Part D	SEL4.2	Minimum financial threshold
Selection Part D	SEL4.3	Wider group / guarantee
Selection Part D	SEL4.4	Insurance
Selection Part E	FOI1.1	Freedom of information
Selection Part E	SEL5.4	Compliance under Modern Slavery Act 2015
Selection Part E	SEL5.5	Health and Safety Policy
Selection Part E	SEL5.6	Enforcement/remedial orders in relation to the Health and Safety Executive
Selection Part E	SEL5.7	Breaching environmental legislation
Selection Part E	SEL5.8	Checking sub-contractors for infringement of environmental legislation
Selection Part E	SEL5.9	Unlawful discrimination
Selection Part E	SEL5.10	Checking sub-contractors for unlawful discrimination
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, UK SBS reserves the right to disqualify the Bidder.		

5.3.3 Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

5.3.4 Questions marked 'for information only' do not contribute to the scoring model.

5.4. AWARD questionnaire

5.4.1 The award questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria. Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

Award Pass/fail criteria		
Questionnaire	Q No.	Question subject
Commercial	AW1.1	Form of Bid
Commercial	AW1.2	Bid validity period
Commercial	AW1.3	Certificate of bona fide Bid
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and fixed price

Price	AW5.3	Open book policy
Price	AW5.5	E Invoice
Price	AW5.6	E Invoice implementation
Price	PROJ1.2	Agreement to Price File Process
Price	PROJ1.3	Price Increase Justification
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ2.1	Substitutions and Variations
Quality	PROJ2.3	Electronic Request for Quote (ERFQ) Response Times
eMarketplace	PROJ3.1	eMarketplace Information
eMarketplace	PROJ3.2	Honouring Prices
eMarketplace	PROJ3.3	Promotion Advertising
eMarketplace	PROJ3.4	Discontinuation Policy
KPI & MI	PROJ4.1	Quarterly Management Information Meetings
KPI & MI	PROJ4.3	Attendance to Quarterly Meetings
KPI & MI	PROJ4.4	Continued Compliance to Framework
KPI & MI	PROJ4.5	Corrective Actions
KPI & MI	PROJ4.6	Query Response Times
Delivery	PROJ6.1	Proof of Delivery
Delivery	PROJ6.2	Delivery Inconsistency Rectification
Delivery	PROJ6.3	Export Papers & Certificates of Origin
Delivery	PROJ6.4	Consolidated Deliveries
Sub Lot 1.1	PROJ7.1	Equivalent products & Technical Specifications
Sub Lot 1.2	PROJ8.1	Equivalent products & Technical Specifications
Sub Lot 1.3	PROJ9.1	Equivalent products & Technical Specifications
Sub Lot 1.4	PROJ10.1	Equivalent products & Technical Specifications
Lot 2	PROJ11.1	Genuine OEM Parts
Sub Lot 3.1	PROJ12.1	Equivalent products & Technical Specifications
Sub Lot 3.2	PROJ13.1	Equivalent products & Technical Specifications
Sub Lot 3.3	PROJ14.1	Equivalent products & Technical Specifications
<p>In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, UK SBS reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.</p>		

5.4.2 The Award questionnaire shall be marked against the following Award scoring criteria.

5.4.3 The evaluation model below shall be used for this RFP which will be determined to two decimal places.

5.4.4 Questions marked 'for information only' do not contribute to the scoring model.

Award Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this RFP. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire Lot / Sub Lot	Q No.	Question subject	Maximum Marks
Sub Lot 1.1	Sub Lot 1.1 – AW5.2	Price	100.00%
Sub Lot 1.2	Sub Lot 1.2 – AW5.2	Price	100.00%
Sub Lot 1.3	Sub Lot 1.3 – AW5.2	Price	100.00%
Sub Lot 1.4	Sub Lot 1.4 – AW5.2	Price	100.00%
Lot 2	Lot 2 – AW5.2	Price	100.00%
Sub Lot 3.1	Sub Lot 3.1 – AW5.2	Price	100.00%
Sub Lot 3.2	Sub Lot 3.2 - AW5.2	Price	100.00%
Sub Lot 3.3	Sub Lot 3.3 - AW5.2	Price	100.00%

Award Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with

	major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will $(60+40+80+60) \div 4 = 60$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score}/\text{Total Points} \times 50$ ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

5.5. Evaluation process

5.5.1 The evaluation process will feature some, if not all, the following phases

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> • RFP logged upon opening in alignment with UK SBS's procurement procedures. • Any RFP Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> • Check all Mandatory requirements are acceptable to the Contracting Authority. • Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none"> • Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the Selection criteria.
Clarifications	<ul style="list-style-type: none"> • The Evaluation team may require written clarification to Bids
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> • Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Selection criteria.
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> • To confirm contents of the letters to provide details of scoring and relative feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Selection and award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the questions are is available at
<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

6.3 Guidance on completion of the questions is available at
<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General information

7.1. Introduction

7.1.1 UK SBS wishes to establish a Contract for the provision of Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers. UK SBS is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as may be amended from time to time) (the “Regulations”). This is a supplies and services Contract being procured under the OJEU Open Procedure

7.1.2 UK SBS is procuring the Contract as a central purchasing body for itself and Customers who are Other Public Bodies (OPB’s). This means that OPB’s referred to in the OJEU Notice may also participate in the Contract. Further details of these organisations can be found at

<http://www.uksbs.co.uk/services/procure/contracts/Pages/default.aspx>

UK SBS is procuring a Framework for the list of customers detailed in section 2 and below of this RFP document. UK SBS will manage the overall performance of the Framework Agreement by Suppliers and collect Management Information and any Management Charges payable by Suppliers

7.1.3 UK SBS logos, trademarks and other identifying marks are proprietary and may not be incorporated in the Companies response without UKSBS’s written permission.

7.1.4 The Bidder shall indemnify and keep indemnified UK SBS against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Bidder of this document.

7.1.5 If there is any doubt with regard to the ambiguity of any question or content contained in this questionnaire then PLEASE ASK a clarification question, but please ensure that your question is via the formal clarification process in writing to the UK SBS representative nominated. No approach of any kind in connection with this opportunity should be made to any other person within, or associated with UK SBS. All information secured outside of this named contact shall have no legal standing or worth and should not be relied upon.

7.1.6 It remains the responsibility of the Bidder to keep UK SBS informed of any matter that may affect continued qualification

7.1.7 Prior to commencing formal evaluation, Submitted Responses will be checked to ensure they are fully compliant with the Pass / Fail criteria within the Evaluation model. Non-compliant Submitted Responses may be rejected by UK SBS. Submitted Responses which are deemed by UK SBS to be fully compliant will proceed to evaluation. These will be evaluated using the criteria and scores detailed in the matrix set out in [Section 5](#).

7.1.8 Whilst it is UK SBS’s and any relevant Other Public Bodies intention to purchase the majority of its supplies and services under this Contract Arrangement from the Supplier(s) appointed this does not confer any exclusivity on the appointed Suppliers. UK SBS and any relevant Other Public Bodies reserve the right to purchase any supplies and services (including those similar to the supplies and services covered by this procurement) from any Supplier outside of this Contract.

7.1.9 UK SBS reserves the right not to conclude a Contract as a result of the current procurement process. Bidders should review the contents of Section 7 paragraph 7.8.1 when considering submitting their Response.

7.1.10 The supplies and services covered by this procurement exercise have been sub-divided into Lots.

Framework: Non Disposable Handheld Pipettes, Repeaters and pipette controllers		Number of Envisaged Suppliers
Lot 1 – Supply of Non Disposable Handheld Pipettes, Repeaters and pipette controllers		
Sub Lot 1.1	• Non Disposable Hand Held Pipettes	10
Sub Lot 1.2	• Repeaters	10
Sub Lot 1.3	• Pipette Controllers	10
Sub Lot 1.4	• Carousels and Stands	10
Lot 2 – Service and Calibration		
	• Servicing and calibration of Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers	10
Lot 3 – Supply of Spare Parts		
Sub Lot 3.1	• Non Disposable Handheld Pipettes	10
Sub Lot 3.2	• Repeaters	10
Sub Lot 3.3	• Pipette Controllers	10

7.1.11 UK SBS shall utilise the Crown Commercial Service (CCS – previously Government Procurement Service) Emptoris e-sourcing tool url <https://gpsesourcing.cabinetoffice.gov.uk/ssso/jsp/login.jsp> to conduct this procurement. There will be no electronic auction following the conclusion of the evaluation of the Request for Proposal (RFP) responses. Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service, Telephone 0345 010 3503.

7.1.12 Please utilise the messaging system within the e-sourcing tool located at <https://gpsesourcing.cabinetoffice.gov.uk/ssso/jsp/login.jsp> within the timescales detailed in [Section 3](#). If you have any doubt as to what is required or will have difficulty in providing the information requested. Bidders should note that any requests for clarifications may not be considered by UK SBS if they are not articulated by the Bidder within the discussion forum within the e-sourcing tool.

7.1.13 Bidders should read this document, RFX attachments, messages and the evaluation questionnaires carefully before completing the Response submission. Failure to comply with any of these instructions for completion and submission of the Submitted Response may result in the rejection of the Response. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the supplies and services and contractual obligations. These instructions constitute the Conditions of Response. Participation in the RFP process automatically signals that the Bidder accepts these Conditions.

7.1.14 All material issued in connection with this RFP shall remain the property of UK SBS and/or as applicable relevant OPB and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned to the Contracting

Authority or securely destroyed by the Bidder (at the Contracting Authority's option) at the conclusion of the procurement

- 7.1.15 The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Response.
- 7.1.16 The Bidder shall not make contact with any other employee, agent or consultant of UK SBS or any relevant OPB or Customer who are in any way connected with this procurement during the period of this procurement, unless instructed otherwise by UK SBS.
- 7.1.17 UK SBS shall not be committed to any course of action as a result of:
- 7.1.18.1 issuing this RFP or any invitation to participate in this procurement ;
 - 7.1.17.2 an invitation to submit any Response in respect of this procurement;
 - 7.1.17.3 communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement; or
 - 7.1.17.4 any other communication between UK SBS, and/or any relevant OPB (whether directly or by its agents or representatives) and any other party.
- 7.1.18 Bidders shall accept and acknowledge that by issuing this RFP UK SBS shall not be bound to accept any Response and reserves the right not to conclude a Contract for some or all of the Supplies and Services for which Responses are invited.
- 7.1.19 UK SBS reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement.
- 7.1.20 Bidders should not include in the Response any extraneous information which has not been specifically requested in the RFP including, for example, any sales literature, standard terms of trading etc. Any such information not requested but provided by the Bidder shall not be considered by UK SBS.
- 7.1.21 If the Bidder is a consortium, the following information must be provided: full details of the consortium; and the information sought in this RFP in respect of each of the consortium's constituent members as part of a single composite response. Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium as indicated in the relevant section of the selection questionnaire SEL1.9 specifically refers. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided as indicated in the relevant section of the RFP. However, please note the Contracting Authority reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 19(6) of the Regulations. The Contracting Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Contracting Authority so that it can make a further assessment by applying the selection criteria to the new information provided and consider rejection of the Response if the Contracting Authority reasonably consider the change to have a material impact of the delivery of the viability of the Response.

7.2. Bidder conference

- 7.2.1 A Bidders' Conference will not be held in conjunction with this procurement.

7.3. Confidentiality

- 7.3.1 Subject to the exceptions referred to in paragraph 7.3.2, the contents of this RFP are being made available by UK SBS on condition that:
- 7.3.1.1 Bidders shall at all times treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
 - 7.3.1.2 Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
 - 7.3.1.3 Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Response; and
 - 7.3.1.4 Bidders shall not undertake any publicity activity within any section of the media in relation to this procurement
- 7.3.2 Bidders may disclose, distribute or pass any of the Information to the Bidder's advisers, sub-contractors or to another person provided that either:
- 7.3.2.1 This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
 - 7.3.2.2 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or
 - 7.3.2.3 The Bidder is legally required to make such a disclosure
- 7.3.3 In paragraphs 7.3.1 and 7.3.2 above the term 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.
- 7.3.4 UK SBS may disclose detailed information relating to Responses to its employees, agents or advisers and they may make any of the Contract documents available for private inspection by its officers, employees, agents or advisers. UK SBS also reserve the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Response (unless there is a requirement for disclosure as explained in paragraphs 7.4.1 to 7.4.3 below).
- 7.3.5 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. Subject to section 7.4 below, the information will not be disclosed outside Government. Bidders taking part in this RFP consent to these terms as part of the competition process.

- 7.3.6 The Government introduced its new Government Security Classifications (“GSC”) classification scheme to replace the current Government Protective Marking System (“GPMS”). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:
<https://www.gov.uk/government/publications/government-security-classifications>
- 7.3.7 UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this RFP to reflect any changes introduced by the GSC. In particular where this RFP is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

7.4 Freedom of information

- 7.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’) and the Environmental Information Regulations 2004 (the ‘EIR’) (each as amended from time to time), UK SBS may be required to disclose information submitted by the Bidder.
- 7.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 7.4.3 Where a Bidder identifies information as commercially sensitive, UK SBS will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, UK SBS may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, UK SBS is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, UK SBS cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.
- 7.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS and the Bidder should not attempt to answer the request without first consulting with UK SBS
- 7.4.5 Bidders are reminded that the Government’s transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, and any contract entered into by UK SBS with its preferred supplier once the procurement is complete. By submitting a response to this RFP Bidders are agreeing that their participation and contents of their Response may be made public.

7.5. Response Validity

7.5.1 Your Response should remain open for consideration for a period of 90 days. A Response valid for a shorter period may be rejected.

7.6. Timescales

7.6.1 [Section 3](#) of the RFP sets out the proposed procurement timetable. UK SBS reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

7.7. UK SBS's Contact Details

7.7.1 Unless stated otherwise in these Instructions or in writing from UK SBS, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.

7.7.2 All enquiries with respect to access to the e-sourcing tool may be submitted to Crown Commercial Service, Telephone 0345 010 3503.

7.7.3 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.

7.8. Preparation of a Response

7.8.1 Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Responses. Bidders are solely responsible for all costs, expenses and other liabilities arising in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will UK SBS, or any of their advisers, be liable for any such costs, expenses or liabilities borne by Bidders or their sub-contractors, suppliers or advisers in this process.

7.8.2 Bidders are required to complete and provide all information required by UK SBS in accordance with the Conditions of Response and the Request for Proposal. Failure to comply with the Conditions and the Request for Proposal may lead UK SBS to reject a Response.

7.8.3 UK SBS relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement.

7.8.4 Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding their Responses, without reliance upon any opinion or other information provided by UK SBS or their advisers and representatives. Bidders should notify UK SBS promptly of any perceived ambiguity, inconsistency or omission in this RFP, any of its associated documents and/or any other information issued to them during the procurement.

7.8.5 Bidders must ensure that each response to a question is within any specified word count. Any responses with words in excess of the word count will only be considered up to the point where they meet the word count, any additional words beyond the volume defined in the word count will not be considered by the evaluation panel.

- 7.8.6 Bidders must ensure that each response to a question is not cross referenced to a response to another question. In the event of a Bidder adding a cross reference it will not be considered in evaluation.

7.9. Submission of Responses

- 7.9.1 The Response must be submitted as instructed in this document through the e-sourcing tool. Failure to follow the instruction within each Section of this document, to omit responses to any of the questions or to present your response in alignment with any guidance notes provided may render the Response non-compliant and it may be rejected.
- 7.9.2 UK SBS may at its own absolute discretion extend the closing date and the time for receipt of Responses specified [Section 3](#).
- 7.9.3 Any extension to the RFP response period will apply to all Bidders.
- 7.9.4 Any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Failure to adhere to this requirement will result in the Response not being considered.
- 7.9.5 UK SBS do not accept responsibility for the premature opening or mishandling of Responses that are not submitted in accordance with the instructions of this document.
- 7.9.6 The Response and any documents accompanying it must be in the English language
- 7.9.7 Bidders must submit their response through the e-sourcing tool:
- 7.9.8 Responses will be submitted any time up to the date indicated in [Section 3](#). Responses received before this deadline will be retained in a secure environment, unopened until this deadline has passed.
- 7.9.9 Responses received after the date indicated in [Section 3](#) shall not be considered by UK SBS unless the Bidder can justify the reason for the delay.
- 7.9.9.1 The Bidder must demonstrate irrefutable evidence in writing they have made best endeavours to ensure the Response was received on time and that the issue was beyond their control.
- 7.9.9.2 Any request for a late Response to be considered must be emailed to the Buyer in [Section 3](#) in advance of 'the deadline' if a bidder believes their Response will be received late.
- 7.9.9.3 UK SBS reserves the right to accept or reject any late Response without justification to the affected Bidder and make no guarantee it will consider any request for a late Response to be considered.

7.10. Canvassing

- 7.10.1 Any Bidder who directly or indirectly canvasses any employee, or agent of UK SBS or its members or any relevant OPB or any of its employees concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Bidder, Response or proposed Response will be disqualified.

7.11. Disclaimers

7.11.1 Whilst the information in this RFP, Due Diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

7.11.2 Neither UK SBS, nor any relevant OPB's nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:

7.11.2.1 makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFP; or

7.11.2.2 accepts any responsibility for the information contained in the RFP or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

7.11.3 Any persons considering making a decision to enter into contractual relationships with UK SBS and/or, as applicable, relevant OPB following receipt of the RFP should make their own investigations and their own independent assessment of UK SBS and/or, as applicable, relevant OPB and its requirements for the supplies and services and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents (including the Schedules) is only authorised to be provided following a query made in accordance with Paragraph 7.15 of this RFP.

7.12. Collusive behaviour

7.12.1 Any Bidder who:

7.12.1.1 fixes or adjusts the amount of its Response by or in accordance with any agreement or arrangement with any other party; or

7.12.1.2 communicates to any party other than UK SBS, or, as applicable, relevant OPB the amount or approximate amount of its proposed Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or

7.12.1.3 enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or

7.12.1.4 enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or

7.12.1.5 offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response, any act or omission,

shall (without prejudice to any other civil remedies available to UK SBS and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

7.13. No inducement or incentive

7.13.1 The RFP is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Bidder to submit a Response or enter into the Contract or any other contractual agreement.

7.14. Acceptance of the Contract

7.14.1 The Bidder in submitting the Response undertakes that in the event of the Response being accepted by UK SBS confirming in writing such acceptance to the Bidder, the Bidder will within 7 days of being called upon to do so by UK SBS execute the Contract in the form set out in the Contract Terms or in such amended form as may subsequently be agreed.

7.14.2 UK SBS shall be under no obligation to accept the lowest priced or any Response.

7.15. Queries relating to the Response

7.15.1 All requests for clarification about the requirements or the process of this procurement shall be made in through the e-sourcing tool unless where the e-sourcing tool is unavailable due to Emptoris or Crown Commercial Service system maintenance or failure, in this instance all clarifications shall be by email to the contact defined in [Section 3](#).

7.15.2 UK SBS will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.

7.15.3 In the event of a Bidder requiring assistance uploading a clarification to the e-sourcing portal they should use the contact details defined in [Section 3](#).

7.15.4 No further requests for clarifications will be accepted after 5 days prior to the date for submission of Responses.

7.15.5 In order to ensure equality of treatment of Bidders, UK SBS intends to publish the questions and clarifications raised by Bidders together with UK SBS's responses (but not the source of the questions) to all participants on a regular basis.

7.15.6 Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if UK SBS at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and UK SBS's response, UK SBS will:

7.15.6.1 invite the Bidder submitting the query to either declassify the query and allow the query along with UK SBS's response to be circulated to all Bidders; or

7.15.6.2 request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query prior to the end of the closing date and time for Bidder clarifications.

7.15.7 UK SBS reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

7.16. Amendments to Response Documents

7.16.1 At any time prior to the deadline for the receipt of Responses, UK SBS may modify the RFP by amendment. Any such amendment will be numbered and dated and issued by UK SBS to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Responses, UK SBS may, at its discretion, extend the time and/or date for receipt of Responses.

7.17. Modification and withdrawal

7.17.1 Bidders may modify their Response where allowable within the e-sourcing tool. No Response may be modified after the deadline for submission of Responses.

7.17.2 Bidders may withdraw their Response at any time prior to the deadline for submission of Responses or any other time prior to accepting the offer of a Contract. The notice to withdraw the Response must be in writing and sent to UK SBS by recorded delivery or equivalent service and delivered to the Head of Policy UK SBS at UK Shared Business Services Ltd, Procurement, Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FF

7.18. Right to disqualify or reject

7.18.1 UK SBS reserves the right to reject or disqualify a Bidder where

7.18.1.1 the Bidder fails to comply fully with the requirements of this Request for Proposal or presents the response in a format contrary to the requirements of this document; and/or

7.18.1.2 the Bidder is guilty of serious misrepresentation in relation to its Response; expression of interest; or the Response process; and/or

7.18.1.3 there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

7.19. Right to cancel, clarify or vary the process

7.19.1 UK SBS reserves the right to:

7.19.1.1 cancel the evaluation process at any stage; and/or

7.19.1.2 require the Bidder to clarify its Response in writing and/or provide additional information. (Failure to respond adequately may result in the Bidder not being selected),

7.20.. Notification of award

7.20.1 UK SBS will notify the successful Bidder of the Contract award in writing and will publish an Award Notice in the Official Journal of the European Union in accordance with the Regulations within 30 days of the award of the contract.

7.20.2 As required by the Regulations all successful and unsuccessful Bidders will be provided with an email advising the outcome of the submission of their RFP response.

Appendix 'A' Glossary of Terms

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS.
“Bid”, “Response”, “Submitted Bid”, or “RFP Response”	means the Bidders formal offer in response to this Request for Proposal
“Bidders”	means the organisations being invited to respond to this Request for Proposal
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies/services/works for and on behalf of contracting authorities
“Conditions of Bid”	means the terms and conditions set out in this RFP relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the OJEU Contract Notice
“Contracting Authority”	A public body regulated under the Public Contracts Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Direct Award”	means the award of a Call Off Contract by application of the terms laid down in the Contract without re-opening competition
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this Request for Proposal
"EIR"	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
FoIA	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Lot”	means a discrete sub-division of the requirements
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“OJEU Contract Notice”	means the advertisement issued in the Official Journal of the European Union
“Order”	means an order for served by any Contracting Body on the Supplier
“Other Public Bodies”	means all Contracting Bodies except the Contracting Authority
“Request for Proposal” or “RFP”	means this Request for Proposal documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
“Supplier”	means the organisation awarded the Contract
“supplies /services/works ”	means any supplies/services and supplies or works set out at within Section 4 Specification

Appendix 'B' Science Warehouse (Advanced) Price File Process During Contractual Term

Part of the process for all Science Warehouse suppliers is the requirement to submit price files if you want to change or add items to your catalogue. This process also deals with the changing of prices. If you wish to change prices of items held on Science Warehouse

This communication with Strategic Procurement is vital to getting your price file approved, and ensuring that there are no delays processing your price file into Science Warehouse. To ensure that this process runs smoothly, please see the steps below that you are required to follow. If this process is not adhered to, UK Shared Business Services Ltd will not approve the file, and will reject it back through Science Warehouse which will mean that the Go Live that you have requested will not take place:

STEP 1 - Supplier activity - 6 weeks prior to requested Go live date of new price files

Contact the relevant Category Manager / Buyer within Strategic Procurement 6 weeks prior to the intended Go Live date to advise of price changes or new items that you would like to submit. Please provide reasons behind the requested price change, and the date you would like the changes to take effect (the Go Live date)

STEP 2 - Supplier activity – Immediately following step 1, 6 weeks prior to go live date

Submit your new pricing to Science warehouse via the price update process.

STEP 3 - Category Manager / Buyer to initiate discussion

Upon receipt of the documents required in Step 2, the Category Manager / Buyer may wish to discuss the proposed changes and the reasons that have led to requesting a price change. These discussions/negotiations will take place within 4 weeks following receipt of the documents.

STEP 4 - by the end of Week 4

By the end of week 4, all discussions regarding price should be finalized and a price amendment agreed. Upon confirmation of agreement from the relevant Category Manager/Buyer within Strategic Procurement, please re-submit your final agreed price file if necessary(modified as a result of the discussions with the Category Manager) into Science Warehouse so that it can be uploaded for approval by UK Shared Business Services Ltd.

Please be aware that when the price file is submitted into Science Warehouse, the process for upload has several stages:

- a) Supplier to submit the agreed price file to Science Warehouse
- b) Science Warehouse send the price file to UK Shared Business Services Ltd
- c) The relevant Category Manager / Buyer checks against the agreed pricing from steps 1 – 4 above, and then approves the file
- d) Once approved by UK Shared Business Services Ltd, Science Warehouse will then process the price file through final Supplier approval steps before the changes are made visible on the catalogue

Once this final supplier approval under d) has been completed, please also amend your back office systems at this point, in order to prevent invoice miss-matches. The price on Science Warehouse is the price that UK Shared Business Services Ltd will pay.

This end-to-end process from Step 1 to 4 (completion) should take no more than 6 weeks.

N.B. all files that are to add new items to science warehouse must include the list price as well as the contracted price.

Appendix 'C' MI and KPI Data

The following Appendix can be found within the RFX Attachments tab within the Esourcing Portal

- Appendix 'C' – MI and KPI data

Appendix 'D' eMarketplace Standard Data Requirements

The following Appendix can be found within the RFX Attachments tab within the Esourcing Portal. These are the standard data requirements for the e-marketplace when a price file is uploaded.

- Appendix 'D' – eMarketplace Standard Data Requirements

Appendix 'E' Contract Reference Field.

Suppliers will be required to utilise the contract reference field in Science Warehouse when uploading their price files. In order to upload contract references and their expiry dates, you will require an additional layer of permission to be added to your account. This should be requested from the SWL Customer Support team by emailing marketplace.support@oneadvanced.com

All types of SWL supplier should load contract reference information themselves via the Portal, regardless of whether the SWL Content Team loads product and pricing data on their behalf.

Navigate to your SWL Portal home page and then locate *File upload* from the menu bar at the top of the page. A pop-up will appear that allows you to download and upload price and data templates. Choose the *Contract references template* to download this as a .zip file.

The template consists of five columns for you to complete and all are mandatory. Further notes on the fields in the template can be found in the table below.

Field on Template	Notes
Catalogue Number	Catalogue numbers may only include alphanumeric characters, dashes (-) slashes (\/) and full stops (.). They should not include any special characters (i.e. those not present on a standard keyboard).
Price List	This should be the exact name of the price list for the buyer you for whom you wish to add a contract reference. You should NOT provide a contract reference for your general 'list' price list. More information can be found on price list names in Appendix B.
Contract Reference	Alphanumeric value
Price	Number (without currency) or can be FOC
Expiry Date	Format: dd/mm/yyyy

The contract reference field is a mandatory requirement to ensure that your price file is appropriately categorised and makes reference to the applicable sub lot e.g.

“RE18203 – Non Disposable Handheld Pipettes Framework - Sub Lot 1.1”

“RE18203 – Non Disposable Handheld Pipettes Framework – Sub Lot 3.3”

Suppliers will also be required, when submitting a price file for updated or new items, to submit files in line with the lotting structure detailed below.

Framework: Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers	
Lot 1 – Supply of Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers	
Sub Lot 1.1	<ul style="list-style-type: none"> Non Disposable Hand Held Pipettes
Sub Lot 1.2	<ul style="list-style-type: none"> Repeaters
Sub Lot 1.3	<ul style="list-style-type: none"> Pipette Controllers
Sub Lot 1.4	<ul style="list-style-type: none"> Carousels and Stands
Lot 2 – Service and Calibration	
	<ul style="list-style-type: none"> Servicing and calibration of Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers
Lot 3 – Supply of Spare Parts	
Sub Lot 3.1	<ul style="list-style-type: none"> Non Disposable Handheld Pipettes
Sub Lot 3.2	<ul style="list-style-type: none"> Repeaters
Sub Lot 3.3	<ul style="list-style-type: none"> Pipette Controllers

Appendix “F” Discontinuation Process

The following process is to be followed by all suppliers with regards to the discontinuation of products from the Non Disposable Handheld Pipettes, Repeaters and Pipette Controllers Framework ‘representative’ and ‘sourced’ lists.

To ensure that this process runs smoothly, please see the steps below that you are required to follow.

STEP 1 - The supplier is to provide a minimum of 6 weeks’ notice to the contracting authority of any products that are to be discontinued. The supplier is to inform the contracting authority of any substitute that is available, along with any compatibility with existing consumables for the discontinued item.

STEP 2 - The supplier is to ensure that the product is marked (to be discontinued) on the eMarketplace

STEP 3 - The supplier is to ensure that availability is marked as limited, with contact details for the customer to obtain an up to date stock level before placing their order.

STEP 4 - The supplier must ensure that discontinued items are reviewed regularly and removed from the eMarketplace Website within 48 hours of withdrawal

STEP 5 - The supplier to ensure that if a new product replaces a discontinued product, then this must be linked within the eMarketplace Website.

STEP 6 - The supplier is to ensure that free samples of the replacement product are available for testing free of charge a minimum of 4 weeks prior to withdrawal of the discontinued product should they so be required