



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Engineering & Physical
Sciences Research Council (EPSRC)**

Subject Circular Economy Impact Study

Sourcing reference number CR18025



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

Registered in England and Wales as a limited company. Company Number 6330639.
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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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for 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 Contracting Authorities. This allows Contracting Authorities 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, Energy and Industrial Strategy (BEIS) 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 Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

Engineering and Physical Sciences Research Council (EPSRC)

EPSRC is the main UK government agency for funding research and training in engineering and the physical sciences, investing more than £800 million a year in a broad range of subjects – from mathematics to materials science, and from information technology to structural engineering.

The research EPSRC fund affects every aspect of our lives, from energy and the environment, through health, crime prevention, transport, construction and leisure time, to communications, nanotechnology and fundamental science.

The organisation's funded research has already led to improvements in MRI scanning to detect cancer, new ways of predicting and preventing flooding, the first controlled production of atomic antimatter, more durable artificial joints for our bodies, the lasers in our CD and DVD systems and software technologies to boost on-line shopping and the film industry

Examples of funded research

- University research into the technology and economics of energy storage, with an emphasis on securing environmentally-friendly and affordable power for the UK.
- A new national Carbon Capture and Storage Research Centre aimed at developing a low- carbon energy system for the UK.
- Developing the next generation of supercomputers.
- Creating a robotic organism for medical use.

Facing the uncertain economic future EPSRC strives to be ahead of the game, investing in world-class research into green technologies, medical advances and high-value manufacturing.

The organisation meets the needs of industry and society by working in partnership with universities to invest in people, scientific discovery and innovation. The knowledge and expertise gained maintains a technological leading edge, builds a strong economy and improves people's quality of life.

www.epsrc.ac.uk

Section 3 - Working with Engineering and Physical Sciences Research Council (EPSRC)

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Engineering and Physical Sciences Research Council (EPSRC) Polaris House North Star Avenue Swindon SN2 1ET
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£80,000 excluding VAT
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 Issue of Contract Advert and location of original Advert	Monday 12 th February 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 23 rd February 2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Tuesday 27 th February 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Tuesday 6 th March 2018 14:00
3.10	Anticipated selection and the selections of Bids notification date	Tuesday 16 th March 2018
3.11	Anticipated Award date	Friday 16 th March 2018

3.12	Anticipated Contract Start date	Wednesday 21 st March 2018
3.13	Anticipated Contract End date	Tuesday 31 st July 2018
3.14	Bid Validity Period	60 Days

Section 4 – Specification

Socio-economic impact of EPSRC’s investment in research and training relevant to the circular economy

Brief Description of Requirements

The Engineering and Physical Sciences Research Council (EPSRC) wishes to commission a study to explore the value and impact of research and training relevant to the circular economy that EPSRC has funded over the last 10 years. A key aspect of the study will be to quantify the economic impact of the research and training and to capture the wider impacts, including socio-environmental, scientific impacts.

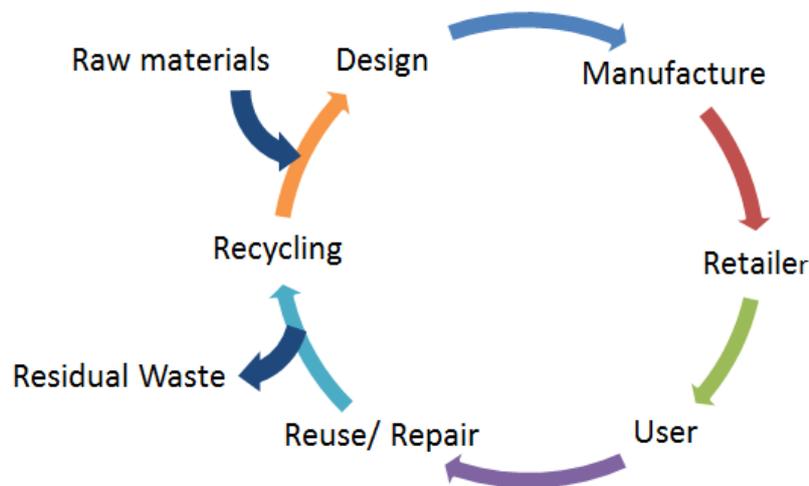
Background

Circular economy

A circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life.

The UK’s prosperity and national security depend heavily on global stability and access to reliable sources of resources. As such, processes, technologies and whole systems that enable the circulation of valuable resources, such as recycling, re-use and remanufacture will become ever more important.

As part its delivery plan, EPSRC is funding research and training to help the UK transform to a sustainable society, with a focus on the circular economy: using new chemistries, materials substitutes and a whole systems approach to move towards a circular economy which includes recycle, remanufacture and remarketing (validation and reuse) of materials.



In a circular economy

Raw materials	The use of non-renewable raw materials is minimised, which is particularly important where resources are non-renewable, scarce or expensive. The majority of raw materials entering the cycle are bio-based and renewably produced.
Design	Materials are designed for both optimum performance and ease of recycling. Products are designed so that they can be used, reused, repaired, remanufactured and then recycled.
Manufacture	Manufacturing processes are as resource-efficient and energy-efficient as possible, minimising impact on the environment. Unavoidable by-products are utilised in other manufacturing processes. The manufacturing base is flexible and versatile, capable of producing personalised products.
Value	Value in products and processes is kept for as long as possible. Retailers retain ownership of more products in order to keep the valuable resources contained within them. More products are available through product-service models or through shared ownership.
User	Products have a longer life span and are more adaptable.
Reuse/repair	Products are used, reused and then repaired – either by the consumer or the manufacturer, which may retain ownership of the product and be responsible for the repair.
Recycling	At their end of life, products are disassembled and the materials processed so they can be remade with optimum efficiency into new

	products. These materials are as good as or better than virgin raw materials.
Waste	Waste products that can't be recycled are turned into energy via anaerobic digestion of bio-based materials or incineration. Waste streams are converted into valuable products.

The focus of this impact analysis will be on industrial systems, with the scope excluding infrastructure and energy systems. The use of biological techniques is in scope when considering new chemistries and material substitutes.

EPSRC funding for research and training in circular economy

EPSRC funds research and training relating to the circular economy through multiple routes and at different scales. This study is focused on identifying the impact of investments over the past 10 years.

The main routes through which EPSRC funds research and training relevant to the circular economy are:

1. Standard research grants – flexible grants which range from small value, short-term grants to multi-million pound research programmes. A wide variety of activities are supported including research projects, feasibility studies, instrument development, equipment, overseas travel grants and long-term proposals to develop critical mass
2. Strategic research investments – calls for research proposals in priority areas. There have been a number of calls and funded centres in the area of the circular economy
3. Centres for Doctoral Training – support for cohort-based training of doctoral students in areas of national need. There are 115 in total across EPSRC's remit and several are relevant to the circular economy.

EPSRC evaluation frameworks

The impact analysis of EPSRC's investments in the area of circular economy should be structured in such a way as to be consistent with the RCUK stated Pathways to Impact, and reflecting EPSRC's use of logic models for capturing routes to impact. The primary focus should be on economic and socioenvironmental impacts, however broader impacts should be considered.

RCUK Pathways to Impact	
<i>Knowledge</i>	Scientific advances, techniques
<i>People</i>	Skills, people pipelines
<i>Economy</i>	Wealth creation, inward investment, new companies, products and procedures

Society	Quality of life, health, international development, policy				
Illustrative Impact logic model (with example indicators)					
Impact pathway	Inputs	Activities	Outputs	Intermediate outcomes	Impacts
<i>Knowledge (research excellence)</i>	EPSRC funding £ Strategic interventions (calls for proposals, sandpits etc.)	Research Investigators Multi-disciplinary collaborations	Publications Citations University leverage £cash/kind	Research quality Capability Facilities Strategic research growth in a region or institution	Internationally-leading research Advances in current knowledge UK research capacity
<i>Economy (knowledge exchange, early stage commercialisation)</i>		Business collaborations Knowledge exchange events	Sector coverage Direct partner leverage £ cash/in-kind Joint publications IP activity Spin-outs and joint ventures Follow on activity E.g. Proof-of-concept projects	Benefits to directly relevant companies : new investment , cost savings, turnover, profit and exports More relevant projects for users Products, tools and services to market and	Sectoral impact: productivity, value, exports, jobs, innovation Clusters

			Demonstrators	delivering value	
			New innovation clusters, use by business for innovation	Inward investment deals	
<i>People and Skills</i>		Staff – research / other	Secondments	Skills supply for the sector	Jobs in sector
		Doctoral and masters students	Doctoral completions Masters completions Training completed		
		Courses			
<i>Society / Environment</i>		Public engagement events	Policy, safety and efficacy advice	Public policy, standards and regulatory standards influence	Environmental -e.g. reduced CO2, pollutant emissions and waste to landfill
		Stakeholder involvement and consultations	Projects adapted or developed	More relevant projects for public / consumer	Societal - e.g. consumer behaviour change, health impacts
				Diverse recruitment	

				Changed perceptions	
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There are well-documented challenges associated with assessing the impact of research investments, for example: time lags to impact, identifying suitable counterfactuals, attribution of impacts to specific investments, and measuring and valuing knowledge. Bidders will be expected to explain how they will address such issues within the context of this study.

Specification

EPSRC wishes to understand the value of the investment it makes in research and training relevant to the circular economy. The data and information generated through this study will provide robust evidence to inform decisions on future strategic investment in the area.

The key question that we would like the study to address is:

- What has been the overall impact of EPSRC’s investments in research and training relating to the circular economy over the last 10 years?

In order to answer this, the study should provide quantitative and qualitative data, together with representative case studies/examples, addressing the following questions:

1. Scientific value

- What technical and scientific advances has EPSRC funding enabled?
- What effect has EPSRC funding had on the research landscape, for example facilitating research collaborations between different disciplines?

2. Economic impact

- What additional contributions have been leveraged through EPSRC funding and from which sources?
- Which sectors have benefitted from the research that has been enabled by EPSRC funding and how?
- What evidence is there that EPSRC-funded research and training has led to business benefits, for example, cost savings and increased turnover, profit and exports?
- What impact has EPSRC-funded research and training had on innovation, for example, spin- offs, development of innovation clusters, use by business for innovation?
- Has EPSRC funding seeded significant strategic research growth in a region or institution?

3. Impact on capacity building and training the next generation

- How has EPSRC funding contributed to skills training, for example, training PhD students, technicians and others?

4. Socio-environmental impact

- How has EPSRC funding helped in addressing key societal challenges such as sustainability, environment, energy and health?

By using a combination of benefits identified (through the questions posed above), we hope that it will be possible to derive some indicative figures for the 'Return on Investment' of EPSRC funding in this area.

This study should follow government guidance on evaluations as outlined in the Magenta book

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/220542/magenta_book_combined.pdf) which is a complementary guidance to the H. M. Treasury Green Book 6 (http://www.hm-treasury.gov.uk/data_greenbook_index.htm).

Outcomes

The outcomes of the study will include:

- Enhanced understanding of the impact and value of investment in research and training relevant to the circular economy
- Evidence for use in making future investments and strategies for the future support of the research area
- Understanding of the ecosystem created by funding in this area
- Attribution/added value of EPSRC investment and insight into links between stages of the route to impact (e.g. where specific activities have led to specific outcomes, where a specific outcome has led to specific impacts).

Interaction with study provider

We expect the vendor to work closely with EPSRC to develop the approaches and methods by which the questions posed in the study could be answered. Progress will be monitored through fortnightly phone/email updates. An interim report will be required in May 2018.

Deliverables

- Interim report – May 2018
- Final (non-glossy) report summarising the findings of the study including the return-on-investment figure and the underlying basis on which it has been derived – July 2018
- Datasets gathered as a result of the exercise
- Case studies and any other qualitative outputs generated

Data

EPSRC grants data will be made available, including institutions and principal investigators. Final reports are also available for some grants. Some 'outcomes' data is

available from Researchfish, the Research Councils' outcomes collection system, including information on collaborators, tools and techniques developed, IP/Spin outs publications, further funding etc.

EPSRC will provide a full list of grants funded that are relevant to the circular economy (starting after 01/12/2007 and ending by 21/12/16) together with a short-list of around 40 grants suggested for more detailed study. Researchfish outcomes data and any final reports will be provided for grants included in the short-list. EPSRC's investment in circular economy research (relevant grants starting after 01/12/2007 and ending by 21/12/16) is the region of £205million with approximately 200 grants.

We anticipate the need for further collection of information over the course of this study, but would expect this to take account of what is already available, and to be designed to minimise any additional burden on researchers.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, and the Contracting Authority ----- and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Commercial	AW4.2	Contract Terms justification

Commercial	AW6.2	Non-disclosure agreement
Commercial	AW6.3	Data Sharing Agreement
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Understanding	20%
Quality	PROJ1.3	Risk Management	10%
Quality	PROJ1.4	Methodology	40%
Quality	PROJ1.5	Project team and Capability to Deliver	10%

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 the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

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: Score/Total Points multiplied by 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.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 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, the Contracting Authority 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 the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 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 . The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ 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.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)