



Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation

Subject: UK SBS FM18066 Aircraft Repaint

Sourcing Reference Number: FM18066



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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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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities 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

Introduction

British Antarctic Survey (BAS), an institute of the Natural Environment Research Council (NERC)*, delivers and enables world-leading interdisciplinary research in the Polar Regions. Its skilled science and support staff based in Cambridge, Antarctica and the Arctic, work together to deliver research that uses the Polar Regions to advance our understanding of Earth and our impact on it.

Through its extensive logistic capability and know-how BAS facilitates access for the British and international science community to the UK polar research operation. Numerous national and international collaborations, combined with an excellent infrastructure, help sustain a world-leading position for the UK in Antarctic affairs. The UK is one of over thirty countries operating scientific research facilities in Antarctica.

Section 3 - Working with the Contracting Authority.

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	UK Research and Innovation National Environment Research Council (NERC) British Antarctic Survey (BAS) Polaris House, Swindon, SN2 1FF
3.2	Buyer name	Katie Stokes
3.3	Buyer contact details	FMPProcurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£150,000 exc VAT estimated value of the opportunity
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 30 th April 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 11 th May 2018 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 14 th May 2018 11.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 16 th May 2018 11.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Tuesday 22 nd May 2018 11.00
3.12	Anticipated Award date	Wednesday 23 rd May 2018
3.13	Anticipated Contract Start date	Monday 23 rd July 2018
3.14	Anticipated Contract End date	Monday 17 th September 2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Background to requirement

The British Antarctic Survey at The Natural Environment Research Council (High Cross Madingley Road, Cambridge, CB3 0ET) has a requirement of a DHC 7 aircraft repaint to be carried out by a contracted maintenance provider in Ontario, Canada or as otherwise specified.

Scope of requirement has been entered below:-

SCOPE

General:-

Products such as paint, primer and paint stripper are to be as listed and approved by Viking in PSM 1-GEN-5 Chapter 5 Table 11 'Qualified Materials and Suppliers,' or equivalent.

The Contractor is to review and comply with requirements of UK CAA CAP 747, GR10 'Painting of Aircraft' and ASSI OTAR 47 Subpart D 'Aircraft Markings'

All aircraft registration marks to be verified before application as compliant with ASSI OTAR 47 Subpart D, 47.107, 47.109 and 47.113. If existing markings comply, copy, if non-compliant, amend as necessary.

Local Aircraft Handling:-

Wherever possible and if BAS representative on site, fuel and handling charges etc. may be paid by BAS in first stance.

Otherwise, handling/landing fees and fuel charges to be paid by paint facility, and re-charged to BAS within the aircraft paint invoice.

Any paint invoice is to be itemised to show all additional charges such as aircraft handling/fuel etc. separately to the basic repaint charge.

BAS aircraft will carry suitable towbar onboard.

Paint facility to advise BAS of airport arrival/departure/tower contact details.

Paint Specification:-

Paint system is to be Viking/DHC approved, suggested Akzo Nobel Eclipse high UV resistant non-clearcoat system or Sherwin Williams equivalent.

- Red: Akzo Nobel 'Toreador Red' ECL-G-3661 or Sherwin Williams equivalent
- Gloss Black: Akzo Nobel ECL-G-92 or Sherwin Williams equivalent
- Matt Black: Akzo Nobel ECL-F-92 or Sherwin Williams equivalent

Paint Removal

- Paint strip metal surfaces/abrade fibreglass etc as necessary
- All windows/screens/antennas/belly protective coating and belly aperture etc must be fully protected.

Preparation needed before commencement of works:

- Any degraded areas of weather sealing to be restored as necessary ref. PSM 1-7-2.
- Any surface corrosion found to be treated as reference to Viking PSM 1-GEN-5 standard.
- Removal of ice protection panels on fuselage (#), fill/repair, repaint.
- Do NOT fill any dents on metal fuselage/wing surfaces etc.
- Flight controls requiring balancing are to be removed for painting (#)
- Mask props/spinners/windows/antennas/belly protection/survey aperture rails/runners/survey door limit switches etc.
- Windscreen wipers to be removed (#)
- Seam sealing of cabin roof, nose section, wing spar, leading edges and exhaust path area to be inspected and restored as necessary
- All antenna mounting point sealing to be checked and restored as necessary
- All flight controls, doors, fairings, access panels, windscreen wipers etc. removed for paint process to be entered as open items in technical log or workpack. (#)
- All pitot/static ports are to be blanked/masked during entire paint process, with an aircraft Tech Log entry (not Workpack entry) made stating 'Prior to release to service from repaint, all pitot/static port masking/blanks to be removed and apertures visually checked as clear'.(#)
- Any areas of corrosion, existing damage uncovered during preparation, or any damage caused during paint process is to be immediately advised to BAS and contracted maintenance provider for assessment/rectification (#)

Wing Maint and Aux.Fuel Tank Surfaces:- (#)

The wing main and auxiliary fuel tank surfaces must be painted using aluminium loaded primer and enamel, and the satisfactory conductivity measured/verified before leaving paint facility. Refer DHC/Viking PSM and H4 Aerospace doc. H4ADR68 requirements. (BAS AMP Tasks 28-22-(2) and 28-31-(2) refer to the scheduled testing requirement).

Paint Scheme/Placards:-

Paint scheme and all external placards/markings to be noted/documented prior to or at paint input, and re-applied exactly, with the following exceptions:-

- Existing blue line paint markings on the fuselage and nacelles are to be deleted
- If present, the DHC and PWC placards on engine nacelles to be deleted
- Fuselage break-in/cut here etc. markings are NOT to be applied (These are not required for ASSI registered aircraft.
- Door outlines to be existing dimensions, but in gloss black
- Copy fwd and rear emergency exit external markings as per existing
- Fuselage 'British Antarctic Survey' markings/wordage to be changed to Gill Sans Bold font
- Note also and re-apply the additional BAS specific placards as detailed ref. BAS DHC7 AMP 11-2-(1), 11-2-(2), 11-3-(1), 11-4-(1) and 11-6-(1)

- Wherever possible all placards to be silk screen, or if not possible, self-adhesive placards, which are to be neatly edge sealed. (NOTE – BAS holds silk screens for engine nacelle drain/vent point markings)
- All placards are to be fitted on top of final clear coat (if used), and edge sealed
- The Union Flag and Air Unit Logo placards are usually available through BAS under BAS stock part no. 'UNION FLAG' and 'BAS LOGO', but if not available, to be replicated locally.



- Any other placards/markings not provided or available through BAS are to be replicated locally, copying exactly the originals, including the large tail Antarctic design.
- Ensure UK union flag placards on fuselage nose are installed/oriented exactly as shown above (i.e. with thin red cross lines uppermost on r/h side).
- Nose radome fwd.erosion protection is to be reapplied.

Reweigh:

Aircraft to be weighed post paint as per BAS DHC7 AMP Task 05-7-(1), either at paint facility, or otherwise at first opportunity as agreed by BAS Ops./Engineering and maintenance provider.

Return to Service:- (#)

- All items such as doors, fairings, access panels, windscreen wipers etc. removed for paint process to be refitted and proper technical log or workpack entries made certifying their removal and refit
- Any flight controls requiring balancing to be balanced and refitted, certifying within Tech Log or Workpack. NOTE- Refer to BAS MCM Part A 16 'Safety Critical Tasks/Duplicate Inspections'.
- Make open Tech Log entry to: *'Test wing main and aux./ fuel tank aluminium loaded primer and enamel ref BAS AMP Tasks 28-22-(2) and 28-31-(2) to verify voltage puncture resilience and lightning protection of the tanks'*, and accomplish test/inspection.
- Ensure Tech Log entry is made certifying and cross referencing to paint Workpack.
- A final review and snagging of the aircraft and rectification of paint finish is to be made prior to accepting the aircraft for return to service.

Certification/Oversight :- (#)

- Contracted maintenance provide to provide give engineering support/oversight as necessary for technical preparation of aircraft, flight control balancing, induction, repaint certification/CRS, and return to service.

NOTE: - The general paint process, oversight, quality assessment, snagging and ultimate release to service/certification of the aircraft is considered to be under the BAS contracted maintenance providers' quality system.

- Contractor to review paint facility workpack to ensure all open items closed and accounted for prior to release to service

- Final release to service to be certified in aircraft Tech. Log by the Contractor, cross referring to the paint facility workpack.

Additional Information

The successful supplier will need to adhere to the current maintenance provider's contract and be compliant to their quality system.

Timescales

The anticipated input to paint is arrival 21st July 2018. Commencing 23rd July 2018 onwards. Completion with 3 weeks, but no later than 17th Sept 2018.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions, on the ground of statutory and legal matters only, and 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 Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	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	40%
Quality	PROJ1.1	Continuity	30%
Quality	PROJ1.2	Compliance to Specification Requirement	30%

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](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)