

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Medical Research Council**

Subject **UK SBS MRC RCaH Autoclave**

Sourcing reference number **RE17433**



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

Medical Research Council (MRC)

The Medical Research Council is a publicly-funded organisation dedicated to improving human health.

The organisation supports research across the entire spectrum of medical sciences, in universities and hospitals, in its own units, centres and institutes in the UK, and in our units in Africa.

Supporting scientists

- Around 5,700 research staff are supported by the MRC, either employed directly in our institutes and units or funded through grants and fellowships.
- We spent £86m on training awards for postgraduate students and fellows in 2011/12, including those in the MRC's own institutes and units.
- At March 2012 there were around 1,900 MRC-funded PhD students and around 400 MRC fellows in higher education institutes and MRC research establishments.

Research examples

- The benefits of MRC research have a national and global impact; from infections in Africa, stem cell advances that can potentially combat brain and heart diseases and improvements in the design of tests for treatments. As well as more and better healthcare, medical research can lead to wider impacts; many millions more lives saved, a vastly improved quality of life and hence a more productive workforce and economic benefits to nations.
- MRC researchers have found markers for cancer cells that may help detect thousands of new cases of cancer a year. The markers are already part of an MRC-developed device that screens for cancer of the oesophagus, are being trialled for cervical cancer screening and could potentially be used in a test for bowel cancer.
- The NHS newborn hearing screening programme, introduced in 2002, improves the early detection of hearing impairment in babies, allowing earlier and more effective treatment for the 900 babies born each year in the UK with permanent hearing loss.
- An estimated 73,000 adults are living with HIV in the UK, according to 2006 figures, but around a third of those people haven't been diagnosed and don't know they're infected. Black and ethnic minority populations accounted for just over half of all 7,000 new cases in 2006. Among many other aspects of HIV research, such as the molecular basis of the condition, treatments and diagnosis, MRC scientists are also researching social and behavioural factors.

<http://www.mrc.ac.uk>

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	Medical Research Council Polaris House North Star Avenue Swindon SN2 1FL
3.2	Buyer name	Thomas Ellis
3.3	Buyer contact details	Research.tenders@uksbs.co.uk
3.4	Estimated value of the Opportunity	£59,000.00 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 04 th December 2017
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Tuesday 12 th December 2017 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday 13 th December 2017 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 15 th December 2017 11:00
3.10	Anticipated selection and the selections of Bids notification date	Monday 18 th December
3.12	Anticipated Award date	Monday 18 th December
3.13	Anticipated Contract Start date	Wednesday 20 th December 2017
3.14	Anticipated Contract End date	Friday 30 th March 2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Item Description

MRC at the Research Complex at Harwell requires to purchase a 600-1000L steam sterilizer autoclave and associated equipment required (e.g. steam generator, water softener) to cater for an increase in number of users and workload. Our current equipment does not provide enough capacity for our growing needs. We require a larger capacity sterilizer chamber with fast heating and cooling times to enable large loads with quick turnaround to allow several cycles to be run per day. We will run mixed waste (biological hazard 1 and 2), media, glass, plastics and fabrics cycles as specified in the Key Features and Capabilities section.

We have one technician doing the wash up, media and sterilization for the building so will consider options you may be able to include in your quotation to help increase efficiency in throughput and time.

The equipment will go into Lab 1.39 as shown in the diagram included in the next section:

- Lab walls are non-load bearing adaptable construction.
- This lab is in the middle of the building and does not have a wall to the outside.
- There is no extract vent from the lab to the outside for pressure relief valve venting.
- Floor is reinforced concrete (max loading 500kg / metre square).
- Cold mains water supply is available on the wall which will be at the back of the new installation.
- There is no water softener available.
- There is no RO water supply available for the new installation.
- There is no steam supply.
- There is no blow down chamber.
- Drain is available behind where the installation will be. This is copper piping with some plastic in the drain system which is high chemical grade plastic durable to 100°C.
- There is building compressed air available in the laboratory already used by two autoclaves. The building compressed air supply is at 1.67m³/min (1600L/min) at 9 Bar and serves the whole building. There is enough supply for the new installation for up to 8 Bar at 0.6m³/min (600L/min).

Key Features & Capabilities

(I.e. Max footprint requirements for Capacity, Dimensions, Throughput, Parameters, Hardware, Software, etc.)

Essential Requirements:

- Horizontal and rectangular chamber between 600 to 1000L capacity. Please provide dimensions of the chamber you propose.
- We cannot accommodate a pit-mounted machine.
- Automatic water fill is required.
- Automatic horizontal or vertical door for ease of use. If a horizontal door is specified it must fit comfortably within the laboratory space available.
- A minimum of 2 loading shelf heights are required with a minimum clearance height on each level of 330mm in order to hold 2 or more levels of 330mm tall media flasks.

- Equipment, associated equipment, water it contains when in use and the heaviest load must not exceed a distribution of 500kg / square metre on the lab flooring. Our heaviest load is glass media flasks each containing 1L media per flask. Please calculate the number of flasks you can fit into the chamber if filling as many loading levels as will fit full and add the weight of these to the weight of equipment and any water it may contain when in use. Our flasks are 160mm diameter base and up to 330mm tall. Each flask with 1L media weighs 1.6kg.
- Weight of all equipment to be loaded into lift on delivery must not exceed 1600kg and size of each item must not exceed 1390mm wide x 2310mm tall x 2300mm deep.
- It must be possible to deliver equipment and site it into our laboratory (1.39) without requiring any laboratory or building modification to fit the equipment in. If a higher capacity instrument can be provided by stripping down equipment at the factory to fit into our goods lift and entrances to be re-built on site before installation and / or building it with services on the side rather than the back this is acceptable as long as our other criteria are met. Please see lab plan and dimensions provided.
- Sterilizer and any associated equipment must fit comfortably into the laboratory space ensuring enough space is available around the machine for service personnel to access water pipework, electric supply and enough space must be left in front of the equipment for personnel to wheel laboratory trolleys up to the equipment in order to load and unload the chamber. The installation must allow access to the service riser panel which is on our laboratory wall as shown on the diagram. Please can you provide dimensions of the floor space which will be taken up by all of the equipment in your proposal.
- One electric supply of 63A-6h 3P+N 200/346V, 240/415C is available. If additional electrical supplies are required the vendor is to send details with their proposal.
- Load probe is required allowing load sensed process timing.
- Safety feature is required to stop door opening until the liquid load has cooled to 80°C.
- Integral steam generator is required. The generator must be integral to autoclave unit. There is no steam supply in the lab.
- Water softener is required to ensure scale does not build up inside the steam generator and autoclave piping and so ensure there is no residue on loads.
- Water condensate for plastic drains is required if water going down the drain is above 100°C. The drain is copper piping with some high chemical grade plastic in the drain system which is durable up to this temperature.
- Water jacket is required to reduce cycle times by fast heating and fast cooling.
- Vacuum pump or equivalent is required to remove air to reduce cycle times for waste and fabric loads.
- Drying is required for fabric and plastic cycles so they come out as dry as possible. Ideally we require our other loads to come out dry such as glassware as long as this does not affect the quality of liquid media in liquid loads.
- Air ballasting is required to prevent boil over in media cycle when cooling fast.
- Compressed air is required for air ballasting. Our building compressed air can be used if air requirements are within 8 Bar at 0.6m³/min (600L/min). If the equipment needs more than this then an air compressor must be included in the proposal as essential along with a 5 year service contract and if the compressor is over 250 bar litres a written scheme of

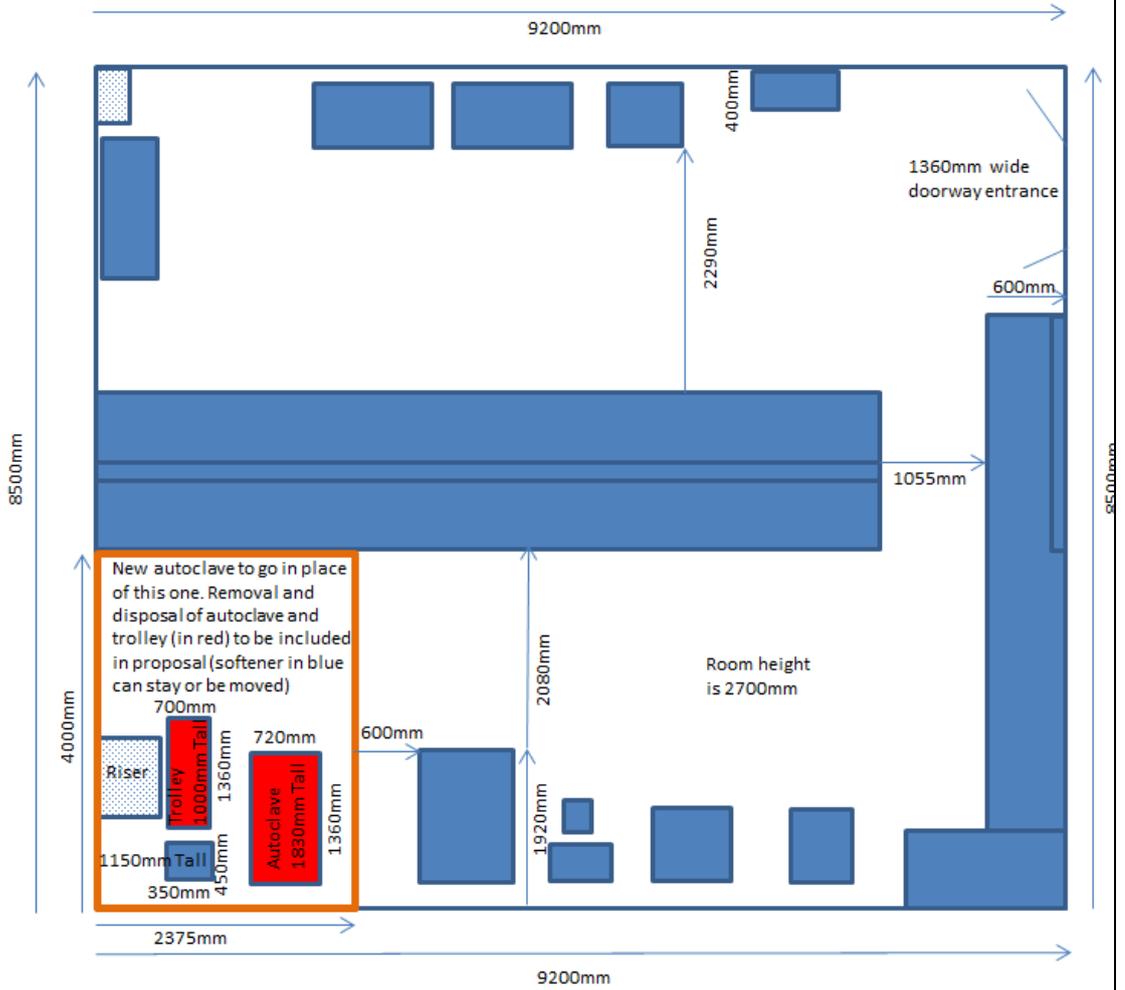
examination must be included within the proposal. The air compressor must be integral to the site space available.

- Touchscreen controller.
- Clear fault identification.
- Programmable for at least 5 cycles.
- Paper printer required to record waste cycles.
- USB Data logger required.
- Multiple access levels control software with password protection.
- The equipment must be designed to save water. Can the Vendor include water saving options in the proposal such as water conservation recirculating system with data to show water saving achieved?
- Energy saving is of significant importance. Can the Vendor include data on energy used by the equipment and show evidence of energy savings?

Cycles required:

- a. 126°C – 15minutes Mixed solid waste (open autoclave bags containing paper towel, gloves, tubes, flasks, petri dishes and other laboratory consumables which may have come into contact with live biohazard level 1 or 2 culture or are non-hazardous laboratory waste)
 - b. 121°C – 15minutes Liquid media cycle for open bottles and 2L flasks with vented filter lids, with option for variable time and temperature
 - c. 121°C – 15minutes Glassware cycle (for empty open glassware which may be wet)
 - d. 121°C – 15minutes Plastics (drying) cycle (for pipette tips, micro-centrifuge tubes and plastic open bottles and plastic bottles sealed with foil)
 - e. 126°C – 5minutes Fabrics (drying) cycle for lab coats
 - f. And some spare cycles which can be programmed in if our requirements change in future.
- Price to include removal of LTE300 autoclave and loading trolley from lab 1.39 to be carried out before or at the same time as siting of the new equipment.
 - Successful tender applicant will be required to provide risk assessment and method statement for the siting and installation of equipment before installation.

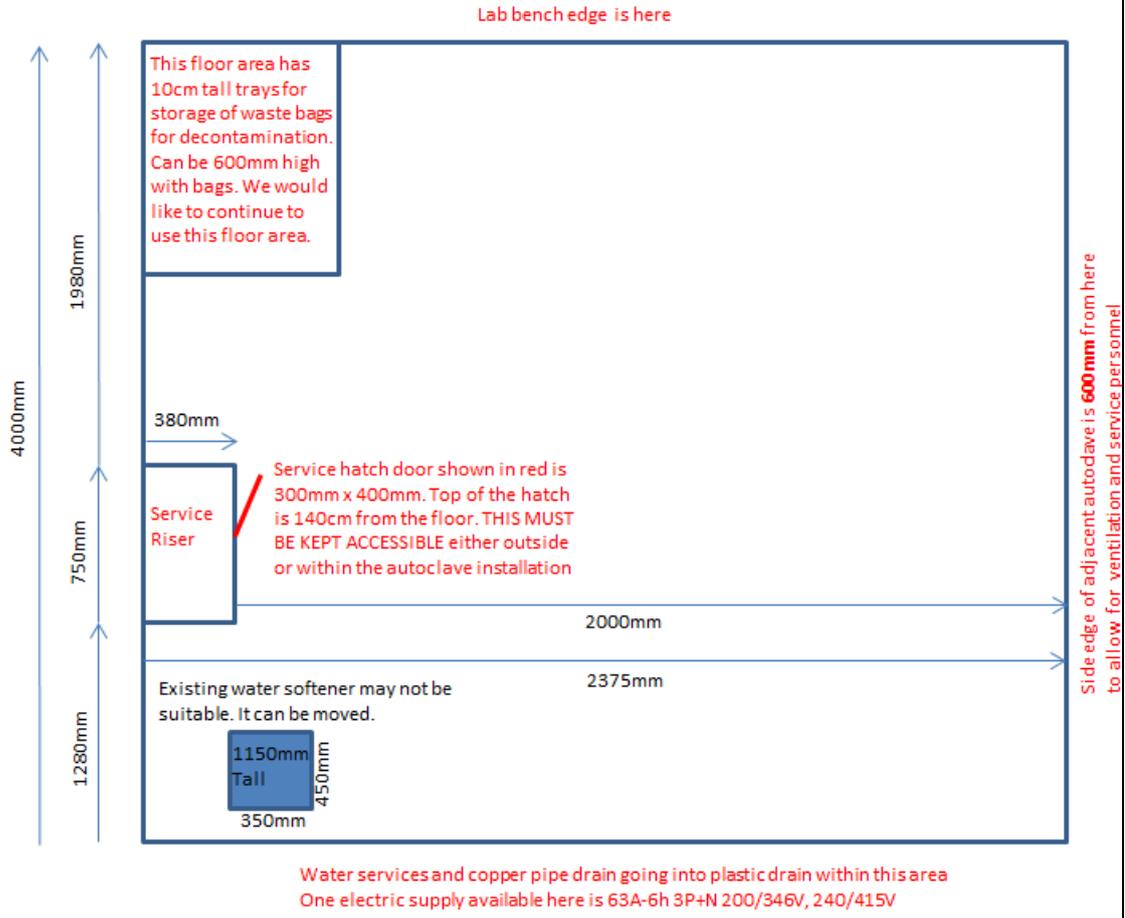
Lab 1.39 Room Dimensions (drawn approx. to scale)



New autoclave to go in place of this one. Removal and disposal of autoclave and trolley (in red) to be included in proposal (softener in blue can stay or be moved)

Lab Space Available For Autoclave Installation

This area in lab 1.39 is available for the autoclave and associated equipment. There is 600mm gap on the right hand side to the next autoclave. The top edge of this diagram shows the lab bench edge. There needs to be sufficient space from the front of the installation to the bench edge to allow for trolleys and personnel.



The above shows the lab space available for the autoclave installation and any associated equipment. Also space is required within this area in front of the autoclave for loading/unloading trolleys and personnel.

<p>Installation</p>	<p>Delivery, installation, commissioning, operator training and invoicing must be completed by Monday 26th March 2018. Lead time for the autoclave must not exceed this deadline. Delivery, Installation, Commissioning and training to be arranged by Vendor and carried out at Research Complex at Harwell, Building R92, Lab 1.39, Rutherford Appleton Laboratory, Didcot, Oxon, OX11 0FA.</p>
<p>User Training On Site</p>	<p>Operator Training must be provided by vendor during or immediately after equipment commissioning. Training for laboratory manager level and user level.</p>
<p>Service Maintenance and Support including</p>	<p>Must provide in country support for maintenance and be able to respond to equipment failure within 24 - 48 hours.</p> <p>We require a 5 year service contract to be included in the proposal price to include parts and labour for two visits per year for the pressure vessel and</p>

software upgrades	any associated equipment. 2 visits per year (one service in May to coincide with our insurance inspection and a second annual service in November with validation and calibration). Annual Validation for mixed waste cycle is required and an annual chamber calibration. We do not require validations for the other cycles. Where applicable, the vendor must provide annual corrective upgrades for their product throughout the service contract period with all required training, instructions, hardware and software for the users.
User and Service Manuals	User and service manuals must be provided for all equipment upon installation and be in English language.
Service Spare Parts	Parts must be available within 2 days. Parts must be available long term to ensure equipment life span of over 15 years can be retained.
Operational Requirements	The purchasing organisation shall expect the proposed system be fully compliant with the following usage assumptions. Continuous running of the system for: 51 weeks a year 5 days a week 12 hours a day
Relevant Standards	All devices listed must meet relevant British/European or equivalent standards. We require CE marking / ISO rating for all equipment provided. Documentation providing proof of compliance must be provided. We require a certificate of conformity / manufacturer testing certificates for all equipment provided. Where required by Pressure Regulations we require a written scheme of examination (WSE) included in the price and regular service contract for the autoclave pressure vessel and any associated equipment which fall under the pressure regulations such as an air compressor or blow down chamber if required to be included in the proposal.
Warranty	The equipment and device parts provided must have a minimum 1 year parts and labour warranty. Warranty will begin upon commissioning.
OEM	If the vendor is not the Original Equipment Manufacturer (OEM) the vendor MUST provide, in writing a recently dated (i.e., within the past year) and signed letter from the OEM recognizing them as the fully authorized and qualified vendor of the products and accessories
Delivery	Equipment and accessories will be delivered to: Louise Hatter Research Complex at Harwell Building R92, Lab 1.39 Rutherford Appleton Laboratory Chilton, Didcot

Oxon, OX11 0FA (Sat Nav use postcode OX11 0QX)

01235 567707

Deliver and installed into first floor Prep lab 1.39.

Drive onto RAL site, report to Security at site entrance. There are two routes to the back of RCaH. The shorter route has a bridge with 4 metre clearance. The slightly longer route has no height restriction. From either approach into RCaH rear loading/unloading area the most narrow part of the road (curb to safety barrier post) is 3.6 metres.

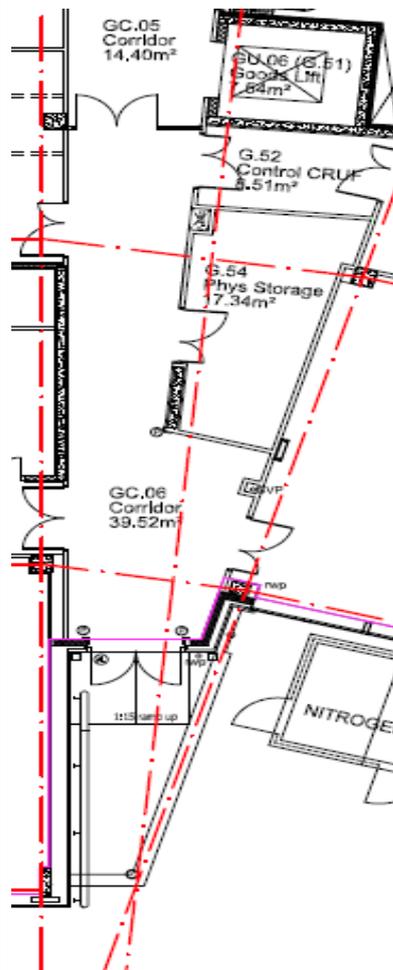
Rear doorway into RCaH building: 1700mm wide x 2260mm tall

Corridor (most narrow part): 1700mm wide

Ground Floor doorway near lift: 1600mm wide x 2030mm tall

Goods lift max. 1600Kg: 1390mm wide x 2310mm tall x 2300mm deep.

Ground floor plan 1:100 scale



Enter RCaH from here (bottom double doors in diagram), go straight up through corridor and doorway to lift (on top right).

First floor doorway after lift 1 is: 1610mm wide x 2020mm tall

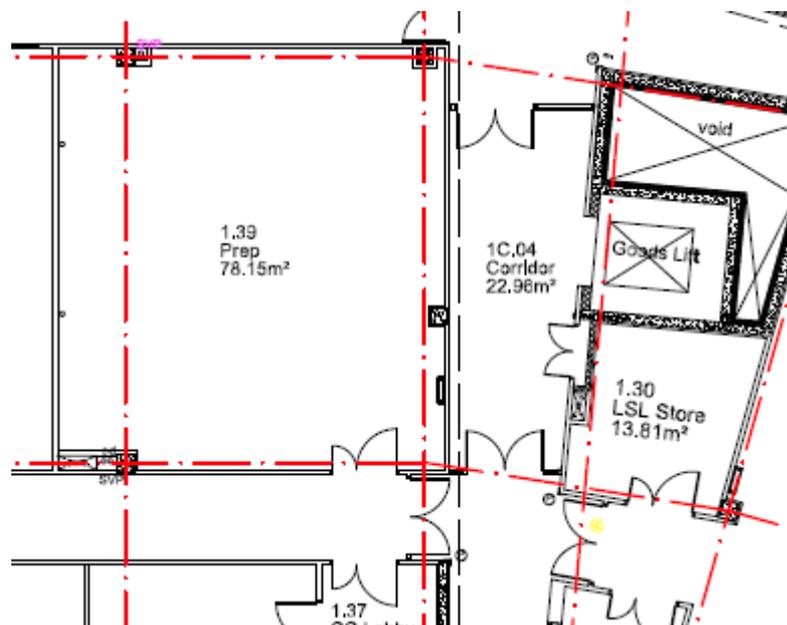
First floor doorway before lab: 1580mm wide x 2030mm tall

Lab 1.39 doorway is: 1360mm x 2040mm tall

Lab 1.39 walk way (most narrow bit) is: 1060mm wide

See first floor plan below. From goods lift turn left, right, then into lab.

Measurements for equipment ordered must fit within these measurements provided here. The successful bidder will need to carry out a site survey before delivery.



Floor plan from goods lift through corridor to lab 1.39.

See laboratory diagram to show available space in lab 1.39 for new installation

Photo as you enter lab 1.39 showing the smallest part of lab to fit through:



Space shown below where new installation will go and it shows the LTE autoclave to be disposed (also its trolley is to be disposed) as included as a requirement in this specification. Please note in earlier diagram 600mm on the left from Rodwell Sapphire autoclave is not included on the diagram so this has been allowed for service access the Sapphire and new installation.



	<p>This below shows how much space there is in the laboratory.</p> 
<p>Desirable Requirement D1: Additional trolley with racked transfer carriage</p>	<p>If the equipment proposed includes a trolley with racked transfer carriage we would like an option to purchase an additional trolley with racked transfer carriage which has at least two loading levels each with a clearance height on each loading level of at least 330mm.</p>
<p>Desirable Requirement D2: Blow down chamber</p>	<p>Optional upgrade in the price schedule for blow down chamber to be included in proposal if this fits within the space and weight limits for the room. If the blow down chamber falls under pressure regulations a written scheme of examination and a regular service contract will be required within the price.</p>

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, 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 1
Commercial	AW4.2	Contract Terms 2
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.3	Delivery + installation before 26 th March 2018

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	Cycle times	30%
Quality	PROJ1.2	Total flasks sterilized in an 8 hour day	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: $\text{Score}/\text{Total Points}$ 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.ukpbs.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](#)