



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Business, Energy and Industrial Strategy (BEIS)

Subject: Re-Carbonation of Concrete Emissions sink modelling for the UK Greenhouse Gas Inventory (GHGI)

Sourcing Reference Number: UK SBS CR21048

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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Version 5.0

UKSBS
Shared Business Services

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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](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.

- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.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	The Department for Business, Energy and Industrial Strategy (BEIS)
3.2.	Buyer name	Nicola Freeman
3.3.	Buyer contact details	Professionalservices@uksbs.co.uk
3.4.	Maximum value of the Opportunity	Maximum Value: £85,000 For clarity: Bid responses in excess of the maximum of £85,000 ex VAT will not be evaluated further and the bid response will be rejected.
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing 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 on Contracts Finder	Monday, 24 th May 2021 Location Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Friday, 11 th June 2021 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Tuesday, 15 th June 2021
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday, 21 st June 2021 11:00
3.10.	Clarifications if required	w/c 21 st June 2021
3.11.	Anticipated notification date of successful and unsuccessful Bids	Monday, 5 th July 2021 14:00
3.12.	Anticipated Contract Award date	Tuesday, 20 th July 2021
3.13.	Anticipated Contract Start date	Wednesday, 21 st July 2021
3.14.	Anticipated Contract End date	Friday, 28 th January 2022
3.15.	Bid Validity Period	60 Days

• Section 4 – Specification

1. Background

This work is in support of the National Atmospheric Emissions Inventory (NAEI).¹ The NAEI quantifies national emissions of a range of greenhouse gases and air quality pollutants. This information must be reported annually as the UK Greenhouse Gas Inventory (GHGI) and the UK Air Quality Pollutant Inventory (AQPI), to fulfil the UK's national and international reporting obligations on climate change and air quality. The key output of the NAEI is the provision of high quality and consistent assessments of temporal trends and spatial patterns of emissions for national policy and public information. The methodologies used in production of the inventory can be found in the National Inventory Report (NIR)² and in the methodology reports section of the NAEI website.³

Methods, and the inclusion of sources and sinks, must conform to the Intergovernmental Panel on Climate Change (IPCC) 2006 Guidelines for Greenhouse Gas Inventories.⁴ There is not currently an approved method for calculating the emissions sink associated with re-carbonation of concrete in these guidelines or in the United Nations Framework Convention on Climate Change (UNFCCC) 2019 Refinement.⁵ As defined by the European Circular Economy Stakeholder Platform: "Cement re-carbonation refers to the process where part of the CO₂ emitted during the cement production is re-absorbed by concrete in use through carbonation. Carbonation is a slow process that occurs in concrete where lime (calcium hydroxide) in the cement reacts with carbon dioxide from the air and forms calcium carbonate."⁶

Methods used in the inventory must be transparent, accurate, comparable, consistent, and complete (the TACCC principles). This means methods must be transparently reported and result in accurate estimates of anthropogenic emissions and removals. They must also be comparable between different countries' inventories which is achieved by employing methods approved by the IPCC and adopted by the UNFCCC. Consistent methods should be used for all reported years, i.e. emissions from 1990 to the most recent inventory year (year of publication minus two) must all be calculated in the same way. The inventory should be as complete as possible, without missing out sectors, or parts of sectors, that contribute to emissions. Most emissions are reported in kilotonnes of gas and in CO₂ equivalents (CO₂e), calculated by multiplying an emissions factor (e.g. 2.86 kg of CO₂ emitted per 1 kg of coal burned) by activity data (e.g. 11,929 tonnes of coal burned in 2018).

Inventory models are divided by complexity into tier 1, tier 2, and tier 3. A tier 1 model uses basic activity data and default emissions factors provided by the IPCC. A tier 2 model uses similar activity data to the tier 1 model and empirically-derived, country-specific emissions factors. The key difference between tier 2 and tier 1 is this use of country-specific emissions factors. A tier 3 methodology uses either direct measurements of emissions, or an estimation from a complex numerical model. An example of a tier 3 model is the EU

¹ <https://naei.beis.gov.uk/>

² NIR - https://naei.beis.gov.uk/reports/reports?report_id=998

³ Methodology reports, including the NIR - http://naei.beis.gov.uk/reports/reports?section_id=5

⁴ <https://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html>

⁵ <https://www.ipcc.ch/report/2019-refinement-to-the-2006-ipcc-guidelines-for-national-greenhouse-gas-inventories/>

⁶ <https://circulareconomy.europa.eu/platform/en/good-practices/cement-recarbonation>

COPERT model for estimating emissions from road traffic.⁷ As of yet, there is no tier 2 UK model for the emissions sink associated with re-carbonation of concrete.

Methods to estimate the size of the emissions sink from re-carbonation have been developed by the Swedish Environmental Research Institute IVL.⁸ While the tier 1 method they have developed could be used to get a first order estimate of the size of the emissions sink in the UK, we feel a more ambitious approach is required. A tier 3 approach would require a full mathematical model to be developed. This would be our preferred approach, however we do not believe that the necessary data are available. IVL's report contains some information on how a tier 2 methodology could work. We are looking for a supplier to develop a bespoke, tier 2 re-carbonation model with UK activity data and UK-specific emissions factors. This work will test the feasibility of measuring removals by this potentially important sink and improve understanding of the re-carbonation process, ensuring that the inventory continues to use the best available science.

2. Aims and Objectives of the Project

The aim of this work is to produce a new model to estimate the size of the GHG emissions sink due to re-carbonation of concrete which will improve understanding of this process and contribute cutting-edge science to the UK's greenhouse gas inventory. This work is part of BEIS annual inventory improvement programme that commissions research and development projects to improve and develop the NAEI. The programme aims to improve our understanding and the quality of historic emissions, reduce uncertainties in emissions estimates, and improve our ability to assess progress towards international and national targets. Therefore, work commissioned under the Improvement Programme must:

- Be able to develop and provide new methodologies and research;
- Accommodate amendments to reporting obligations; and
- Be able to be incorporated into the emissions database and annual reporting.
- To work with the inventory agency in applying the model to the inventory and produce a detailed write-up of the methods used for potential, future inclusion in the UK's National Inventory Report (NIR).⁹

The successful Bidder of this procurement is expected to meet the following objectives:

- To identify reliable sources of data that will provide appropriate annual activity data for estimating the size of the emissions sink provided by the re-carbonation of concrete.
- To identify or develop appropriate emissions factor data for estimating the size of the emissions sink provided by the re-carbonation of concrete.
- To develop and verify a model conforming to a tier 2-standard that calculates the size of the annual greenhouse gas sink provided by re-carbonation for all years from 1990 to the current year minus two. The model must be able to recalculate the entire time series of greenhouse gas removals estimates every year, including the additional reported year. The uncertainty of the model output must also be quantified.

⁷ <https://www.emisia.com/utilities/copert/>

⁸ <https://cembureau.eu/media/p02hmc2l/ivl-report-co2-uptake-in-cement-containing-products-isbn-number-b2309.pdf>

⁹ <https://unfccc.int/ghg-inventories-annex-i-parties/2020>

- To produce a methodology document of no more than 50 pages plus annexes and a- maximum two-page executive summary describing the methods used to create the model.

3. Suggested Methodology

The scope of the work is outlined via the tasks below. These tasks may be organised as bidders feel appropriate in order to fulfil the project aims.

- **Task 1:** Review the report on the method developed by the Swedish Environmental Research Institute IVL¹⁰ and conduct a literature review on re-carbonation to establish reasonable baselines to compare the model to, collect useful data and review the quality and completeness of available data (examples of possibly relevant literature in footnotes^{11,12,13}). Share the results with the team in BEIS.
- **Task 2:** Develop country-specific emission factors for the UK for concrete re-carbonation under different scenarios, including but not limited to:
 - Bare concrete (interior structures – e.g. walls and floors)
 - Bare concrete (exterior – e.g. bridges, walls, paving)
 - Concrete rubble (exposed)
 - Concrete rubble (used as filler)
 - Painted concrete
 - Concrete foundations
 - Concrete piping
 - Other categories as necessary for the model – we welcome additional suggestions from bidders
- **Task 3:** Gather activity data for concrete in the categories above and concrete of different ages in the UK.
- **Task 4:** Produce a tier 2-equivalent model of the size of the annual emissions sink due to re-carbonation of concrete in the UK and associated uncertainty. The quantification of uncertainty must be consistent with the uncertainty methodologies detailed in Volume 1, Chapter 3 of the 2006 IPCC Inventory Guidelines.¹⁴
- **Task 5:** Carry out testing and quality assurance/control (QA/QC) of the model. The model output must be verified by comparison with independent data. For example, independent data from laboratory-based testing in simulated “average UK climate” conditions, or from literature gathered in task 2 may be suitable. Models must conform to BEIS’ *Modelling Quality Assurance* guidelines.¹⁵ Full documentation for the model that describes how the model works and what it does, as well as recommendations and specifications for suitable model checks must also be provided. The model itself must be

¹⁰ <https://cembureau.eu/media/p02hmc2l/ivl-report-co2-uptake-in-cement-containing-products-isbn-number-b2309.pdf>

¹¹ <https://core.ac.uk/download/pdf/82079489.pdf>

¹² <https://link.springer.com/article/10.1007/s41024-016-0010-9>

¹³ <https://www.nature.com/articles/s41467-019-09475-5>

¹⁴ <https://www.ipcc-nggip.iges.or.jp/public/2006gl/vol1.html>

¹⁵ <https://www.gov.uk/government/publications/quality-assurance-guidance-for-models>

appropriately commented to allow an unfamiliar user to understand how it works.

- **Task 6:** Work with the inventory agency to produce appropriate methodology descriptions for the NIR, and integrate the model into the existing inventory system.
- **Task 7:** Produce a report of no more than 50 pages, plus a two-page executive summary, plus any relevant annexes, outlining the methods and data used. Within this report, to ensure full transparency within the bounds of commercial confidentiality, the methods, calculation steps, activity data and emission factors used should be fully described as well as any assumptions made and any limitations of the approach. Data should be presented with an associated quantification of uncertainty. All outputs will be published on the NAEI website.¹⁶
- **Task 8:** Produce a 15-minute presentation outlining the model and any findings of the project to be given to BEIS staff and other stakeholders such as staff from the inventory agency. The presentation will take place either remotely (via MS Teams) or at BEIS offices in London (1 Victoria Street, London, SW1H 0ET). All meetings will be carried out remotely whilst restrictions due to the COVID-19 pandemic are in place. A copy of the presentation slides should be made available to BEIS following the presentation.

Constraints:

- The geographic scope for the above work is the UK. It will not be necessary to include the UK's Crown Dependencies and Overseas Territories.
- The software and systems used for modelling and data processing must be open-source so that models and databases are accessible and usable for Government colleagues. It is acceptable to produce reports and documentation in Microsoft Word and any accompanying data outputs must be presented in Microsoft Excel or an Excel readable format (e.g. CSV file). Microsoft Office version 97 or more recent versions are acceptable. The model code and data must be transferable. The supplier should produce a system that can be easily converted to software that is available on the BEIS estate. Further information can be found in the Technology Code of Practice.¹⁷
- The model must be designed in a way that facilitates and minimises the costs of future update of the analysis by other suppliers and incorporation of new data streams as data availability evolves over time.
- The successful bidder will be required to work closely with the Inventory Team in order to ensure that all outputs are compatible with UK inventory systems. Any data identified must be presented in a format that is compatible with and can be easily inserted into the inventory.

We welcome the successful Bidder to publish any original research they produce as a result of this work in any scientific journal of their choosing, noting that any intellectual property generated during this work belongs solely to BEIS.

¹⁶ <https://naei.beis.gov.uk/>

¹⁷ <https://www.gov.uk/government/publications/technology-code-of-practice/technology-code-of-practice>

4. Deliverables

The expected deliverables are:

- A new tier 2 model for the size of the emissions sink associated with the re-carbonation of concrete and associated uncertainty. The model must adhere to BEIS *Modelling Quality Assurance* guidelines, use open source software and be easily transferable to run on the BEIS estate. The quantification of uncertainty must be consistent with the uncertainty methodologies detailed in the 2006 IPCC Inventory Guidelines.
- Full model documentation that describes how the model works and what it does as well as recommendations and specifications for suitable model checks. This should be detailed enough to allow an independent analyst to use the model.
- A final report of no more than 50 pages, excluding executive summary, accompanying data and appendices. Any accompanying data must be presented in Microsoft Office Excel or an Excel readable format. A PDF copy of the report, suitable for publication on the NAEI website should also be provided.
- A 15-minute presentation outlining the model and any findings of the project to be given to key stakeholders within BEIS.

Bidders must outline how all deliverables will be quality assured before submission to BEIS.

Other requirements

- Required meetings
 - The successful Bidder will be required to attend an inception meeting (expected to be the week commencing 17 June 2021) and a closeout meeting either remotely via MS Teams, or at the BEIS offices in London (1 Victoria Street, London, SW1H 0ET) once the deliverables have been finalised. All meetings will be carried out remotely whilst restrictions due to the COVID-19 pandemic are in place. Bids must include a project Gantt chart with provision for fortnightly teleconferences with the BEIS project manager, to report on progress.
- Publication
 - The final report for this research project must be formatted according to BEIS publication guidelines, i.e. using the Research paper series template and adhering to BEIS accessibility requirements for all publications on gov.uk.¹⁸ The publication template will be provided by the project manager. Please ensure you note the bullet points below to ensure accessibility.
- Checklist for Microsoft Word accessibility
 - Microsoft Word documents supplied to BEIS will be assessed for accessibility upon receipt. Documents which do not meet one or

¹⁸ <https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy/about/accessible-documents-policy>

more of the following checkpoints will be returned to the successful bidder for re-working at your own cost.

- document reads logically following processing by text-to-speech software
- language is set to English (in File > Properties > Advanced)
- structural elements of the document are properly tagged (headings, titles, lists etc)
- all images/figures have either alternative text or an appropriate caption
- tables are correctly tagged to represent the table structure
- text is left aligned, not justified
- document avoids excessive use of capitalised, underlined or italicised text hyperlinks are spelled out (e.g. in a footnote or endnote)

Datasets to support those to be published in the final report must be provided in an accessible format (CSV, Excel) on submission of the report.

5. Timetable and Budget

An indicative schedule for this project, including a proposed payment plan is below. Bidders will be expected to provide their own project plan and schedule. Deviations from the below will be considered, though BEIS will expect any amendments to be fully justified. BEIS will have the final say on any changes to this phased approach

Milestone	Deliverable	Date	% installment
1	Project inception meeting and agreement of initial proposal	17/6/2021	10
2	Project review meeting after 3 months and initial findings	17/9/2021	20
3	Completion of model, documentation, and submission of draft report	16/01/2022	20
4	Submission of final report and presentation of findings to team in BEIS	16/02/2022 (end date)	50

The maximum budget for this project is £85,000 excluding VAT.

6. Skills and Experience

Bidders must demonstrate that they have the expertise and capabilities to undertake the project. Tender responses should include a summary of each proposed team members expertise and capabilities, including any sub-contractors if appropriate.

Contractors should propose the roles of the project team and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project. The following skills and knowledge are considered particularly important:

- Demonstrated project management expertise
- Up to date and in-depth knowledge of the concrete industry and wider mineral product industries.

- A demonstrated understanding and evidence of delivering models in line with Government best practice.¹⁹ This needs to include demonstrated capabilities in:
 - using suitable methodologies, analysis and tools;
 - applying sound quality assurance processes and procedures to minimise modelling and input errors and to ensure model outputs are robust;
 - understanding and communicating of assumptions, uncertainty, sensitivities and limitations;
 - verification of model outputs, including with real world data; and
 - producing clear documentation (including model logic, procedures for updating and producing outputs, assumptions, limitations, data sources and quality assurance checks).
- Demonstrated capability in written and verbal communication skills including the ability to communicate technical details to non-specialists in a clear, concise, and informative manner.

Demonstrated capability in stakeholder management to support the gathering, analysis, and interpretation of data.

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.

¹⁹

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416478/aqua_book_final_web.pdf

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.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and Fixed Price
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.	

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	25%
Quality	Proj1.1	Methodological approach and consistency with stated objectives	40%
Quality	Proj1.2	Approach to quality assurance and control processes	10%
Quality	Proj1.3	Project team skill and expertise	25%

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

Example
 Evaluator 1 scored your bid as 60
 Evaluator 2 scored your bid as 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 how to register and use the e-sourcing portal 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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 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 Delta eSourcing 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 ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 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.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 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.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 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.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 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
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 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.
- 7.37 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.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 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.

- 7.41 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 the Delta eSourcing Portal.
- 7.42 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.

- 7.43 The Government introduced 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

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

8.0 Freedom of information

- 8.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information

Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.

8.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.

8.4.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

8.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.

8.4.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

8.5. Response Validity

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

8.6. Timescales

8.6.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. the Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

8.7. The Contracting Authority's Contact Details

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

8.7.2

All enquiries with respect to access to the e-sourcing tool may be submitted to Delta eSourcing on 0845 270 7050 please not this is a free self-registration website and this

can be done by completing the online questionnaire at <https://uksbs.delta-esourcing.com/>

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