

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Science & Technology
Facilities Council - STFC**

Subject Contracting Authority: ESA BIC Business Support

Sourcing reference number: PS17230



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

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

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping 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

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.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	Science & Technology Facilities Council Polaris House North Star Avenue Swindon SN2 1SZ
3.2	Buyer name	Sally Roshier
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	<p>Overall contract value including all possible extensions will not exceed £150,000.00 excluding VAT Year 1 - £50,000.00 excluding VAT Year 2 - £50,000.00 excluding VAT Year 3 - £50,000.00 excluding VAT</p> <p>The initial contract duration of one year shall have a maximum budget available of up to £50,000.00 excluding VAT.</p> <p>With an option to extend for a further 2 years annually, each year having a maximum budget if £50,000.00 Excluding VAT</p> <p>The entire contract value shall not exceed £150,000.00 excluding VAT.</p>
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	30/11/2017 Location. Contracts Finder

3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	15/12/2017 11.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	20/12/2017 11.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	03/01/2018 14.00
3.10	Date/time Bidders should be available if face to face or telephone clarifications are required	10/01/2018
3.11	Anticipated selection and the selections of Bids notification date	11/01/2018
3.12	Anticipated Award date	15/01/2018
3.13	Anticipated Contract Start date	16/01/2018
3.14	Anticipated Contract End date	15/01/2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The Science and Technology Facilities Council (STFC) is one of seven UK Research Councils funded by UK Government. We collaborate extensively with industry and our long-term R&D underpins sectors which contribute billions of pounds annually to the UK economy, including space, pharmaceuticals, digital animation and communication, microelectronics and physics-based manufacturing. In April 2018 the Research Councils will be combined with Innovate UK and parts of the Higher Education Funding Council for England into a new umbrella organisation, UK Research and Innovation.

STFC supports business incubation through a co-ordinated programme of initiatives covering a broad variety of science and technology sectors. Through a contract with the European Space Agency (ESA), STFC manages the ESA Business Incubation Centre (ESA BIC) Harwell to deliver the ESA BIC programme in the UK. The ESA BIC Harwell works alongside the ESA Technology Transfer Network, the STFC CERN BIC, the UK Space Agency Incubator STEP Space, the Innovation Technology Access Centre (I-TAC) facility and the Campus Technology Hub to deliver a coherent range of business incubation facilities. Our dynamic multi-sector campus environment gives incubatee businesses greater opportunity to interact with companies working on related technology, and raises their profile with prospective investors.

The ESA BIC Harwell is based in the Atlas Centre at the heart of the Harwell Space Cluster. Focused on exploiting space- and ESA-related technologies for new commercial applications and dedicated to the support and acceleration of new and early-years companies, the BIC is in its seventh year with a track record of success in developing high-technology business. It has an annual intake of 10 businesses, each of which may have an incubation period of 1-2 years. Currently there are 11 incubatee businesses and 51 businesses have graduated from the programme, forming a distinct community of early-stage high-technology innovators.

From the calendar year 2018 it is planned to expand the current ESA BIC programme to include two other STFC locations, Sci-Tech Daresbury in Cheshire and the Royal Observatory in Edinburgh. The combined programme will be renamed the ESA BIC UK. The ESA BIC Harwell will again aim to admit 10 businesses during 2018, on the same model as in previous years. It is intended that a new model for the ESA BIC UK will be agreed with ESA during 2018, with a new multi-year programme starting in 2019.

Aims

The ESA BIC provides an incubation package comprising business support, incentive (grant) funding, technical expertise and access to facilities, and networking opportunities. More information may be found at <http://www.esa-bic.org.uk/>.

Business support is provided primarily by a third-party organisation which is contracted to support the incubatee businesses to develop and implement a viable business plan and secure funding as needed. The previous contract will expire at the end of 2017 and a new contract is required to meet the needs of businesses that are already in the ESA BIC, that will be joining in the near future, and that have already graduated.

We are seeking organisations that have the capacity, capability and expertise to deliver a support programme tailored for businesses that fit the following profile:

- Early-stage technology businesses working intensively on R&D and commercial approach
- Generally less than 5 years old
- Pre-revenue and often running their own business for the first time
- Generally employ fewer than 5 people.

The business support programme will set out to achieve the following:

- Perform a diagnostic to ascertain the specific stage of development and key requirements of each business
- Supply businesses with the key skills and knowledge required to run a successful technology business and increase their chance of survival
- Contribute to the successful commercialisation of technologies by providing advice and training in key business-critical areas supporting the development of a robust business plan
- Provide crucial skills and confidence in pitching for investment and introductions to investors to help fund technology development and commercialisation
- Provide ongoing 1:1 support tailored to the needs of each business
- Create a step change for the businesses where they can demonstrate that the programme has made a difference, e.g. attracting external investment, finding new customers.
- Provide STFC with case study material on a business that has derived real benefit from the programme and a positive impact on the business can be demonstrated
- Contribute to the wider objectives of STFC and the Harwell Campus by being an active player in the campus and wider Oxfordshire business community.

Objectives

The objective for the contractor is to design, deliver, monitor and report on a package of business support to offer and/or signpost to advice in areas which might include:

- Intellectual Property
- Company law and legal support
- Basic business finance and R&D tax credits
- Sales, marketing and branding
- Market research and strategy
- Team building, HR, employment law
- Business communication skills
- Business planning
- Investment readiness training to include pitching to investors.

This is not intended to be a prescriptive or exhaustive list. Potential contractors should set out their proposed programme content to support the businesses in all areas considered important. Potential contractors should also determine the most effective way to deliver support (e.g. through workshops, 1:1 meetings, a combination, or other formats) and explain how they would deliver the programme.

The programme defined by potential contractors should be repeated twice per calendar year, to cater for the needs of new businesses as they arrive. Although the ESA BIC community is the primary target audience the programme will also be open to other early-stage businesses on campus and locally, to increase cross-fertilisation and provide economies of scale. The contractor should work closely with the ESA BIC management team on all aspects of the programme.

Background to the Requirement

STFC's contract with ESA to manage the ESA BIC Harwell requires the provision of both technical and business support to incubatee companies. The ESA BIC business support programme is well established and has delivered substantial benefits.

For 2018 the ESA BIC Harwell programme including the business support element will continue in the current form. Depending on the model which is agreed with ESA for subsequent years, the business support element may need to be developed and enhanced to meet business needs. For this reason the business support contract will be for an initial period of 1 year, with the option to extend it for up to a further 2 years in increments of 1 year.

The ESA BIC Harwell is managed by a cross-disciplinary team in the Business Incubation department within STFC's Business and Innovation Directorate, based at both Harwell in Oxfordshire and Daresbury Laboratory in Cheshire. The ESA BIC Operations Manager will manage the business support programme overall and act as the primary point of contact for the contractor. The contractor will also interact with the Relationship Manager – Space Business Incubation based at Daresbury, the Business Support team based at Daresbury and Harwell, and the ESA BIC Marketing and Events team based at Daresbury and at Harwell.

Similar programmes of business support will be developed at Daresbury and Edinburgh and the ESA BIC business support contractor may wish to explore collaboration with the respective STFC business support providers.

Scope

- The contractor will deliver all training at the ESA BIC Harwell, unless otherwise agreed with the ESA BIC Operations Manager on an exceptional basis.
- The contractor will be expected to supply all learning material and make this available to participating businesses, including presentation slides and work books.
- The contractor will be expected to liaise with the ESA BIC Operations Manager to identify target businesses and perform a diagnostic to assess their specific stage of development and requirements.
- The contractor will be expected to liaise with the ESA BIC Operations Manager and Marketing and Events team to schedule the dates for meetings and events.
- The contractor will be expected to supply a summary of the programme content to be used for marketing purposes.
- The ESA BIC Operations Manager and Marketing and Events team will be responsible for recruiting businesses onto the programme.
- The ESA BIC Operations Manager will act as the liaison point with the contractor.
- The cost of meeting rooms and catering will be covered by STFC.
- The contractor will be expected to participate in all relevant regular networking events at Harwell (2-5 per month in total) including those managed by the ESA BIC as well as the Satellite Applications Catapult and Harwell Campus Management, and in other events organised from time to time by the ESA BIC.

Specific Requirements:

The contractor will be responsible for designing, managing, delivering and reporting on the business support programme, ensuring that it meets the requirements of the participants and supports the overall aims and objectives of STFC and the ESA BIC Harwell in delivering economic impact. In order to contribute fully to wider objectives, the contractor will also be expected to use their presence on campus to participate in relevant campus networking events (typically 2-5 events per month) and other events organised by the ESA BIC Harwell, facilitate connections and support cluster development.

The business support programme should be designed to achieve the following:

- Perform a diagnostic to ascertain the specific stage of development and key requirements of each business
- Supply businesses with the key skills and knowledge required to run a successful technology business and increase their chance of survival
- Contribute to the successful commercialisation of technologies by providing advice and training in key business-critical areas supporting the development of a robust business plan
- Provide crucial skills and confidence in pitching for investment and introductions to investors to help fund technology development and commercialisation
- Provide ongoing 1:1 support tailored to the needs of each business
- Create a step change for the businesses where they can demonstrate that the programme has made a difference, e.g. attracting external investment, finding new customers.
- Provide STFC with case study material on a business that has derived real benefit from the programme and a positive impact on the business can be demonstrated

- Contribute to the wider objectives of STFC and the Harwell Campus by being an active player in the campus and wider Oxfordshire business community.

The programme should offer and/or signpost to advice in areas which might include:

- Intellectual Property
- Company law and legal support
- Basic business finance and R&D tax credits
- Sales, marketing and branding
- Market research and strategy
- Team building, HR, employment law
- Business communication skills
- Business planning
- Investment readiness training to include pitching to investors.

This is not intended to be a prescriptive or exhaustive list. Potential contractors should set out their proposed programme content to support the businesses in all areas considered important. Potential contractors should also determine the most effective way to deliver support (e.g. through workshops, 1:1 meetings, a combination, or other formats). The programme should be repeated twice per calendar year, to cater for the needs of new businesses as they arrive.

Monitoring and reporting

- The contractor will be expected to monitor attendance and seek formal feedback at all stages of the programme. Reports on the support delivered to each business by hours and topic, together with their attendance and feedback and a record of their progress, should be provided to STFC at defined intervals.
- The contractor and STFC will be expected to meet formally in early 2018, and at the start of each succeeding calendar year as appropriate, to set up the programme. Formal meetings will also be expected mid-way through each year to monitor progress and then to evaluate the programme on completion (three formal meetings per year in total). In addition to the formal meetings there should also be regular catch-up and review meetings.
- An evaluation report will be expected on completion of the 2018 programme and at the end of each succeeding year as appropriate. This report should include assessment of the needs of target businesses, programme design and content, quantitative feedback on attendance levels, qualitative feedback from participating businesses and suggestions to feed into the future business support programme.
- The formal meeting at the end of 2018 and each succeeding calendar year as appropriate will also consider contractor performance and STFC's ongoing requirements, and determine whether the contract should be extended for a further year (up to a maximum duration of 3 years).

Timetable

- We expect the first programme of support to start in early 2018 (date to be agreed). The timing of the second programme should be agreed with the ESA BIC Harwell Operations Manager and completed by the end of December 2018. Within this framework we expect potential contractors to set out their proposed timetable. A similar framework is likely to apply in any additional years.
- Our target is to recruit between 6-12 businesses for each programme.
- A formal evaluation report will be due 12 months after the start of the contract.

- **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÷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
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	Proj 1.1	Understanding the requirement	25%
Quality	Proj 1.2	Proposed methodology to achieve the deliverables	35%
Quality	Proj 1.3	Added value offered	10%
Quality	Proj 1.4	Approach to tailoring training	10%
Quality	Proj 1.5	CV's and references	For information only

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 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 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](#)