



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Natural Environment  
Research Council (NERC)**

**Subject UK SBS PS16129 Global Goals mapping: the environment-  
human landscape**

**Sourcing reference number PS16129**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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**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 customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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 Innovation and Skills (BIS) 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 Customers.

## Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

***‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’***

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

### Natural Environment Research Council (NERC)

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

### Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

### NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

[www.nerc.ac.uk](http://www.nerc.ac.uk)

## Section 3 - Working with UK Shared Business Services Ltd.

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	Customer Name and address	Natural Environment Research Council, Polaris House, North Star Avenue, Swindon, SN2 1EU
3.2	Buyer name	Ben Osborne
3.3	Buyer contact details	<a href="mailto:professionalservices@uksbs.co.uk">professionalservices@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	Maximum budget available is £160,000.00 GBP ex VAT for the delivery of entire requirement.
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	07/06/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	15/06/2016 14.00hrs
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	16/06/2016 14.00hrs
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	24/06/2016 16.00hrs
3.10	Date/time Bidders should be available if face to face clarifications are required	Week commencing the 27/06/2016
3.11	Anticipated rejection of unsuccessful Bids date	Week commencing the 11/07/2016
3.12	Anticipated Award date	Week commencing the 11/07/2016

3.13	Anticipated Contract Start date	18/07/2016
3.14	Anticipated Contract End date	17/10/2016
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### Towards a Sustainable Earth

#### Tender for Global Goals mapping: the environment-human landscape

##### Introduction

NERC, ESRC and [The Rockefeller Foundation](#) are working together towards the ambitious goal of identifying the urgent research priorities and innovation challenges that may inform and catalyse a paradigm shift in our global approach to sustainable development. The nature of our 21st Century development challenges requires a shift in thinking and action that will better prepare us for future challenges, while enabling more effective development interventions today. The inspiration for our collaboration is the core premise that the environment-human relationship must be central to our sustainable development solutions. We recognise that maintaining the resilience of our ecosystems, the security of natural resources and the stability of earth's life-support systems is necessary for humans to thrive. Equally and complementarily, economic growth and the alleviation of poverty, the strengthening of human rights and good governance, and the promotion of social cohesion many generate social conditions more amenable to environmental sustainability. The work will be framed by the current global context, including in particular the Sustainable Development Goals (SDGs), now termed '[UN Global Goals](#)'<sup>[1]</sup>.

NERC is seeking an individual or team to produce a synthesis of past and current research and innovation relating to the policy landscape surrounding the **environment-human relationships and systems that interact across the UN Global Goals**.

##### Context

The model for this initiative will follow the Rockefeller Foundation's influential 'Bellagio Process', which convenes informed and influential international actors who can best help to change and delivering action.

The work will be framed by the current global context, including in particular the Sustainable Development Goals (SDGs), now termed '[UN Global Goals](#)'<sup>1</sup>. The Bellagio process will take as a starting point the notion that a holistic approach to the Global Goals will be required in order to fully understand dependencies, co-benefits and trade-offs across environment-human systems, and to develop a portfolio of opportunities from funding organisations that will lead to integrated, systemic implementation of the UN Global Goals. Framing the activity within the commitments made at a global level to the achievement of the Global Goals will provide a powerful force for change.

[Annex A](#) provides further information about the activity plans. The staged process will involve a series of actions, starting with an initial synthesis within and across regions to bring together the relevant material to inform the Steering Group in formulating the structure and themes for the Bellagio meeting at the end of 2016. This meeting will propose the challenges and there will then follow a global dialogue about routes to delivering the research and innovation solutions to these challenges.

##### Tender Requirement

NERC requires a fully-costed and detailed proposal from an individual or a suitably structured team to undertake the initial synthesis work. This will involve landscape mapping and evidence-gathering amongst other appropriate activities to produce a synthesis of the current research and innovation

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<sup>1</sup> <https://sustainabledevelopment.un.org/sdgs>



relating to the policy landscape surrounding the **environment-human relationships and systems that interact across the UN Global Goals**.

## Objectives

The overall objective is to provide a comprehensive view of the international landscape across the above three areas pertaining to suggested overarching emergent themes. This synthesis will be used to focus the discussions in the 2016 Bellagio meeting towards identifying the major research and innovation questions relevant to the achievement of the overarching ambition of this initiative.

The work being commissioned is framed around three areas:

- Relevant past, current and planned research/innovation investments
- Significant research findings, policy drivers, and progress since 2005 Millennium Ecosystem Assessment.
- The current status of the science-policy landscape that defines the relation between environment and humanity.

The tender should produce:

- A synthesis of research evidence regarding the environment-human interactions that apply across the Global Goals
- A synthesis of key innovations and policies that have been used to address environment-human interactions in areas covered by the goals
- An analysis of the relationships between goals with respect to environment-human interactions, and the research, innovation and policy evidence relevant to this.

## Requirements and scope

It is recognised that there are a number of different national and global fora which are convened around complementary challenges. The synthesis should look to ensure that this Bellagio action does not duplicate other initiatives across the landscape but acknowledges and complements such initiatives, and where appropriate, helps to convene the important players. The Steering Group and supporting actions as part of the synthesis project, which could include regional/international preparatory workshops, will ensure that representatives of these fora are able to provide input.

The successful individual/team will be involved, as appropriate, in informing the Steering Group, so preparation for, travel to, and attendance at their first meeting should be factored in to submitted proposals.

The activity under this tender should involve the wider community as necessary – to include all relevant actor groups (e.g. policy, political, academic, business, civil society etc.). A plurality of approaches can be used, both in terms of methodology and mechanisms (such as workshops, systems mapping, network analysis, difference scales of evidence review, and so on).

The population of initiatives and activities which should be included should meet the following:

- ✓ Global and/or national reach
- ✓ Initiatives/activities specifically targeting the UN SDGs/Global Goals
- ✓ Initiatives/activities related to environmental research and innovation and/or human-environment interactions

The UK's new [Global Challenges Research Fund](#) (GCRF) is currently being developed by the UK Research Councils. As part of this development input will be gathered to inform how the GCRF may relate to research and innovation around the UN Global Goals. Once this input is gathered, key information on relevant (UK and international) initiatives (e.g. networks, programmes, projects, calls for funding) can then be made available to the successful bidding team for this Tender to incorporate into their work.

## Intended outcomes and deliverables

**Intended outcomes – how this commissioned work will be used**

- To understand the international landscape of current and planned large-scale networks, fora, investments, funding instruments, and activities cutting across the Global Goals within the context of environment-human relationships and systems.
- Understand how this partnership initiative overlaps with/complements external initiatives
- The Steering Group are able to make informed recommendations about the gaps, opportunities and themes for the Bellagio meeting.
- External stakeholders are able to understand how this partnership initiative relates to informing delivery of the UN Global Goals.

**Intended deliverables**

- Summary of the external context and activity landscape (including relevant partnerships)
- Conceptual landscape maps of current/planned research and innovation activities
- Interim report to inform September Steering Group meeting, GCRF strategy and Rockefeller Initiative (see timelines in [Annex A](#)).
- A final report including:
  - A synthesis of research evidence regarding the environment-human interactions that apply across the Global Goals
  - A synthesis of key innovations and policies that have been used to address environment-human interactions in areas covered by the goals
  - An analysis of the relationships between goals with respect to environment-human interactions, and the research, innovation and policy evidence relevant to this.

**Time expectation and contract value**

It is anticipated that the activity will take no longer than 3 months. A maximum budget of £160k has been allocated.

**ANNEX A****Project Plan: Towards a Sustainable Earth****The Goal:**

To use excellent research and innovation to contribute to a paradigm shift in the global approach to sustainable development such that responsible management of the planet is recognised as a core requirement for a sustainable global economy.

**The Initiative:**

The distinguishing feature of this initiative is the core premise that the environment-human relationship should be centre stage, recognising that maintaining the resilience of our ecosystems, the security of natural resources and the stability of earth's life-support systems is essential for humans to thrive, and to underpin development. A holistic approach to the UN Global Goals will be required in order to implement them successfully. We need to understand dependencies, co-benefits and trade-offs across environment-human dimensions of the goals. With such knowledge, we can identify a portfolio of investments by funding organizations to achieve integrated, systemic implementation of the Goals. To start, we need to map the landscape of existing research and innovation in environment-human interactions relevant to the Goals, from which we can identify gaps where more evidence is needed, and opportunities where such evidence can have greatest impact.

The initiative has the additional potential to inform the requirements for institutional and structural change to enable delivery of the required research and its innovation and application. This aligns with the UN's Sustainable Goal (SDG) 17<sup>2</sup>: to 'strengthen the means of implementation and revitalise the global partnership for sustainable development'.

The central part of this activity will be to set in train the Bellagio Process. NERC and ESRC will work in partnership with The Rockefeller Foundation to lead in the design and delivery of meetings to achieve the aims of the initiative via:

- ✓ Identification of the new research and research translation activities that are required to address the sustainable development goals, placing responsible management of the planet at the core of action;
- ✓ Development of recommendations for tracking progress of delivery of activities towards this initiative's high level goal;
- ✓ Development of recommendations on the institutional changes that will be needed to achieve the high level goals;
- ✓ Initiation of a long term platform for collaboration between actors.

The contribution of global actors is essential to the success of this activity and it is the ambition that additional partners including from RCUK and funding organisations in South Africa, China and India will be fully involved in the process. Other organisations can be affiliated to the initiative within its lifetime.

**Intended outcomes:**

- Agreed high-level priority research and innovation areas for national/international investment;
- Sustainable international structure(s) and/or platform(s) set up to enable collaboration on priority areas;
- Methodology for tracking the contribution of the intended paradigm shift to fulfilment and sustainability of the Global Goals – demonstrating that the environment is a core requirement. Tracking progress on relevant research and innovation investments and their contribution to delivery of the Global Goals.

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<sup>2</sup> <https://sustainabledevelopment.un.org/?menu=1300>

## 2016 Timescales

Activity/action		June					July					August					September				October				November				
		30	6	13	20	27	4	11	18	27	25	1	8	15	22	29	5	12	19	26	3	10	17	24	7	14	21	28	
Tender for landscape mapping project and pre-Bellagio input																													
	Draft tender spec																												
	Finalise tender spec																												
	Tender opens	◆																											
	Tender out																												
	Evaluation panel invited and confirmed																												
	Tender closes				◆																								
	Evaluation																												
	Discussions with preferred bidder																												
	Contract award and start											◆																	
Steering Group and Bellagio Meeting	Project work																												
	Invitations to Bellagio Meeting																												
	Steering Group membership confirmed						◆																						
	Virtual Steering Group interaction																												
	Steering Group meeting																												
	Bellagio Meeting																									◆			
◆	Milestone																												
	Task																												
	Flexibility as required																												

## 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 Customer and any specific external stakeholders UK SBS deem 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	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	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Price	AW5.7	Please confirm your submitted price for delivery of the entire requirement is no greater than £160,000.00 GBP ex VAT
Quality	AW6.1	Compliance to the Specification

### Scoring criteria

#### Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Understanding the brief	20%
Quality	PROJ1.2	Knowledge and Expertise	30%
Quality	PROJ1.3	Proposed approach	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: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

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:  $\text{Score/Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

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.
- 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 typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer'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 and concise 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer 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 Customer 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 may 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.
- 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 UK SBS.
- 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 if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS 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 UK SBS 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 UK SBS 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, UK SBS 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 UK SBS 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 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

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

UK SBS 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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)