



Invitation to Quote

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

Subject: Building an Economic Case for A Circular Textile and Fashion Economy

Sourcing Reference Number: PS21131

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 7.0

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>

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

Section 2 – About the Contracting Authority

UK Research and Innovation (UKRI)

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science in the UK. NERC advances the frontier of environmental science by commissioning new research, infrastructure and training that delivers valuable scientific breakthroughs. We do this because understanding our changing planet is vital for our wellbeing and economic prosperity.

We invest public money in world-leading science, designed to help us sustain and benefit from our natural resources, predict and respond to natural hazards and understand environmental change. We work closely with policymakers and industry to make sure our knowledge can support sustainable economic growth and wellbeing in the UK and around the world.

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	UK Research and Innovation (UKRI) Polaris House, North Star Avenue Swindon SN2 1FL
3.2.	Buyer name	Jesika Browne
3.3.	Buyer contact details	Professionalservices@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£70,000.00 excluding VAT.
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 not being considered.

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Wednesday, 29 th September 2021 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Friday, 8 th October 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, 12 th October 2021
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Tuesday, 26th October 2021 Wednesday, 27 th October 2021 11:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Monday, 15 th November 2021
3.11.	Anticipated Contract Award date	Tuesday, 16 th November 2021
3.12.	Anticipated Contract Start date	Thursday, 18 th November 2021
3.13.	Anticipated Contract End date	Tuesday, 15 th March 2021
3.14.	Bid Validity Period	Within 30 days of contract award

Section 4 – Specification

1. Background

Context:

The fashion industry is responsible for 10% of annual global carbon emissions, more than all international flights and maritime shipping combined.¹ Some source suggested when accounting for the full supply chain involved in the fashion industry (transportation and manufacturing materials), fashion comes in second only to energy as the world's most polluting and dangerous industry to the environment.² For instance, its production processes pollute and put pressure on water resources, whilst microfibres shed from textiles through use and washing cause land and water pollution. For purpose of this tender, fashion encompasses apparel, footwear and accessories.

Fast fashion has exacerbated the sector's environmental and societal impact with its rapid and mass production of new designs, quick turnaround of new trends with low prices and poor durability, is increasing consumption, production and landfill. If no further action is taken over the next decade beyond measures already in place, the industry's GHG emissions will likely rise to around 2.7 billion tonnes a year by 2030, reflecting an annual volume growth rate of 2.7%.³ To meet UK's legally binding target of net zero emissions by 2050⁴, the fashion industry needs to act at scale and at pace.

Currently the sector operates in an almost completely linear way: large amounts of non-renewable resources are extracted to produce clothes that are often used for only a short time, after which the materials are mostly sent to landfill or incinerated. More than USD 500 billion of value is lost every year due to clothing underutilisation and the lack of recycling.⁵

In addition to its negative impact on the environment, the drive to cut production costs has seen the industry coming under increasing scrutiny with respect to unsafe jobs and low wages (including within the UK cf. COVID-19 impact on manufacturing operations in Leicester).

To prevent negative impacts rising inexorably with the potential for catastrophic outcomes in future, various reports and initiatives have been launched to help accelerate the whole fashion and textiles industry's move towards circularity and system change in the UK by adopting the principles of circular economy, which aims to redefine growth, focusing on positive society-wide benefits and looks beyond the current take-make-waste extractive industrial model.^{6,7,8} Developing a Circular Textile and Fashion Ecosystem will tackle the societal challenges and the environmental impact of fashion on the planet, its people and communities, and the UK economy via the development of a more sustainable fashion value chain across the UK – which will revolutionise the whole sector and create new export and foreign direct investment opportunities.

¹ <https://www.worldbank.org/en/news/feature/2019/09/23/costo-moda-medio-ambiente>

² https://blogs.nicholas.duke.edu/env212/extended-producer-responsibility-there-may-be-hope-for-regulating-the-fashion-industrys-environmental-impact-by-audrey-magnuson/#_ftnref3

³ <https://www.mckinsey.com/~media/mckinsey/industries/retail/our%20insights/fashion%20on%20climate/fashion-on-climate-full-report.pdf>

⁴ <https://www.gov.uk/government/news/uk-becomes-first-major-economy-to-pass-net-zero-emissions-law>

⁵ https://www.ellenmacarthurfoundation.org/assets/downloads/A-New-Textiles-Economy_Summary-of-Findings_Updated_1-12-17.pdf

⁶ <https://www.ellenmacarthurfoundation.org/circular-economy/concept>

⁷ <https://wrap.org.uk/taking-action/textiles/initiatives/textiles-2030>

⁸ <https://www.ellenmacarthurfoundation.org/circular-economy/what-is-the-circular-economy>

2. Aims & Objectives

The purpose of this procurement is to appoint a contractor to provide economic appraisal to inform an economic case as part of developing a successful business case based on HM Treasury's five-part business case model⁹ to secure new government investment on developing a broad, multidisciplinary research and innovation programme that can deliver whole-system solutions to reduce the clothing sector's negative environmental and social impacts and support a transition to a circular UK fashion and textile economy, should relevant opportunities arise.

In this instance a circular fashion/textile economy is an alternative to a traditional linear economy (make, use, dispose) in which garments, footwear and fibre are kept in use for as long as possible, the maximum value is extracted from it whilst in use, and it is recovered and regenerated the end of each service life.

It is intended that the outputs of this tender will provide a structure and content (for example but not limited to economic costs and benefits of building a circular fashion and textile economy) that can be readily converted into an economic case as part of a successful business case for securing new public and private investment on establishing a multidisciplinary research and innovation to develop a circular fashion/textile economy via a systems approach.

Scope:

- Through a systems lens with a focus on the environmental economics and sectors' impact on our planet and environment throughout the entire supply chain.
- UK-focused but contextualised against international stakeholders and the entire supply chain within and outside of the UK.

This is expected to be a mix of desk-based research and stakeholder engagement. UKRI is open to tenders that offer innovative suggestions.

3. Deliverables & Methodology

1. Develop a compelling economic appraisal (an up-to-six-page report with executive summary accompany with a set of presentations slides) to inform a successful business case to secure new public (following the HM Treasury's five-part business model)^{10,11} and private investment on developing a broad, multidisciplinary research and innovation programme as part of a systems approach to building a circular fashion and textile economy, should a new funding opportunity arises in the future. Examples of previous opportunities include Industrial Strategy Challenge Fund¹² and Strategic Priority Fund¹³.

An Economic Appraisal that can feed in to an Economic Case as part of a business case should appropriate funding arises: (Economic Appraisal) should include details of the following:

- Is there a reasonable range of options in the long & short lists?
- Is ruling out of potential promising options clearly justified?

⁹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749086/Project_Business_Case_2018.pdf

¹⁰ <https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-government>

¹¹ <https://www.gov.uk/government/publications/the-green-book-templates-and-support-material>

¹² <https://www.ukri.org/our-work/our-main-funds/industrial-strategy-challenge-fund/>

¹³ <https://www.ukri.org/our-work/our-main-funds/strategic-priorities-fund/>

- Are all economic costs and benefits clearly calculated for each year covered by the proposal with NPV calculated correctly (see below)?
- Is distributional analysis needed, who benefits, who pays?
- Are all costs and benefits quantified, if not is this justified?
- Are there any decisive unquantified cost/benefits and are they clearly explained?
- Are there appropriate sensitivity analyses, including worst case scenario?
- Are results of each option presented clearly including do nothing/minimum option?
- Are risks, constraints and dependencies identified and managed?
- Is optimism bias properly included and aligned with risk?
- Are wider impacts assessed e.g. sustainability, competition, regulatory impact?
- Is there a Benefits register; benefits realisation (delivery) plan?
- If PFI involved is tax properly treated and is risk transfer clearly achieved?
- Is best VfM = max NPV and if not do unquantified benefits justify the cost?
- Exchequer impact calculated separately and not included in NPV!
- Are monitoring and evaluation costs included?

Notes on NPV calculation key issues (if in doubt, consult an economist)

- Correct discount rate (3.5% real).
- Figures in real terms/constant prices at base year, sunk costs excluded.
- Opportunity costs of already-owned assets included.
- Residual values included.
- Double counting avoided.
- Transfer costs / benefits excluded.
- Uses only economic resource costs (payment good/service).
- Financing items/sources excluded.
- Second round effects included (e.g. only genuine job creation).
- Tax/subsidy treatment must be non-distorting between options.

Supplier must provide weekly updates on progress against this deliverable with interim reports submitted in January 2022 and final reports including an executive summary and outputs (such as a presentation set, supporting documents and data, and a summary output of stakeholder engagement) submitted by 11th March 2022.

2. Produce a logic model or a theory of change to illustrate how public investment deliver tangible benefits to the UK reflecting on review and recommendations from a Parliament Select Committee.¹⁴ Produce a monitoring and evaluation framework should funding is secured to develop a research and innovation programme. Details of theory of change can be found via: <https://www.gov.uk/government/publications/the-magenta-book>.

Supplier must provide weekly update on progress against this deliverable with a one page A4 logic model, a draft submitted as part of the interim reports due in January 2022 and final reports due by 11th March 2022.

Supplier must provide weekly updates on progress against this deliverable with interim reports submitted in January 2022 and final reports including an executive summary and

¹⁴ <https://committees.parliament.uk/committee/127/public-accounts-committee/news/154913/industrial-strategy-challenge-fund-needs-resultsfocussed-overhaul-to-deliver-for-uk-economy-and-taxpayer/>

outputs (such as a presentation set, supporting documents and data, and a summary output of stakeholder engagement) submitted by 11th March 2022.

3. Produce a synthesis report of key findings and recommendations of existing reports (both private and public as well as both UK and international) relevant to circular fashion and textile, focusing on environmental sustainability and including an executive summary. Highlight key stakeholders across the supply chain for the development of precompetitive research and innovation activities.

Supplier must provide weekly updates on progress against this deliverable with interim reports submitted in January 2022 and final reports including an executive summary and outputs (such as a presentation set, supporting documents and data, and a summary output of stakeholder engagement) submitted by 11th March 2022.

4.1 Analyse the UK fashion and textile sector as it currently stands and assess current level of circularity across the whole sector supply chain with contribution from key stakeholders of the sector including business, academics, government, NGO and charities, to:

- 1) Identify market failure, gaps and implications of new market trends and drives and government policies. Based on the above, recommend opportunities where a pre-competitive research and innovation programme across disciplines but with a focus on environmental science can address the challenges as part of whole-system solutions.
- 2) Sector demands for skills and talents to upskill existing workforce and to build future talent pipelines to meet the requirements for a circular fashion and textile, with a focus on environmental science.
- 3) Infrastructures, equipment and series provision and gaps across the sector in relation to environmental sustainability

4.2 Securing sector and key stakeholders' buy-in, produce a summary report (including executive summary) detailing the outputs of objective 4.1 and including:

- 1) Definition and size of a UK circular fashion and textile economy as opposed to the existing conducts and business model, detailing the value, jobs, exports, GVA and growth projection.
- 2) Status of quo and implications if sector continues as it is without a transition to a circular fashion and textile economy.
- 3) Business-led challenges and interventions (both public and private) required for the precompetitive research and innovation activities. Recommendation on the priorities with justifications, such as relevant international literatures, initiatives and good practice related to building a circular fashion and textile economy

Justification can also include published reports, sector analysis, patents, papers, ONS information, other government information, websites, social media and grey literature which stands for **manifold document types produced on all levels of government, academics, business and industry** in print and electronic formats that are protected by intellectual property rights, of sufficient quality to be collected and preserved by libraries and institutional repositories, but not controlled by commercial publishers; i.e. **where publishing is not the primary activity of the producing body.**" Examples of grey literature include: conference abstracts, presentations, proceedings; regulatory data; unpublished trial data; government publications; reports (such as white papers, working papers, internal documentation); dissertations/theses; patents and policies &

procedures.¹⁵ relevant international literatures, initiatives and good practice related to building a circular fashion and textile economy.

This can also include more direct interaction with the sector, including interviews and workshops. Please note that it is the contractor's responsibility to source the data.

- 5) Identify key stakeholders across the sector and make recommendations on how to secure their commitment to co-create intervention or implement recommendations as outlined above in bullet point 4.2.(3)

Supplier must provide weekly updates on progress against this deliverable with interim reports submitted in January 2022 and final reports including an executive summary and outputs (such as a presentation set, supporting documents and data, and a summary output of stakeholder engagement) submitted by 11th March 2022.

4. Key Information

Confidentiality and Conflicts of interest

UKRI and NERC maintain a conflicts of interest policy. Applicants must identify and report conflicts of interest.

Timescales

- Project kick off meeting: one week after contract signature
- Weekly progress report and interim report in Jan 2022 (first payment)
- Final report: 11th March 2022
- Contract end date and final payment: 15th March 2022

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.

¹⁵ <https://guides.mclibrary.duke.edu/sysreview/greylit>

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	SEL2.12	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	Maximum Budget
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	10.00%
Quality	PROJ1.1	Understanding of Requirement and Project Environment	25.00%
Quality	PROJ1.2	Approach/Methodology	25.00%
Quality	PROJ1.3	Project Plan, Timescales and Risk Management	15.00%
Quality	PROJ1.4	Project Team and Capability	25.00%

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 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.
<p>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:</p> <p>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 $(60+60+40+40) \div 4 = 50$</p> <p>Once the above evaluation process has been undertaken and the scores are apportioned by evaluator(s) this may then be subject to an independent commercial review and moderation meeting, if required by the commercial lead, any and all changes will be formally recorded relative to the regulatory obligations associated with this procurement, so as to ensure that the procurement has been undertaken in a robust and transparent way.</p>	
<p>Price elements will be judged on the following criteria.</p> <p>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.</p> <p>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.</p> <p>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 $(80/100 \times 50 = 40)$</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.</p>	

Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> 6) ITQ logged upon opening in alignment with UK SBS's procurement procedures. 7) Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> 8) Check all Mandatory requirements are acceptable to the Contracting Authority. 9) Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none"> 10) Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.
Clarifications	<ul style="list-style-type: none"> 11) The Evaluation team may require written clarification to Bids
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> 12) Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.
Moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> 13) To review the outcomes of the Commercial review 14) To agree final scoring for each Bid, relative rankings of the Bids
Due diligence of the Bid	<ul style="list-style-type: none"> 15) the Contracting Authority may request the following requirements at any stage of the Procurement. 16) Submission of insurance documents from the Bidder 17) Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder 18) Taking up of Bidder references from the Bidders Customers. 19) Financial Credit check for the Bidder
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> 20) To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. 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 90 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

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.

Appendix ‘A’ Glossary of Terms

GUIDANCE - GLOSSARY  When adding new definitions always use Capital letters at the start of each word and inverted commas (“”) and the start and end of the definition, for example “Call Off Contract” and ensure the format of the definition is consistent throughout the document. Please also check the existing list of definitions and remove those that are not used.

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS.
“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”	means the Bidders formal offer in response to this Invitation to Quote
“Bidder(s)”	means the organisations being invited to respond to this Invitation to Quote
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies/services/works for and on behalf of contracting authorities
“Conditions of Bid”	means the terms and conditions set out in this ITQ relating to the submission of a Bid
“Competed Supplies/Services	means the competed supplies/services which will be Ordered from the Contract following a Mini-Competition and are set out at Price Schedule of the Contract
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
“Contracting Authority”	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
“EIR”	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Invitation to Quote” or “ITQ”	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made

	available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Named Procurement person ”	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Other Public Bodies”	means all Contracting Bodies except the Contracting Authority
“Supplier(s)”	means the organisation(s) awarded the Contract
“Supplies / Services / Works”	means any supplies/services and supplies or works set out at within <u>Section 4 Specification</u>