

Invitation to Quote



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

Subject: UK SBS Video Conferencing Extension

Sourcing reference number IT17483



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 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

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

Section 3 - Working with the Natural Environment Research Council.

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	Natural Environment Research Council, Polaris House, North Star Avenue Swindon SN2 1FF
3.2	Buyer name	ICTProcurement
3.3	Buyer contact details	ICTprocurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	<p>£35,000.00 excluding VAT</p> <p>This is a year contract for the solution and first year maintenance and first year support, with 1year +1year optional maintenance.</p> <p>Please note that any resultant Contract award will not be for specific volumes and these estimated values are provided for guidance only.</p> <p>The maximum spend for a three year Contract will not exceed £35,000 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	24/11/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	29/11/2017 14:00

3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	30/11/2017 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	05/12/2017 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	Not Required
3.11	Anticipated selection and the selections of Bids notification date	08/12/2017
3.12	Anticipated Award date	08/12/2017
3.13	Anticipated Contract Start date	12/12/2017
3.14	Anticipated Contract End date	11/12/2018 (Option to extend for a further 2 years on an annual basis, 11/12/2019 and 11/12/2020)
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The Centre for Ecology & Hydrology (CEH) is the UK's Centre of Excellence for integrated research in terrestrial and freshwater ecosystems and their interaction with the atmosphere.

As part of the Natural Environment Research Council, we provide National Capability based on innovative, independent and interdisciplinary science and long-term environmental monitoring, forming an integral part of NERC's vision and strategy.

Working in partnership with the research community, policy-makers, industry and society, we deliver world-class solutions to the most complex environmental challenges facing humankind.

Aims for this Tender

CEH have four sites around the UK and already make extensive use of video-conferencing to facilitate scientific collaboration and management.

CEH is seeking to purchase an additional video-conferencing suite for Leven Room (Room 7) at its site in Edinburgh. CEH has standardised on IOCOM Visimeet for 'Large Room' and desktop video-conferencing and the new system would need to be completely compatible with the existing systems.

CEH also wishes to purchase support and maintenance for the new Video Conferencing infrastructure, room and desktop systems, recording and webcasting system.

Key Objectives for this Tender

For the supply, delivery and installation of videoconferencing hardware and software to Edinburgh.

The solution must provide the personnel of CEH Edinburgh the ability to undertake conferencing activities on high quality video, sound and presentation tools.

Background

Current Videoconferencing Infrastructure

Current system:

IOCOM Visimeet System.

Dell systems.

Microsoft Windows 10 enterprise OS.

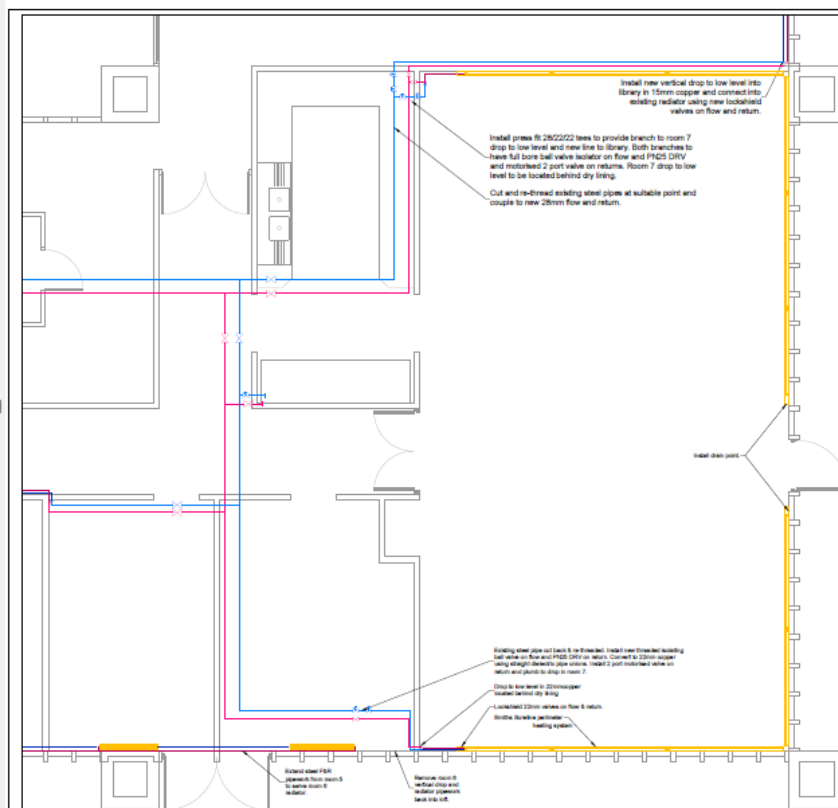
Room 7 Configuration drawing

Dimensions:

L - 11.80m

W - 6.36m

H - 3.13m



Room 7 Heating

- All installed pipework to be supported at suitable centres with Munsen type ring mounts.
- All loft installed pipework fitted with foiled rockwool insulation and taped joints.
- All copper fittings to be press fit type.
- All junctions from steel pipe to copper to be made using dielectric pipe union such as Watt Industries EDP0821610.
- 2 port valves to be wired to existing BMD fed fused spur units fitted by others.
- Vertical drops within room 7 to be installed prior to dry lining to conceal vertical pipework. Vertical drops to have 5mm wall thickness pipe insulation fitted and secured suitably as not to interfere with 50mm frame and dry lining.
- Smiths Sureline perimeter heating system install as per manufacturers instructions with drain cocks installed into low point at end of each leg. Flow and return pipes to each leg to have installed lockshield type valves.
- Final system balancing will be carried out by CEH site engineer.
- Upon completion system will require dosing with Fernox X100 corrosion inhibitor as required and testing for concentration levels unless drained water during works is collected for reintroduction into system via pressurisation unit (CEH can supply a storage vessel for drained water and assist in transport of water to pressurisation unit and provide pump for reintroduction.)



Centre for Ecology & Hydrology
NATURAL ENVIRONMENT RESEARCH COUNCIL

Dr. [Name]
[Address]
[City]
[Postcode]

Phone: [Number]
Fax: [Number]
Email: [Email]

POWER.

- Carefully remove existing duct from walls and store for re-install following drying-in.
- Strip out all steel tubing associated with room 7 small power bank to main distribution trunking in loft (approx 40 metres). Strip out all existing cabling back to DBS/P at room level.
- Remove extract fan four unit and all associated wiring and cabling back to the unit fan which will be re-supplied in future by others.
- Remove temperature sensor and associated steel wiring and relocate sensor and cabling into duct vertical drop north of kitchen door.
- Re-install duct as per drawing utilizing MK system with installed 2 MK K1505 WH DMF Isolators per vertical rise at high level to offer local isolation of a 4 m riser (North Duct, South Duct, East floor boxes, West floor boxes). Ensure duct vertical rises penetrate loft space (min 25mm protrusion) above ceiling.
- Install floor boxes as per drawing layout utilizing MK system with ESB 250/31 x type floor boxes and EBVS250 x underfloor cable ducting. Floor box ducting to duct level using EBVS 250/25 vertical rise unit. Vertical rise units are used to connect floor boxes to ducting at duct level. All floor boxes mounted onto original wall behind dry lining at duct level. Rear of duct section and plasterboard to be removed for access from all duct compartments into aforementioned compartment boxes to allow cable access from all duct compartments to all floor box system compartments.
- Install MK 16/47 sockets into duct as depicted and install 2 x H2K47 sockets into each floor box.
- Wire 4 new ring mains (duct North, duct South, floor boxes East, floor boxes West) in 2.5mm single core PVC cable cable to new isolators.
- Connect new 4mm FR supply cables from new DBS/SP (located above room 3), one per ring main, into isolators, energize and test.

Data

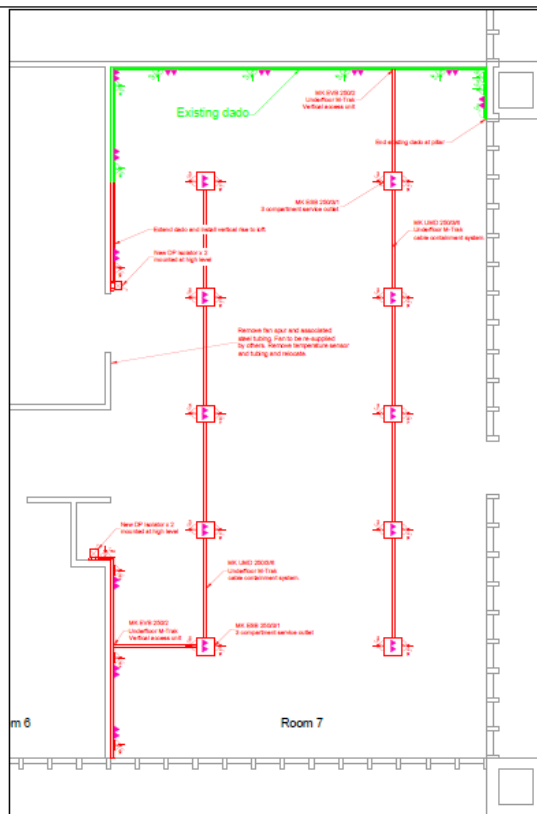
- All data points to be disconnected from the local network hub, un-terminated from the data points within the dado and cables marked with port number and pulled back into loft space.
- Once dado install is complete data cables to be re-installed and new cables installed where required due to required length of existing cables being insufficient.

Strip-out

- Strip out all redundant analogue phone lines, old data points and associated cable and tubing back to distribution trunking within loft.
- All functional network ports should have cables stripped back into the loft for re-routing inside dado trunking be it new or existing.

Notes

- Sockets to be MK K2747 - reused where possible from strip-out.
- Existing trunking is Univoit Starline. All bends to be formed using CAE50/170 external, CIE50/170 Internal, and CFW50/170 flat manufactured bends and all joints to be finished with CK50/170 joint covers. All surplus trunking, sockets and back boxes to be handed to site engineer for re-use elsewhere.




Centre for Ecology & Hydrology
 Natural Environment Research Council

Room 7 Lighting

- Remove existing luminaires and any existing steel conduit within room and loft that is not to be re-used back to main distribution trunking (approximately 5 metres away)
- Remove existing light switching and associated tubing.
- Remove all existing cabling back to local DB (approx 10m away) and mark circuits as spare.
- Install new Lutron QSGRK-6D-WH lighting controller to wall on North side of alcove and tube back box to ceiling void as appropriate.
- Install Lutron EGRX-4S vertical remote controller to North side of alcove and wire to Lutron controller as per manufacturers instructions.
- Re-wire emergency light above fire exit and remove existing test switch and associated tubing. Install new MK K4917ELWHI test switch into new 2 module box in North door vertical rise to control new non maintained 'down legend' LED emergency light/exit sign including chain mounting kit connected via Klik socket above new suspended ceiling. Install MK K489FNWHI fan switch into spare module within this box also for wiring by others.
- Install 1x 2xSLIGHTINGS 66505 ET72-7A3AD-WHITE LED DALI dimmable modules into ceiling grid and wire power and 0-10 volt dimming circuits back to Lutron controller using appropriate Lutron wiring modules as required. Cabling to be supported on 100mm cable tray mounted on existing ceiling.
- Install 3 Whitecraft CN10004FLAW CONCERT S 1000 LED units with optional DALI module back to Lutron controller using appropriate Lutron wiring modules as required. Cabling to be supported on 100mm cable tray mounted on existing ceiling.
- Note zoning of lights as per drawing.
- Route of cable tray and cable containment from ceiling void to Lutron controller back-box to be agreed on site.



Centre for
Ecology & Hydrology
NATURAL
ENVIRONMENT
RESEARCH COUNCIL
Created April 2008
Created 15 July 2010
Updated 15 July 2010

Software Licensing

The successful bidder should ensure that the appropriate OEM software licencing should be provided to CEH in order to enable the use of the Video Conferencing solution by all the personnel.

Compliance: This licensing grants NERC/CEH full rights to use the proprietary software of the OEM including all constituent third party components as protected under patent or otherwise.

Patch & Release Management: This licensing facilitates the deployment by CEH, or CEH's agent, of software maintenance patches, access to, and right to use, new features.

Scope of Requirements

The supplier must supply, deliver and install the complete solution.

Equipment:

- 3 ceiling mounted projectors.
- 2 VC cameras with pan/tilt/zoom (PTZ) control – 1 HD camera wall mounted facing room from middle of projector screen wall and 1 camera ceiling mounted facing front (presenter).
- Table boundary microphone –single wired
- 1 hand held wireless Microphone and 1 wireless Lapel microphone.
- Echo cancelling unit for all audio sources.
- A suitable PC proposed for use with the new system which will be compatible to connect to Dell systems. The PC should be mini tower having SSD memory drive and Microsoft Windows 10 enterprise OS.
- Lectern with confidence monitor and wireless mouse pointer.
- Amplifier.
- Radio frequencies for the microphones
- Wall mounted audio speakers suitable for the size of room
- Cable infrastructure.
- Training manual (soft pdf)

Timeframe:

- Delivery and installation of the solution must be complete by 20th January 2018 unless altered by prior agreement with CEH/NERC.
- NB CEH/NERC offices are closed from 23rd December to 2nd January

Software: VC Hardware OEM Software must be compatible with existing IOCOM Visimeet 2 – camera for Large Rooms licence.

Support and Maintenance - 1 Year support and maintenance package of all hardware and software supplied. Support should be Monday to Friday 08:00-17:00.

Support should be delivered by :

- Phone 2 working days for urgent response, 5 days for non urgent as a minimum.
- Email 2 working days for urgent response, 5 days for non urgent as a minimum.
- Onsite within 2 working days for urgent response, 5 days for non urgent a minimum.

Optional Extras:

- 2 x1year Maintenance and Support package covering but not limited to: Monday to Friday 8:00-17:00 covering all elements of the solution.
- Single wireless boundary microphone.

- It is not envisaged that a CODEC will need to be purchased but should one be required then it will need to be purchased to fit in with the current system.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, 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 ($5+5+6=16 \div 3 = 5.33$))

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Confirmation of completion date
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	Invitation to Quote – received on time within e-sourcing tool

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	30%
Quality	PROJ1.1	Overarching design for the solution	70%
Quality	PROJ1.2	Manufacturer Relationship	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 the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC . The link below to the Gov.uk website provides information on the new GSC:

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)