

Invitation to Quote

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

Subject: Water Services at the National Oceanography Centre Southampton (NOCs)

Sourcing Reference Number: FM18062

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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UKSBS
Shared Business Services

Table of Contents

Section	Content
1	About UK Shared Business Services Ltd.
2	About the Contracting Authority
3	Working with the Contracting Authority.
4	Specification
5	Evaluation model
6	Evaluation questionnaire
7	General Information
Appendix 1	Water Management Monitoring Programme Summary
Appendix 2	Schedule of Water Systems

Please note: Appendix 1 and Appendix 2 can be found within the RFX Attachments tab on the Emptoris System

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](#).

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 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 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) The Natural Environment Research Council (NERC) National Oceanography Centre Southampton European Way Southampton SO14 3ZH
3.2	Buyer name	
3.3	Buyer contact details	FMPProcurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£125,000.00 Excluding VAT The value of this contract is the total potential value for the contract duration of 3 +1 +1 years
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday 11 th May 2018 Contracts Finder
3.7	Site Visits <i>We strongly recommend that you attend a site visit in order to gain complete clarity of our requirements and the environment that you will be working in.</i>	Thursday 17 th May Tuesday 22 nd May Thursday 24 th May <i>Site Visits can be requested on the dates detailed above.</i> <i>To schedule a Site Visits please send a message to UK SBS through the Sourcing portal to confirm your preferred date and time (Site Visits will last no longer than 1hr), and names of attendees.</i>
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Thursday 31 st May 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 1 st June 2018 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 4 th June 2018 11:00

3.10	Anticipated notification date of successful and unsuccessful Bids	Monday 18 th June 2018
3.11	Anticipated Award date	Tuesday 19 th June 2018
3.12	Anticipated Contract Start date	Monday 25 th June 2018
3.13	Anticipated Contract End date	25 th June 2021 with the ability to extend for a further +1 and +1 to a maximum of 25 th June 2023
3.14	Bid Validity Period	60 Days

Section 4 – Specification

Background

The National Oceanography Centre is wholly owned by the Natural Environment Research Council. The Southampton site was opened in 1995 and constructed with a design life of 125 years. The campus is an international centre of excellence, primarily in ocean and earth science, and marine technology. A significant level of scientific research is undertaken throughout the campus. Approximately 2000 persons are based at the site, employed by the Natural Environment Research Council, the University of Southampton and a number of associated tenants.

The centre was purpose-built between 1992 and 1995 and occupies a quayside site within the Associated British Ports operational port area in Southampton. The site was previously used as a dock facility and generally the ground is reclaimed. The mainly six-storey building houses offices, research laboratories, engineering workshops and associated facilities. The heavily serviced building uses vertical service risers internally with horizontal mechanical and electrical distribution areas (intermediate 'MEDA' plant room floors) to service occupied areas. A number of separate single storey buildings are also constructed on the site mainly housing stores, workshops and support facilities.

Brief Description of the Services

To carry out the water treatment and systems management, as defined, of all closed water systems at NOC Southampton with an associated emergency call out provision.

To carry out the Legionella Control systems monitoring and management, as defined, of all open water systems at NOC Southampton with an associated emergency call out provision including Air Conditioning Systems

Scope of Services

To provide water treatment services for the installed water systems at the National Oceanography Centre Southampton in accordance with Manufacturers Instructions, any relevant legislation and taking into account guidance such as; HSE Approved Code of Practices (L8), British Standards – BS EN 806 P5, BS 8558, etc. BSRIA BG50, etc.

To provide an emergency call out facility for all installed systems. The installed water systems are as follows:

Closed Systems

- Low Pressure Hot Water system – capacity approx. 80 m³
- Chilled Water System – capacity approx. 30 m³
- Ultra-pure water system

Open Systems

- All Hot and Cold Water Systems including laboratory and ship to shore systems;
- Air Conditioning Systems (limited sampling only based upon risk)

Equipment

- CXA Duplex water softener (275HF)
- Hot Water Services ACTIV-OX Compact Chlorine Dioxide unit
- Reverse Osmosis Plant

The contractor is to allow for the following:

Closed Systems

- Quarterly Water treatment of all closed water systems to industry standards and relevant legislation / guidance including any microbiological sampling.
- To provide a quarterly written report on analysis and remedial actions.
- Provision of a water treatment log book, utilising the existing ZetaSafe* system for which a login and training will be provided, for each system to include:
 - Copy of in date company certification – (Certified bodies, Insurance, etc)
 - Company Escalation Procedures
 - Site-specific Risk Assessments, Method Statements, Relevant Training information for water treatment servicing engineers.
 - Records of the result of Microbiological sampling.
 - Water Treatment records

*Note that Ownership of the Zetasafe system will remain with NOC

To maintain the following equipment in line with L8; EN14743; 14812; 15848 and manufactures instructions;

- Servicing of the CXA Duplex water softener (275HF) to L8 and manufactures instructions – to include serving kits
- Servicing of the Hot Water Services ACTIV-OX Compact Chlorine Dioxide unit to L8 and manufactures instructions – to include servicing kits
- Reverse Osmosis Plant in line with manufacturer's instructions and including all consumables e.g. carbon filters
- 100Kg of inhibitor with a schedule of rates for additional 25Kg drums; i.e. CORROBAN 40. Dosed as necessary to maintain a reserve.
- A schedule of rates is to be provided for all associated chemicals, i.e. ACTIVE OX10 and ACTIVE 8

Water treatment is to occur in July, November and March in working hours based on a programme agreed with the client.

Open Systems

- To provide monthly water systems management and maintenance including temperature monitoring, little used outlet flushing, dead leg flushing where possible, system usage monitoring, microbiological sampling, etc. as required by L8; BS EN 806 P5, BS 8558, the Legionella risk assessment or the client. Updating the Zeta Safe system as required. (see table in appendix)
- Production of a little used outlet register to be retained as part of the ZetaSafe based log book, note these are to be flushed by the client
- Quarterly review of little used outlets
- Production of new Legionella Risk Assessment and system Installation, including Air Conditioning systems – report on any gaps / improvements to control measures / installation as required to reduce risks
- Annual review and update of the Legionella Risk Assessment and system Installation – report on any gaps / improvements to control measures / installation

as required to reduce risks, updating drawings; risk assessment to include Air Conditioning systems.

- Yearly servicing of TMV's where fitted, recommend removal if requirement is low risk
- Identification, by clear labelling of all points to be used for routine temperature monitoring and microbiological sampling, labelling to be agreed with the client.
- Initial and then 6 monthly Legionella and TVC sampling of Hot and Cold Water services – to be conducted by a UKAS accredited Laboratory – (Certification to be provided)
- Initial and then 6 monthly water quality testing of Potable Water Systems (Ship to Shore) – to be conducted by a UKAS accredited Laboratory to full BSRIA Chemical and microbiological sampling standards – (Certification to be provided)

Ensure that representative sampling is taken from each system, i.e. Central System (From external incoming supply tanks to Energy Centre Distribution), Node 1-9 tanks and distribution, Outbuildings and Ship to Shore Supplies.

Sampling also to include limited sampling of AHU cooling coils as per Appendix 1.

- Ensure that the number of representative samples are reviewed on a regular basis in line with risk; previous results or where issues have been identified such “out of parameter” control measures, i.e. temperature, usage.
- Sampling to include the provision of all bottles and any courier services if used.
- Provision of the following for the Open Systems log books for each system, utilising the existing ZetaSafe system for which a login and training will be provided:
 - Copy of in date company certification – (Certified bodies, Insurance, etc.) (One copy for master Log)
 - Company Escalation Procedures. (One copy for master Log)
 - Site-specific Risk Assessments, Method Statements, Relevant Training information for water treatment servicing engineers. (One copy for master Log)
 - A schematic of each System/Node showing all temperature monitoring and sampling points.
 - Records of all of the results for the Microbiological sampling and remedial actions.
 - Records of all of the temperature monitoring results and remedial actions.
 - Records of all system usage monitoring and remedial actions.

The Hot and Cold water sampling to be taken in August and March. Note that there an existing log book in place on the Zetasafe system to be adopted and updated by the contractor. This includes system schematics, previous testing records and sampling results.

Training

- Provision of annual legionella awareness 1-day training onsite for up to 8 persons. Training to be approved by the Legionella Control Association

General

- Annual update of task risk assessments and training information held within the master log book
- Completion and then 3 yearly update of the NOC Estates Health and Safety Questionnaire

- All travel and subsistence associated with water treatment services and site meetings.
- Attendance at three monthly client liaison meetings with client Responsible Person (Head of Estates) to discuss water system conditions, operation and opportunities for improvement.
- Provision of set rates for a 24-hour emergency call out facility (in working hours and outside normal working hours).
- Sufficient time for administration, i.e. inductions, site-specific risk assessments taking into account foreseeable risks/hazards, permit issue / closure, etc.
- Provision of any temporary statutory notices and safety signage required whilst carrying out works. (To be in place before work commences).
- Adequate fencing of the work area to prevent unauthorised access as deemed required by the risk assessment.
- Minimising the negative environmental impact of the works
- Provision of information and instruction to the NOC liaison as to how work areas will be affected, to include potential for BMS alarms and updates as work progresses if required.
- Provision of details of their official who will control the work on site, any deputising arrangements and all contact details.
- Provision of emergency plans
- Provision of environmentally sound waste management in line with ISO14001 for all materials to be disposed of as part of the servicing requirements.
- Provision of site-specific risk assessments and method statements covering foreseeable risks and hazards applicable to the works taking into account the work location - they will need to take into account the safe isolation of electrical / mechanical services as required, working at height, etc. These shall be reviewed by the client before initiation of works.
- Attendance at quarterly review meetings with the client onsite
- The contractor is to report to the NOC Water Management Responsible Person. This person will be an identified senior manager within NOC Estates.

Note: no live electrical working, as defined by the Electricity at Work Regulations 1989, on any of the equipment associated with this contract, is permitted without first complying with Regulation 14. A suitably authorised Low Voltage Competent Person may only carry out such work taking all precautions necessary as detailed in their risk assessment.

In addition to the above;

- The contractor must be registered with the **Legionella Control Association** and is to provide copies of this and all relevant industry certifications held by the company.
- Provision of written assurance that suitably competent personnel will only be used for the works relevant to this contract
- Contractors are required to hold valid public liability insurance for a minimum value of **£10 million**; this is a precondition for all contractors undertaking works at NOC.
- Welfare to be provided by client is set out in the NOC Code of Practice.
- Before working onsite all contractors must have been inducted and signed the NOC Code of Safe Practice for Estates Contractors, including departmental rules, parking and site access instructions. This will be provided prior to the start of works.
- Any PPE required is to be outlined in the risk assessments and supplied by the contractor. Bump hats are required when in plant areas.

- No work is to commence on site without the issue of any permit to work identified by the risk assessment.
- The site-specific risk assessments and method statements are to be provided to the client at least one working week before the start of work.
- No hot works to be carried out without the required hot works permit.
- Identity passes to be worn at all times whilst on site.
- Normal working hours are limited to between 0800-1800

Price

Contract to run for a period of **3 years**, with an option for a 2 year extension at the quoted price, however, this will be subject to an annual performance review. The contract will initiate on 25th June 2018.

A fixed price for the annual water treatment of water systems (inclusive of parts and labour), valid for the period May 2018 – April 2021, is to be submitted.

A fixed price for annual 24-hour emergency call out service for all water systems, valid for the period May 2018 – April 2021, is to be submitted.

A standard day and half day rate price is to be provided for remedial visits that may arise from servicing or call out (based on an 8hr day).

A schedule of rates is to be provided for common consumable that may be required for remedial works. This is to be sub divided into items such as chemicals, additional sampling, dip slides, etc.

A standard day and half day rate price is to be provided for emergency call outs. This is to be sub divided into: Visits during working hours (mon-fri 0800 – 1800,)

Visits outside of working hours (mon-fri, 1800 – 0800, & all day on sat, sun and bank holidays)

All schedule of rates are to remain valid for the period of the contract without adjustment or uplift. All prices submitted will be taken as exclusive of VAT.

Site Visits

You will have the opportunity to arrange site visits should these be required. Please note that site visits will only be granted during the dates noted in Section 3 – Timescales.

If you wish to request a site visit, please ensure that this is done via the messaging function in the Esourcing portal. Once your proposed date and time has been confirmed with the client we will confirm this back to you.

During the site visit any questions raised will be noted by the host and then responses will be formally confirmed via clarification.

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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
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 Part 1
Commercial	AW4.2	Contract Terms Part 2
Commercial	PROJ1.1	NOC Health and Safety Questionnaire
Commercial	PROJ1.2	Non Negotiable Bid
Commercial	PROJ1.3	Industry Accreditation
Commercial	PROJ1.4	Public Liability Insurance
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	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	PROJ2.1	Method Statement	20%
Quality	PROJ2.2	Managing Working Conditions	20%
Quality	PROJ2.3	Managing Continuity	10%
Quality	PROJ2.4	Risk	20%

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.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. 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](#)