

# Invitation to Quote



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

**Subject: Creation of Embedded carbon benchmark levels for concrete**

**Sourcing Reference Number: PS22287**

## Table of Contents

Section	Content
1	<a href="#"><u>About UK Shared Business Services Ltd.</u></a>
2	<a href="#"><u>About the Contracting Authority</u></a>
3	<a href="#"><u>Working with the Contracting Authority.</u></a>
4	<a href="#"><u>Specification</u></a>
5	<a href="#"><u>Evaluation model</u></a>
6	<a href="#"><u>Evaluation questionnaire</u></a>
7	<a href="#"><u>General Information</u></a>

## 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

### Innovate UK

Innovate UK works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. They drive growth by working with companies to de-risk, enable and support innovation.

<https://www.gov.uk/government/organisations/innovate-uk>

### UK Research and Innovation

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](http://www.ukri.org)

## 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		
1.1.	Contracting Authority Name and address	UK Research & Innovation, Polaris House, North Pole Avenue, Swindon, SN2 1FL
1.2.	Buyer name	Joe Wightman
1.3.	Buyer contact details	<a href="mailto:Joseph.wightman@uksbs.co.uk">Joseph.wightman@uksbs.co.uk</a>
1.4.	Maximum value of the Opportunity	£50,000 plus VAT
1.5.	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Messaging Centre of the Jaggaer eSourcing portal. Guidance on how to obtain support on using the Jaggaer eSourcing portal can be found in Section 7.25.</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, unless formally advised to do so by UKSBS.</p>

Section 3 - Timescales		
1.6.	Date of Issue of Contract Advert on Contracts Finder	Thursday, 29 September 2022 Contracts Finder
1.7.	Latest date / time ITQ clarification questions shall be received through the Jaggaer eSourcing Portal	Wednesday, 12 October 2022 11:00
1.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the Jaggaer eSourcing Portal	Friday, 14 October 2022 11:00
1.9.	Latest date and time ITQ Bid shall be submitted through the Jaggaer eSourcing Portal ( <b>the Deadline</b> )	Friday, 21 October 2022 11:00
1.10.	Anticipated notification date of successful and unsuccessful Bids	Friday, 28 October 2022 11:00
1.11.	Anticipated Contract Award date	Friday, 04 November 2022
1.12.	Anticipated Contract Start date	Monday, 07 November 2022
1.13.	Anticipated Contract End date	Friday, 31 March 2023
1.14.	Bid Validity Period	90 Days

## Section 4 – Specification

### **INTRODUCTION**

The manufacture of cement is responsible for 4% of global man-made CO<sub>2</sub> emissions, in response to which the industry is investing extensively in new cements that have a lower embedded carbon. There is a wide variety of these cements available commercially, and there is considerable R&D being undertaken into new types.

The lack of an agreed definition of “low carbon” makes it hard to distinguish between the different products on the market. For sellers, this lack of a level playing field for the marketing of products makes it hard for companies selling premium priced very low embedded carbon cements to compete against lower cost cements with higher embedded carbon content. This difficulty in building market share also deters investment in the further development and commercialisation of lower carbon cements. (As cement is bought largely as a binder in concretes, this project is based on concrete, with the acknowledgement that the carbon content is determined largely by the type and amount of binder used.)

The primary objective of this work is to overcome this barrier by creating a set of discrete embedded carbon levels that are shared across the sector.

This scheme is anticipated to be of the form of tables for different concrete applications, the example below being for a 40MPa grade concrete. This is of similar form to the energy consumption information labels found on white goods:

<b>Class (40MPa)</b>	<b>Embodied carbon (kgCO<sub>2e</sub>/m<sup>3</sup>)</b>
A <sup>+</sup>	100
A	155
B	190
C	225
D	270

In addition to aiding the marketing of concretes of lower embedded carbon concretes, this will enable a range of market transformation policies to be implemented that benefit the suppliers, procurers and the environment. These measures could include interventions for cements of varying embedded carbon content, including:

- Voluntary procurement of low carbon concrete.

- Allocation of credits on building certification schemes, such as BREEAM or LEED.
- Mandatory minimum embedded carbon levels.
- Establishing a framework for funding R&D of very low carbon concretes that are not yet commercial.

It is important that this work has input from both suppliers and specifiers of concrete, and that consensus is achieved as far as is possible. It is anticipated that the performance levels created would be used initially by the industry on a voluntary basis for procurement, and if successful could lead to other policy interventions.

The work will comprise primarily desk research and the running of stakeholder workshops. The output will be a written report and a short mini-brochure describing the basis of the scheme.

### **AIMS & OBJECTIVES**

The aim of this work is to help reduce the carbon emissions produced in the manufacture of cement by providing a technically robust scheme to classify the carbon content of different cements:

To achieve this aim, the work has the following critical objectives:

- To provide a robust and transparent methodology that enables all types of cement to be classified on a common and fair basis by their embedded carbon content. This information would support the sale and procurement of lower carbon cements.
- To provide a robust and transparent methodology that would form the basis of other possible market interventions. (Exploration of such interventions is outside the scope of this work).

Industry recognition and acceptance of the work will be important to maximise the impact of any subsequent work based on the outcomes. The support of industry in developing the methodology will therefore be important for the success of the work.

It is recognised that the composition and technical performance of cements is a technically complex matter, and so a mini-brochure to describe the scheme to non-technical personnel with an interest in the outcomes of the work will be important.

### **BACKGROUND**

#### **The Low Carbon Concrete Group Decarbonisation Taskforce**

The Low Carbon Concrete Group (LCCG), formed of professionals from the concrete and cement industry, academia, engineers and clients, was established in April 2020 to identify how concrete can be part of the infrastructure industry journey to zero-carbon. Brought together by the Green Construction Board in its role as the sustainability workstream of the Construction Leadership Council, the LCCG has been working together since January 2020 with a bias towards action.

In April 2022, a route map [Low Carbon Concrete Route map | Institution of Civil Engineers \(ICE\)](#) was launched by this group to examine how the infrastructure industry can use the



latest tools, technologies and materials to continue using concrete while working towards a zero-carbon future.

One of the work strands set up following this launch is *W/S 5 Continued Benchmarking*. This is a continuation of earlier work where concrete suppliers reported the carbon content of the concrete they had been supplying, enabling the sector to track its progress towards reducing the carbon content of concrete sold in the UK.

This new procurement *Creation of Embedded carbon benchmark levels for concrete* is to supplement this activity through the creation of embedded carbon labels to support the benchmarking and market transformation of the UK concrete and cement markets.

### **The Transforming Foundation Industries Challenge**

The Transforming Foundation Industries Challenge Fund is funded through the BEIS industrial Strategy Challenge Fund, and has the primary objectives of making these sectors more sustainable through energy efficiency and resource efficiency. These Industries comprise the Cement, Ceramics, Chemicals, Glass, Metals and Paper sectors, which are worth £45bn to the UK. They employ 500,000 people, mostly outside the south east in areas of deprivation. Challenges:

- by far the largest industrial polluter, generating 10% of all UK's CO2 emissions
- capital intensive making it difficult to change and compete with new plants from the developing world

The 4 year programme receives funding of £66m from BEIS, and is attracting over £83m from other sources. It is funding work through 5 principle workstreams:

- Glass Research Facility in St Helens with Glass Futures
- Collaborative Research and Development Demonstrator Programme
- Technology Transfer - TransFIRe Research & Innovation Hub, a consortium of 20 investigators from 12 institutions with project partners from 60 organisations
- Network + designed to support academics, industry and government to work together and solve common challenges
- Investor partnership with private equity for SME's and Start Ups

This work is expected to be an exemplar for other Foundation Industries facing similar challenges. It will also support the work being undertaken by Cambridge Institute for Sustainable Leadership on Demand Led Innovation by being an enabler for accelerating the development of more sustainable products made by the Foundation Industries.

### **SCOPE**

This work is to produce a written report "Embedded carbon benchmark levels for concrete" that will form the basis of an industry-recognised classification scheme that will serve as an enabler of subsequent market intervention activities.

The work will comprise primarily desk research and the running of stakeholder workshops. The output will be a written report and a short mini-brochure describing the basis of the scheme.

#### Clarifications on the Scope

- An important underlying principle of environmental analysis is that it should be based on application and not product type. Accordingly, all types of concretes bound together with Ordinary Portland Cement and/or Alternative Cementitious Materials are in scope.  
The impact on other construction materials that could satisfy the same application (such as glass, brick or timber) should be assessed at a high level only. This is primarily to identify any market distortions that the benchmarking scheme might lead to.
- Similarly, this work should check that no types of cement are unfairly disadvantaged by the proposed scheme, but explicitly does not require an in depth analysis of the different types.
- The focus of the work is on common applications likely to specify widely available concretes; low volume specialist applications should just be referenced for completeness. This is because for maximum impact it is more important to undertake a robust analysis of a few applications that represent a significant share of the market, rather than to dilute effort by attempting to analyse all possible applications in a less robust way.
- This work should not consider in detail the selection of underpinning Life Cycle Analysis (LCA) tool for calculating the carbon content of materials. But in order that a robust benchmarking scheme is created, factors beyond a simple LCA that might be pertinent to the calculation of whole life carbon emissions should be considered, (see STAGE 2 of the Requirement).
- The need for monitoring, verification and enforcement of any standards or regulations is a complex and important issue that is beyond the scope of this work.
- The work does not include the setting up of any scheme that uses the outputs of the work.

The work will be managed by Innovate UK, but it is required that the project coordinates with the LCCG Workstream 5 “*Continuous Benchmarking*” activity. Introductions to this activity will be made at project start-up.

It is imperative that representatives from the concrete and construction industries are consulted during this work.

The work is expected to take an elapsed 5 months in duration, although some of this will be waiting for the review by Innovate and/or stakeholders of the documents produced.

**REQUIREMENT**

This work is to produce a written report “Embedded carbon benchmark levels for concrete” that will form the basis of an industry-recognised classification scheme that will serve as an enabler of subsequent market intervention activities.

The reference point for this work is *Chapter 1 Setting the benchmark of the LCCG route map*, that shows ratings for embedded carbon for different strengths of concrete, from D to A+ in order of decreasing carbon content. There are 4 principal stages needed to develop this into a technically robust scheme that benefits all stakeholders wishing to develop the market for lower carbon concrete.

There will be monthly on-line progress review meetings. The project initiation meeting will be in person at the Innovate London or Swindon offices, or other location by mutual agreement.

The outputs of Stages 1-3 will be included in the written report “Embedded carbon benchmark levels for concrete”. The written report should be indicatively 40-80 pages.

The Stage 4 Mini-brochure should be 4 – 8 pages.

**STAGE 1 Definition of the applications of concrete and concrete classes in scope**

Identify the common grades of concrete, based on application, to be included in the analysis. Identify relevant underpinning technical standards and any omissions or weaknesses in them.

**STAGE 2 Development of the calculation method for embedded carbon**

Review the basis of the carbon calculation method used in the LCCG route map, and identify any additional factors that should be accounted for to ensure a wide application for the scheme. A pragmatic approach is needed to identify primary factors from those that may be interesting but add little to differentiate products.

It should consider factors such as:

- Checking if any cements or alternative cementitious materials would be unfairly disadvantaged,
- Considering how regional availability of materials and consequent additional transport emissions might impact the financial cost and net carbon impact of using improved carbon cement in different locations.
- Ensuring that total mass of concrete/embedded carbon, and not just the carbon intensity of concrete, is accounted for so as to avoid perverse decision making.
- Checking that there are no unintended consequences relating to whole building lifetime carbon emissions, such as a reduction in serviceable life, decrease in building energy performance, or impact on other concrete constituents such as reinforcement bar or fibre strengtheners.
- How/if to account for re-carbonation in a way that is representative of real life.
- How data for the embedded carbon of the concrete will be obtained?
- Identification of, and suggested resolutions for, any opportunities for gaming the classification scheme.
- A high level assessment of the economic consequences of specifying lower carbon concretes.

- A high level assessment of the non-carbon environmental impacts of specifying lower carbon concretes.

Note that this project should be independent of the LCA database chosen for calculating the carbon content of a concrete. But it should include consideration of how the assumptions used in creating LCA database emissions factors might impact the accuracy of any concrete benchmarks.

### **STAGE 3 Creation of concrete benchmarks**

Identify a selection of discrete carbon intensity levels ("labels") for common concrete applications. These should have the form A-G or similar.

- These should have a separation sufficient to distinguish the different concretes available, or which could become available in the future, and should take account of the uncertainties in calculating the carbon content.

### **STAGE 4 Creation of a mini-brochure describing the classification scheme**

Create a short and easy to understand brochure that conveys to non-experts the basis of and advantages of the scheme through creating pan-industry commonality of definitions and language. The target audience includes:

- Concrete specifiers – How it can be used to support procurement of green buildings.
- Concrete suppliers – How it can support their marketing of lower carbon concretes, and give them carbon targets to aim for when devising new products
- Policymakers – How it can be used to enable a range of market interventions.

Identify existing options for using the scheme, such as building credits or voluntary procurement schemes.

Variations to this plan are acceptable with justification.

Industry input is essential to ensure that the work is adopted, and so at least two stakeholder consultation sessions are required. The project is also expected to work with LCCG Workstream 5.

No hard copies of the reports are required.

### **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 of Bids

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.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL1.2	Employment breaches/ Equality
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Commercial	AW5.4	Maximum Budget
Technical	AW6.1	Compliance to the Specification
Technical	AW6.2	Variable Bids
	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.				
Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	20%	20%
Technical	PROJ1.1	Approach/Methodology	80%	30%
Technical	PROJ1.2	Staff to Deliver/ Skills & Expertise		20%
Technical	PROJ1.3	Understanding the Project Environment		20%
Technical	PROJ1.5	Risk Management		10%

## Evaluation of criteria

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.

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:

### 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  $(60+60+40+40) \div 4 = 50$

Once the above evaluation process has been undertaken and the scores are apportioned by evaluator(s) this will 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.

**Commercial Elements** will be evaluated 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 Commercial 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 x 50 = 40)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

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.

## 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"> <li>ITQ logged upon opening in alignment with UK SBS's procurement procedures.</li> <li>Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UK SBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.</li> </ul>
Compliance check	<ul style="list-style-type: none"> <li>Check all Mandatory requirements are acceptable to the Contracting Authority.</li> <li>Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.</li> </ul>
Scoring of the Bid	<ul style="list-style-type: none"> <li>Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.</li> </ul>
Clarifications	<ul style="list-style-type: none"> <li>The Evaluation team may require written clarification to Bids</li> </ul>
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> <li>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.</li> </ul>
Moderation meeting (if required to)	<ul style="list-style-type: none"> <li>To review the outcomes of the Commercial review</li> <li>To agree final scoring for each Bid, relative rankings of the Bids</li> </ul>

reach an award decision)	
Due diligence of the Bid	<ul style="list-style-type: none"> <li>• the Contracting Authority may request the following requirements at any stage of the Procurement:               <ul style="list-style-type: none"> <li>○ Submission of insurance documents from the Bidder</li> <li>○ Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder</li> <li>○ Taking up of Bidder references from the Bidders Customers.</li> <li>○ Financial Credit check for the Bidder</li> </ul> </li> </ul>
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> <li>• 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.</li> </ul>



## **Section 6 – Evaluation Response Questionnaire**

Bidders should note that the evaluation response questionnaire is located within the **Jaggaer eSourcing Portal**.

Guidance on how to register and use the Jaggaer eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

**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 Section 3 of 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 the eSourcing portal 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 Jaggaer 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.
- 7.10 Do complete all questions in the evaluation response 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 the Jaggaer eSourcing portal. 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 eSourcing portal and problems with functionality within the portal must be submitted to Jaggaer eSourcing Helpdesk

**Phone** 08000 698 632

**Email** [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

Please note; Jaggaer is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. 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 Response 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 / UK SBS.
- 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 Jaggaer 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 Jaggaer eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliance checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliance 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 Jaggaer 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 revised its Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> April 2014 to replace the previous 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**

- 8.1 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.
- 8.2 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.
- 8.3 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 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.
- 8.5 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.

## **9.0. Timescales**

- 9.1 [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.

## **10.0. The Contracting Authority's Contact Details**

- 10.1 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 eSourcing tool to the designated UK SBS contact.

- 10.2 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the Jaggaer eSourcing portal. Failure to follow this requirement will result in disqualification of the Response.

## Appendix A – Glossary of Terms

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
“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. <b>NOTE:</b> 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” or “OPB”	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>