

Invitation to Quote

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

Subject: Curved Display System

Sourcing reference number UK SBS PR18021



UK Shared Business Services Ltd (UK SBS)

www.ukpbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
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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

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

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 Council (through its component council STFC). STFC Daresbury Laboratory, Keckwick Ln, Warrington WA4 4AD
3.2	Buyer name	Melanie Hollingsworth
3.3	Buyer contact details	Email: melanie.hollingsworth@uksbs.co.uk Tel: 01793 867313
3.4	Estimated value of the Opportunity	£75,000.00 - £150,000.00 (Inc. VAT)
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 <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	6 th April 2018 Contracts Finder
3.7	Date of site visits	17 th and 18 th April 2018
3.8	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	30th April 2018 14:00
3.9	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	2nd May 2018 11.00
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	7th May 2018 11.00

3.11	Date/time Bidders should be available if face to face clarifications are required	N/A
3.12	Anticipated notification date of successful and unsuccessful Bids	17th May 2018
3.13	Anticipated Award date	28th May 2018
3.14	Anticipated Contract Start date	1st June 2018
3.15	Anticipated Contract End date	31 st May 2021
3.16	Bid Validity Period	90 Days

Section 4 – Specification

Overview

Science and Technology Facilities Council (STFC)

From 1 April 2018 STFC became one of UKRI's component research councils. STFC's goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC supports an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students. With scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

UKRI through its component research council STFC, is entering into a tender process for the relocation of some of the existing visualisation facilities at the Hartree Centre on the Daresbury Laboratories site, to a different building on the same campus, acquisition of replacement equipment and installation of new collaborative and development rooms at its new premises on the.

The newly relocated and updated visualisation facilities will complement a large investment in supercomputing capabilities at the Hartree Centre, Daresbury. In addition to large-scale visualisation, these procured facilities must be capable of supporting collaborative working with partners who may have the same or significantly different resources. Connectivity between visualisation and High-Performance computing for scalability and computational steering will also be an important element.

The supplier will be expected to work collaboratively with Hartree (and its academic and commercial partners) to develop visualisation applications for future extreme high performance and data intensive computing systems and to enable the wider use of high performance computing technology by UK industry to enhance the UK's international competitiveness.

We are looking for a partner who can supply world-leading facilities, who has the expertise to enable us to make full use of the facilities, and who is prepared to contribute to the development of Hartree activities.

Background to the Requirements

The Hartree Centre

The Hartree Centre is part of the Science and Technology Facilities Council, one of the UK's research councils. One of STFC's remits is to provide large facilities to academics and researchers in the UK.

The Hartree Centre's role is, first and foremost, about accelerating industrial R&D. High performance computing is just one key tool used to help UK businesses and academia alike to push their research forward faster and more efficiently.

Hartree capabilities include:

- Petascale high performance computing
- High throughput computing
- Hyperscale storage
- Data analytics clusters – rested, streaming and predictive
- Cognitive computing platforms, including IBM Watson
- Accelerated and energy efficient platforms
- Specialist software and development expertise
- High-end visualisation suites

The Hartree Centre vision is for UK industry to fully embrace and integrate the latest digital and cognitive technologies into its business, to outperform global competitors, grow the economy and maintain the UK's position at the forefront of industrial innovation.

In essence Hartree's mission is to transform UK competitiveness by accelerating the adoption of data-centric computing, big data and cognitive technologies.

The Hartree Centre Building move

The Hartree Centre is in the process of moving from its original location in Building A on the STFC Daresbury site to a new ground floor location in Building 2 on Keckwick Lane. The move is a result of the need to consolidate operations and to create a strong identity for the Hartree Centre. The staff have now been relocated. However some of the original visualisation facilities that were installed in a previous procurement in 2012 still need to be relocated into the new building. Other elements need replacing with updated technologies and some new functionality is proposed to meet new workflow and requirements.

The existing Curved Screen Display installation consists of:

- A large surround and immersive visualisation system supporting 3D stereo on a 120 degree screen, driven by 8 projectors in portrait mode and, capable of being used in a variety of use modes and limited to an audience of around 25.
- Computer, Audio Sound system and the Control System facilitates the operation of the room.
- The system is currently fitted with a 3D motion tracking system based on Infra-Red camera technology.

Statement of Requirements

The purpose of this procurement is to re-establish the immersive Curved Display System as part of the Hartree Centre Visual Computing Centre in the new building (Building 2) and result in a system that is updated in performance and function compared to the existing system, which is currently installed in building A, while reutilising as much of the existing components as practical or economical.

The North side of the ground floor space in Building 2 has now been rebuilt to house the new Hartree Visual Computing facility. The installation of the Immersive Curved Display System is one of two phases of procurement for the Hartree Visualisation Centre. This procurement covers only the immersive Curved Display System.

Operational Principles

The key operational principles for the new Hartree Visualisation Centre will be to provide:

- **Differentiated capability** – to include state of the art computer systems and updated projection as a refresh to the existing installation.
- **Support Workflow and Operations** of the Hartree Centre – the facility is intended to work for users in Business Development, Public Outreach, Research Science and Development as well its partners.
- **Flexibility** – an ability to reconfigure Curved Display Systems and sources to be connected between different rooms as needed.
- **Collaboration** – to support working in teams internally and with external partners and clients.
- **Ideation** – an ability to support idea creation, innovation, problem solving in teams.
- **Communications** – to enable users to communicate easily with remote partners and clients and to be able to easily share visual content over a range of diverse communication platforms.
- **Demonstration** – the facilities should also act as a showcase and promote the work of Hartree and STFC in general. This could be to clients, partners, sponsors, seminar attendees or the general public for outreach.
- **Development** – to provide an environment to track, evaluate and integrate and showcase emerging technologies.
- **Scalability** - provide the ability to scale visual computing problems at 3 levels:
 - Ability to easily connect individual level computer visualisation systems into the visualisation infrastructure.
 - Provision of powerful standalone visualisation systems to drive the display facilities.
 - Access to extreme high performance problems running on the STFC HPC systems and provide advanced visual computing capabilities through remote visualisation.

The procurement will require the following:

- Move and retain where practical and economical.
- Minimise risk to the project and the schedule.
- Refresh with new technology where appropriate.
- Facilitate ease of operation and maintenance.
- Add new functionality to support the evolving workflow of the Hartree Centre.

Summary of Key Elements

Curved Display System

The entire existing Curved Immersive Display System installation will need to be disassembled and packed up by the bidder, in preparation for either moving to the new building, storage or disposal by STFC.

The successful bidder must replace the Curved Screen Display Surface itself, but other components can be retained for reinstallation, where required and practical. Several elements are not required to be reinstalled but will be reutilised at a later date. However in all cases, the bidder is required to dismantle and prepare all elements for moving, storage or disposal by STFC estates, so the room can be cleared of all equipment and structures, to enable reuse by the new tenant.

Once dismantled and packed, the equipment will be either moved, disposed of or put into storage by STFC. The bidder is then required to reinstall the Curved Display System in the new location in Building 2, using either existing or new components.

A summary of the way different Key Elements should be managed can be found in the Appendix B16-PR18021-Curved_Display_System-Key_Elements_Options_Table

The bidder is advised to consider the risks and practicality associated with dismantling and reinstalling the existing system. The supplier will assume all responsibility and risk for the decommissioning and reinstallation of the Curved Display System, as well as ensuring the new screen can be brought into Building 2 undamaged.

The bidder must provide detailed plans for the system covering:

- Identification of how the reinstalled Curved Display System will be tethered to and sealed against the building structure
- Electrical requirements
- Air flow requirements
- Floor loading for each major sub-system
- Constraints on cable lengths

The existing Control System may be reutilised for commissioning and testing, but an upgraded or replacement Control System will be provided as part of another procurement. Integration of the Curved Display System and the Audio Sound system with this replacement Control System will also be handled by the other procurement.

A detailed plan of how the Curved Display System can be brought into Building 2 and installed, should be submitted. While removal of doors may be possible, no structural changes to the building are permitted. Thus use of existing doorways will be required. Bidders must also ensure that there is sufficient space for handling and manipulation of any elements within the building, during the installation process.

The intention is to re-establish the Curved Display System in the new building, while minimising cost and risk. The system needs to be reinstalled in such a way to support on-going operations at Hartree for at least 3 years, following acceptance.

Improvement of ease of maintenance and day to day operation is highly desirable.

Bidders should provide an electronic copy of the manufacturer's documentation and installation media for all elements, wherever possible.

Bidders are required to inspect the existing Curved Display System and a full technical specification is provided in the Appendices. Bidders will also be offered the opportunity inspect the new location and detailed plans for the relevant areas of Building 2 are supplied in the appendices.

Main Graphics Workstation

A new replacement graphics workstation will be independently procured by STFC to drive the Curved Display System. This can be assumed to have a minimum specification of:

- 1 multicore processor
- 2 x Nvidia P6000 graphics processor cards
- Gsync card

Details of the graphics processor to interface to can be found in the Appendices.

The Curved Display System must be able to run in either 120Hz or 60Hz frame-doubled 3D stereo modes and 60Hz mono operation.

Curved Display System Projectors

The projectors must be reinstalled with a new set of lamps. A spare set of 16 lamps must also be provided by the bidder. STFC already have a set of 16 new lamps that can be made available and reutilised for this purpose if deemed usable by the bidder.

Curved Display System Calibration System

The Curved Display System must be capable of being calibrated for geometry, edge blending, colour, brightness and contrast. Automatic calibration must be provided for geometry and edge blending as a minimum. A simple user interface must be provided that can be operated by Hartree personnel.

The existing Calibration System can be reutilised, although it is desirable to have an upgraded Calibration System that can handle extended capabilities such as colour and brightness.

Control Desk and Control System

A Control Desk will be provided by STFC, from which the Curved Display System is to be managed. The main computer workstation will also be controlled via keyboard and mouse from this desk. Calibration will also be managed from the Control Desk.

A new Control System will have already been installed by the supplier of the OJEU procurement PR17135 (that is provisioning the rest of the Visual Computing Facility). Therefore the bidder will need to work with the supplier of the OJEU procurement PR17135, in order to ensure smooth integration between the Curved Display System and this Control System.

Further details of the supplier of the OJEU procurement PR17135, the Control System, computer workstation and other elements that interact with the Curved Display System will be supplied by STFC to the preferred bidder. The appendix UKSBS PR18021 B8-HartreeVisSuite-LH2-resource-specifications-V02 describes the cabling that will already be in place as a result of the building works and the installation carried out for the OJEU procurement PR17135.

There is also a requirement to provide a visual repeat of the 2 right-hand channels of the Curved Display System on 1 or more monitors at the control desk. This will enable the operator to stage and prepare for sessions in the room, as well as carry out maintenance, while the Curved Display System is turned off. It is not necessary to provide a 3D stereo view at these monitors, but they should still display a usable image for staging purposes, while the computer workstation is operating in both 2D mono and 3D modes.

Audio Sound System

The existing Audio Sound system also needs to be de-installed and reinstalled in the new location. Details of the existing Audio Sound system can be found in the appendix UKSBS PR18021 B11-Audio-System-Specification-1.1

Operational Rooms relating to this procurement in the Visual Computing Facility

LH2 – ‘Immersion Lab’ incorporating the Curved Screen Display (formerly Leverhulme)

Function: The main use cases for this space will be to support communication and outreach although it will also be used for presentation and discussion. This will also be used to promote projects through the demonstration of Hartree capabilities. It will also be used to communicate outcomes of completed projects and provide a platform to communicate the work of Hartree to a wider audience.

Facilities: A combination of the existing Leverhulme Curved Display System, updated visual computing hardware and improved connectivity will provide the basis of the newly relocated immersive room. The existing graphics cluster system will be retained for re-use elsewhere. A number of facility enhancements will also improve its function, broadening its appeal across stakeholder groups. This will include enhanced soundproofing, décor and inclusion of zoned, dimmable lighting.

Computer equipment will be centralised in one machine room and provide greater interconnectivity between different resources. The existing tracking system is not planned to be used with this system and will be re-deployed in a later phase to enhance other systems in the visualisation suite and for now is to be placed in storage.

Workflow: This is a high impact facility and will typically be used for VIP and client visits. For projects this room will typically be used at the start and conclusion of a project to either help sell the project initially or communicate its outcomes. Other applications will be for broader outreach communications. Improved acoustics and less noise as well as a more welcoming space will enable longer visits and more in depth discussion of what is being displayed.

Different Use Modes will likely include:

- **Presentation mode** – One or more presenters giving a presentation to a group of up to 25 people using a combination of 3D visualisation and inputs from other sources such as PowerPoint, video playback and other Windows or Unix applications, all with the potential to be displayed on the screen simultaneously.
- **Analysis Mode** – this would likely follow on from a presentation, where the group would engage in discussion on what has been presented. Lighting would be raised to a level where people can see each other, but the main screen remains usable.
- **Cinema mode:** A pre-prepared presentation or media playback, with an audience seated away from the screen in a darkened space viewing a prepared presentation mixing animation, video insets and sound.

Value Add: This is a high impact showcase facility that will be used to impress, convince and gain trust as well as communicate complex concepts effectively. Improvements to the

room will also enable this to be used more in the future for collaboration, discussion and potentially data review.

Machine Room and Storage Room (MCR and SR)

Facilities: The machine room (MCR) will house the independently procured main computer system that will drive the Curved Display System, as well other equipment such as Audio Sound systems, switching systems and other computer systems to drive displays in other rooms, where practical. The loudspeakers will be still be deployed in LH2.

The MCR will also be the main connectivity point for visualisations running on any of the HPC systems in Building C. Media and control switching functionality in the MCR will be installed in a later phase and will enable a degree of flexibility and enable other the rooms in the Visualisation facility to have access to remote visualisation capabilities for both display and control.

The Store Room (SR) will be used to store equipment not in use, spares and supplies. It will consist of a mix of shelf and cabinet storage.

Workflow: The MCR will typically be accessed for maintenance purposes only. It is desirable that all operational aspects of the equipment can be performed from control interfaces in other rooms.

The SR will be accessed for depositing and accessing equipment and supplies stored.

Value Add: The purpose of the MCR is to centralise resources to provide efficient access, maintenance, cooling, cabling and noise management of the different elements servicing the different rooms. Noise is of particular concern in customer facing rooms and the MCR presents an opportunity to isolate much of the noise generated by equipment.

Centralisation also enables efficient distribution of sources and resources, so that any services in the MCR hub can be accessed and controlled throughout the facility.

Centralisation of equipment: By creating a single room within which computer hardware is placed, this enables a number of advantages including efficient cooling, noise reduction, simplified maintenance and greater flexibility in routing of sources to display destinations. Consideration needs to be given to length of cable runs so as not to incur undue latency in signal transmission as well as ease of access.

Statement of Requirements

Bidders must meet the Mandatory requirements, any response which does not comply with these minimum requirements will not be scored.

STFC requires the highest quality solution and marks will be awarded relative to the quality of your solution, and bidders are encouraged to exceed the minimum requirements where economically feasible, whilst remaining within the total overall budget (**M1**).

Training

As a minimum suppliers must provide a training programme to include:

- User training - for up to 20 participants
 - System start up and shut down

- Control Console operation
- Power User training
 - Configuring applications to run on the Curved Display System – for up to 10 participants
 - System start up and shut down
- Administrator Training - for up to 6 participants
 - System calibration
 - System maintenance and issue resolution procedures

Help Desk and Hardware Maintenance.

STFC believes that high quality maintenance arrangements are vital for the reliable operation of the Visualisation Facilities. Timely rectification of hardware and software problems is required. STFC wishes to have in place maintenance and support contracts that reflect this requirement

As a minimum suppliers must provide hardware and system maintenance support for 3 years.

The following minimum levels of support should be offered:

- Duration 36 months.
- Guaranteed response with 4 hours from request for support via telephone or email.
- Site callout within 2 working days, where deemed appropriate
- Annual preventive maintenance and refresher training visits.
- Bug fixes and software updates provided as they become available
- Critical spares for any new equipment should be held in the bidder's UK office.
- Bidders to advise what critical spares they might hold to best support pre-existing equipment and propose their approach to maintain operational effectiveness of both new and pre-existing systems during the support period.
- Bidders would not be responsible for the cost of replacement parts and labour of pre-existing equipment, but would offer an option to supply replacement parts to the client.
- Lifecycle costs and expectancy should be stated for new systems and subsystems.

The Rooms

Each supplier has been provided with plans of each of the existing facilities and the space and layout of the new rooms proposed to host the systems – please see Appendices. Suppliers **MUST** have visited the sites and have undertaken a survey prior to submitting a proposal.

The new room will have an initial indication of where key elements should be. The supplier is welcome to propose alternatives, noting that should any of these alternatives require room modifications beyond those already scoped, those costs must be included within this tender.

Risks associated with moving the existing Curved Display System: The bidder takes on the full responsibility of ensuring that the Curved Display System is successfully decommissioned and re-installed. STFC will assume the risk of moving the equipment between the buildings.

Risk

Bidders will need to provide a detailed installation plan that includes a full list of risks they perceive and how these risks will be mitigated.

Risks which will need to be addressed within the bidder's response include but are not limited to:

- Being able to clear the existing installation within 4 weeks of contract award - as detailed in M2 of the mandatory requirements,
- Ingress and erection of the new screen and how bidders will do this successfully. Details will need to be provided on how this will be achieved.
- Being able to provide a new screen and have this fully installed and working no later than 8 weeks following delivery of existing equipment by STFC to Building 2.
- Any other risks bidders perceive for this project.

Site Visit

It is a requirement that all bidders attend a site visit M4. Site visits will take place on 17th and 18th April 2018. Bidders may be seen in groups. Bidders should request a site visit date and time through the message service on the e-sourcing portal (Emptoris) STFC will allocate times and dates on a first come bases. Bidders who are not able to attend on the allocated days may request an alternative date STFC will advise when this will be.

The equipment needs to be installed, tested and accepted no later than 8 weeks following delivery of existing equipment by STFC to Building 2. The Contract duration shall be for a period of 3 years from commencement of the Contract. Payment will be made on successful completion of the acceptance testing.

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	SEL4.4	Insurance cover
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Commercial	AW4.3	Acceptance Criteria
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Mandatory Requirements
-	-	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	40%
Quality	AW6.2	Installation Method	15%
Quality	AW6.3	Training Programme	10%
Quality	AW6.3	Training Programme- additional elements	5%
Quality	AW6.4	Hardware and system maintenance support programme	10%
Quality	AW6.4	Hardware and system maintenance support programme - additional elements	5%
Quality	AW6.5	Calibration system	15%

Evaluation of criteria

Non-Price elements

Evaluation criteria for each non-price question will be specified in the bidder guidance of each individual question.

Where the 0-100 scoring methodology is referenced, please review the table below in relation to this:

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.

Except where indicated in a question, all questions will be scored based on the bidder guidance provided with each of them, where the 0-100 methodology is used then they will be scored using the table above. The evaluators will individually score your bid and following this there will be a moderation meeting to determine the final scores. Where an agreement cannot be reached on the score of an individual question during the moderation meeting, the question will be scored using the average of all the evaluators scores:

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](#)

Appendices

UKSBS PR18021 B1-_C112_Ground Floor Plan_RevT

UKSBS PR18021 B2-C-112_Ground Floor Plan_RevT

UKSBS PR18021 B3-C-301_LH2 INTERNAL ELEVATIONS_RevB

UKSBS PR18021 B4- C-301_LH2 INTERNAL ELEVATIONS_RevB

UKSBS PR18021 B5-Current Leverhulme Location

UKSBS PR18021 B6-New_Building _Visualisation

UKSBS PR18021 B7-Hartree Curved Wall Visualisation System Specification_1.1

UKSBS PR18021 B8-HartreeVisSuite-LH2-resource-specifications-V02

UKSBS PR18021 B9- Leverhulme-CurvedWall-documentation-part1

UKSBS PR18021 B10 Leverhulme-CurvedWall-documentation-part2

UKSBS PR18021 B11-Audio-System-Specification-1.1

UKSBS PR18021 B12-Tracking-System-Specification-1.0

UKSBS PR18021 B13- Stereo-Emitter-Specification-1.0

UKSBS PR18021 B14-Auto_Calibration_System

UKSBS PR18021 B15-Graphics_Card_Specification

UKSBS PR18021 B16-Curved_Display_System-Key_Elements_Options_Table