

# Invitation to Quote



**Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI) – Centre for Ecology and Hydrology (CEH)**

**Subject: Sample Storage Facility**

**Sourcing Reference Number: CON19007**



**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
Copyright (c) UK Shared Business Services Ltd. 2014

Version 3.6

## 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>                     |

## Appendices

|            |                                 |
|------------|---------------------------------|
| Appendix A | Client Outline Specification v4 |
| Appendix B | Tender Drawings & Specification |
| Appendix C | Planning Decision Notice        |

# Section 1 – About UK Shared Business Services

## Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

## Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

## **Privacy Statement**

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

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

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

## Section 2 – About the Contracting Authority

### UK Research and Innovation

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)

### Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.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 and Innovation<br>Polaris House<br>Swindon<br>SN2 1FL  |
| 3.2                         | Buyer name  | Kevin Griffiths  |
| 3.3                         | Buyer contact details                                 | <a href="mailto:fmprocurement@uksbs.co.uk">fmprocurement@uksbs.co.uk</a>   |
| 3.4                         | Estimated value of the Opportunity                    | £475,000 excluding VAT   |
| 3.5                         | Process for the submission of clarifications and Bids | <b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b> |

| Section 3 - Timescales |  |  |
|------------------------|--|--|
| 3.6                    | Date of Issue of Contract Advert and location of original Advert   | Wednesday 10 <sup>th</sup> July 2019<br>Contracts Finder   |
| 3.7                    | Site Tour<br><br><i>We strongly recommend that due to the criticality of this requirement a tour of the site is undertaken to understand the full scope of work to be completed.</i> | <del>Friday 26<sup>th</sup> July 2019</del><br><del>12.00pm</del><br><br><b>W/C Monday 29<sup>th</sup> July 2019</b><br><br><i>Please send a message via the e-sourcing portal stating which date/time you would like to attend giving 48 hours' notice.</i><br><br><i>Please ensure that you provide the names and vehicle registrations of those wishing to visit.</i> |
| 3.8                    | Latest date/time ITQ clarification questions shall be received through Emptoris messaging system   | <del>Friday 26<sup>th</sup> July 2019</del><br><del>12.00pm</del><br><br><b>Friday 2<sup>nd</sup> August 2019</b><br><b>12.00 pm</b>   |
| 3.9                    | Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris   | <del>Monday 29<sup>th</sup> July 2019</del><br><br><b>Monday 5<sup>th</sup> August 2019</b>  |
| 3.10                   | Latest date/time ITQ Bid shall be submitted through Emptoris   | <del>Friday 2<sup>nd</sup> August</del><br><del>12.00pm</del><br><br><b>Friday 9<sup>th</sup> August 2019</b><br><b>11.00am</b>  |

|      |   |   |
|------|---|---|
| 3.11 | Anticipated notification date of successful and unsuccessful Bids | Friday 6 <sup>th</sup> September 2019     |
| 3.12 | Anticipated Award date  | Wednesday 11 <sup>th</sup> September 2019 |
| 3.13 | Anticipated Contract Start date                                   | Monday 16 <sup>th</sup> September 2019    |
| 3.14 | Anticipated Contract End date                                     | Friday 31 <sup>st</sup> January 2020      |
| 3.15 | Bid Validity Period   | 60 Days                                   |

## Section 4 – Specification

### **Introduction**

This document and associated appendices set out the design proposals for a new sample storage building and associated external works for the Centre for Ecology & Hydrology (CEH) at their Wallingford site. The proposed works will be an integrated component within the overall strategy for the site and designed to complement the continuing science need. The design requirement is for ten units along with associated services in one single storey longitudinal building. The proposals have currently taken to RIBA Stage 3 - Developed design including coordinated proposals for structural design, building services systems, and outline specifications.

The evolution of the project brief and development of the design since inception has been recorded by the Project Implementation Plan, Planning Statement and Pre-construction health and safety plan and will accommodate a variety of research functions forming an annex to the existing site buildings. The core requirements of the brief are to maximise the extent and range of storage accommodation for the budget available, and create a building that is accessible, flexible and sustainable for future science needs. There has been full communication and valued input from potential users of the facility.

The works described in this document will form part of a 'Design & Build' contract let under the NEC4 Engineering and Construction Contract Option A 'priced contract with activity schedule' including design responsibility. Planning Permission has been granted based on the outline design described in the document (SODC Ref: P19/S0067/FUL)

### **Sample Storage Facility – Brief**

The new building is required to contain space and supporting facilities for work ranging from soil sample processing to equipment storage with the ability to be adapted for other uses i.e. basic laboratory space and flexibility i.e. removal of internal walls. The building will be self-contained though is within easy access to offices and other facilities located on the site.

This building will not specifically attempt to mimic the surrounding buildings although its location, scale and massing will be appropriate for its context. The building will also need to limit the amount of energy usage and low maintenance. The solution will satisfy all current regulations and mandatory standards by providing good quality space, which is accessible, sustainable and flexible which will function well and have positive impact within the site as a whole and for the individual users.

**Full details of the specification for the requirement can be found within Appendix A – Outline Specification.**

### **Location of Works**

Centre for Ecology & Hydrology,  
Benson Lane,  
Crowmarsh Gifford,  
Wallingford,  
OX10 8BB

**Where brand names, manufacturers or suppliers of products are identified within the specification/appendices, equivalent and compatible alternatives may be selected and shall be submitted for approval.**

### **Site Tour**

Given the nature of this requirement and the site upon which any successful supplier would be working, we are highly recommending that any interested supplier takes up the opportunity to tour site during the tender timescales.

The dates available to attend a site visit can be found within Section 3 – Timescales.

If you wish to request a site tour, 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 tour the host will be unable to answer ANY questions. Should you have further clarification questions from the tour these will need to be taken away and then formally submitted through the Esourcing portal.

### **Terms and Conditions**

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



## Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6=16 \div 3 = 5.33$ ))

| Pass / fail criteria |         |   |
|----------------------|---------|---|
| Questionnaire        | Q No.   | Question subject  |
| Commercial           | SEL1.2  | Employment breaches/ Equality                                 |
| Commercial           | FOI1.1  | Freedom of Information Exemptions                             |
| Commercial           | AW1.1   | Form of Bid   |
| Commercial           | AW1.3   | Certificate of Bona Fide Bid                                  |
| Commercial           | AW3.1   | Validation check  |
| Commercial           | SEL3.11 | Compliance to Section 54 of the Modern Slavery Act            |
| Commercial           | AW4.1   | Contract Terms Part 1   |
| Commercial           | AW4.2   | Contract Terms Part 2   |
| 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                 | 40%           |
| Quality   | PROJ1.2 | Programme Methodology | 20%           |
| Quality   | PROJ1.3 | Health & Safety       | 10%           |
| Quality   | PROJ1.4 | Risk & Mitigation     | 10%           |
| Quality   | PROJ1.5 | Value Engineering     | 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.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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the 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 ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

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

### DO NOT

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

## Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 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 60 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 Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

- 7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> 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](#)