

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Natural Environment
Research Council, NOC Southampton
Subject NERC NOC Energy Centre Chiller Refurbishment Project
Sourcing reference number FM17178**



UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

Natural Environment Research Council (NERC)

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

www.nerc.ac.uk

Section 3 - Working with the Contracting Authority .

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

| Section 3 – Contact details | | |
|-----------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 | Contracting Authority Name and address | Natural Environment Research Council National Oceanography Centre European Way Southampton SO14 3ZH |
| 3.2 | Buyer name | James Hackett |
| 3.3 | Buyer contact details | FMProcurement@uksbs.co.uk 01793 867005 |
| 3.4 | Maximum value of the Opportunity | £28,000.00 Exclusive of 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 | Tuesday 28 th November 2017 |
| 3.7 | Site Visits <i>We strongly recommend that you attend a site visit in order to gain complete clarity of our requirements and the environment that you will be working in. Please send a message to UK SBS through the Sourcing portal to confirm your attendance to this site visit.</i> | Wednesday 29 th November 2017 Monday 4 th December Please send a message through the eSourcing Portal to arrange a site visit. If access to the Portal is yet to be arranged, please email FMProcurement@uksbs.co.uk quoting "FM17178 – Site Visit" |
| 3.8 | Latest date/time ITQ clarification questions shall be received through Emptoris messaging system | Thursday 7 th December 2017 11:00 |
| 3.9 | Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris | Friday 8 th December 2017 17:00 |

| | | |
|------|--------------------------------------------------------------------|-------------------------------------------------|
| 3.10 | Latest date/time ITQ Bid shall be submitted through Emptoris | Tuesday 12 th December 2017 17:00 |
| 3.11 | Anticipated selection and the selections of Bids notification date | Monday 18 th December 2017 |
| 3.12 | Anticipated Award date | Thursday 21 st December 2017 |
| 3.13 | Anticipated Contract Start date | Wednesday 3rd January 2018 |
| 3.14 | Anticipated Contract End date | Monday 12 th March 2018 |
| 3.15 | Bid Validity Period | 90 Days |

Section 4 – Specification

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1.INTRODUCTION

National Oceanography Centre (NOC) has a requirement to refurbish three glycol chillers located on the roof of the Energy Centre of the Southampton site. The project requirements were recommended during a site condition survey undertaken by NOC in 2016.

Tenders are invited from suitably qualified Principal Contractors to undertake and complete the works detailed as part of this Scope of Works.

The project requirements focus on the replacement and/or refurbishment of the chiller enclosure structures (ie, casing, cabinets, protective mesh grilles, support steelwork and spring dampers etc) rather than the chiller units themselves.

The extent of the chiller refurbishment within this project is as shown on drawings 2206_C-001, 2206_C-002 and 2206_C-003 in Appendix D.

2.SITE SURVEY AND REPORT

The scope of this survey is to check the condition of the protective enclosures and support structure for the three glycol chillers located on the roof of the Energy Centre of the Southampton site, and to give recommendations for repair or replacement as appropriate. The survey was carried out by representatives of William Attwell & Associates on 2nd October 2016.

The three chillers and their enclosures and support structure were subject to a visual inspection only.

All parts of the chiller structures have been rated, using the following (RICS) Condition Rating:

NI – Not Inspected

- 1 – No repair is currently needed. The property must be maintained in the normal way.
- 2 – Defects that need repairing or replacing but are not considered to be either serious or urgent. The property must be maintained in the normal way.
- 3 – Defects that are serious and/or need to be repaired, replaced or investigated urgently.

Full survey report attached as Appendix A.

3.DESCRPTION OF EXISTING INSTALLATION ON SITE

Chiller 1

- 1) External casing
 - RICS Condition Rating – 2
 - Current condition – overall condition good but with isolated areas of corrosion and some delamination. A large proportion of fixings corroded, and some missing.
 - Requirement – replace all corroded or missing fixings; treat all corroded areas of enclosure casing and apply new protective coating system throughout.
- 2) Protective Wire Grilles
 - RICS Condition Rating – 3
 - Current condition – most grilles are badly corroded, with protective coating damaged or missing. Fixings corroded and/or missing.
 - Requirement – replace all grilles and fixings with new, throughout.
- 3) Spring Dampers
 - RICS Condition Rating – 3
 - Current condition – most spring dampers are badly corroded, with some delamination.
 - Requirement – replace all spring dampers with new, throughout.
- 4) Support Frame
 - RICS Condition Rating – 1
 - Current condition – galvanised MS support frame generally in good condition. Some rust staining from chiller structure above.
 - Requirement – clean rust staining

Chiller 2

- 1) External casing
 - RICS Condition Rating – 2
 - Current condition – overall condition good but with isolated areas of corrosion and some delamination. A large proportion of fixings corroded, and some missing.
 - Requirement – replace all corroded or missing fixings; treat all corroded areas of enclosure casing and apply new protective coating system throughout.
- 2) Protective Wire Grilles
 - RICS Condition Rating – 3
 - Current condition – most grilles are badly corroded, with protective coating damaged or missing. Fixings corroded and/or missing.
 - Requirement – replace all grilles and fixings with new, throughout.

3) Spring Dampers

- RICS Condition Rating – 3
- Current condition – most spring dampers are badly corroded, with some delamination.
- Requirement – replace all spring dampers with new, throughout.

4) Support Frame

- RICS Condition Rating – 1
- Current condition – galvanised MS support frame generally in good condition. Some rust staining from chiller structure above.
- Requirement – clean rust staining

Chiller 3

1) External casing

- RICS Condition Rating – 2
- Current condition – overall condition good but with isolated areas of corrosion and some delamination. A large proportion of fixings corroded, and some missing.
- Requirement – replace all corroded or missing fixings; treat all corroded areas of enclosure casing and apply new protective coating system throughout.

2) Protective Wire Grilles

- RICS Condition Rating – 3
- Current condition – most grilles are badly corroded, with protective coating damaged or missing. Fixings corroded and/or missing.
- Requirement – replace all grilles and fixings with new, throughout.

3) Spring Dampers

- RICS Condition Rating – 3
- Current condition – most spring dampers are badly corroded, with some delamination.
- Requirement – replace all spring dampers with new, throughout.

4) Support Frame

- RICS Condition Rating – 1
- Current condition – galvanised MS support frame generally in good condition. Some rust staining from chiller structure above.
- Requirement – clean rust staining

4. PROPOSED WORKS

4.1 Objectives

4.1.1 NOC are seeking to engage the services of a suitably qualified contractor to undertake the role and responsibilities of Project Principal Contractor, to facilitate the completion of this project under the requirements of CDM 2015.

4.1.2 The Principal Contractor must:

- Prepare a Construction Phase Plan for the project
- The Principal Contractor will be required to liaise with the Lead Consultant/Principal Designer and the client to finalise the project brief.
- Make sure the client is aware of the client duties under CDM 2015 before any work Starts.
- Plan, manage and monitor all work carried out by themselves, their workers, Sub-contractors (as applicable), taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
- Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the Principal Contractor
- Provide appropriate supervision, information and instructions to workers under their control
- Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- Ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work
- Coordinate their work with the work of others in the project team
- Comply with directions given by the Principal Designer and/or the client
- Comply with parts of the Construction Phase Plan relevant to their work

Principal Contractor must have a Public Liability Certificate of £10,000,000.00 to operate on NOCS site.

4.1.3 The project must follow the Construction (Design and Management) Regulations 2015, and NEC3 contract terms and conditions attached to this tender.

4.1.4 The Principal Contractor appointment document, and that of any other appointed contractors or sub-contractors, will be NEC3 Engineering and Construction Contract (ECC).

4.1.5 The Principal Contractor must attend a post-tender meeting with the Principal Designer and NOC Estates, to review and establish the meeting agenda for the project. That agenda must include, as a minimum, fortnightly meetings with Lead Consultant, and monthly meetings with Principal Designer/Client, where records to demonstrate cost updates and progress must be produced.

4.1.6 As the Client, NOC is required to ensure all Consultants and Contractors include sustainability procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production. The Principal Contractor must ensure that any proposed alternative materials and methods of working take full account of this requirement.

4.1.7 Energy performance for the works must be demonstrated by practicable measures. This may include, for example, validation of thermal performance by thermography, with before/after photographs to be included in O+M Manuals – to ensure that energy performance for the project as a whole is maintained or improved upon.

4.1.8 Material Specifications –

All chiller enclosure replacement parts to be genuine York parts.

- Macropoxy M902 Hi-build Spot Coat or equivalent
- Macropoxy TM M902 Primer or equivalent
- Macropoxy TM M905 Epoxy/M10 Undercoat or equivalent
- Acrolon C137V2 Special Finish or equivalent

Contractor materials procurement must satisfy the BREEAM criteria summary, and must take the existing location of the chillers in a marine environment into consideration, for all alternative or equivalent products - against the consultant recommendations noted above.

4.1.9 The materials suggested by the Lead Consultant are indicated on the following manufacturer's data sheets as part of Appendix B. Any alterations proposed by the Contractor must be at least an equivalent in terms of performance, properties, sustainability and energy efficiency the details of the equivalent must be included within the tender submission– and must be approved by the Lead Consultant before use.

4.1.10 The materials must conform to applicable structural materials ASTM codes, specifications and publications; which is to be approved & signed off by the lead consultant before goods are procured by the Principal Contractor.

4.1.11 The contractor is required to ensure that all related parts, necessary accessories, devices, anchors etc. for the following requirements have been included in the pricing submittal as part of the tender AW5.2

Replacement parts (grilles, casings, cabinets, supports steelwork, spring dampers etc) for York YC1V chiller units.

Protective coating system to cater for coastal environment – C5M (BSEN ISO 12944 and ISO 9223).

4.1.12 Contractor to duly allow for any access equipment requirements as part of pricing submittal, as part of the tender AW5.2

4.2 Specific Requirements

4.2.1 The Principal Contractor must ensure that they carry Third Party/Public Liability Insurance Certification of £10,000,000, in order to operate on NOCS site.

4.2.2 The Principal Contractor must provide all necessary information for inclusion in the Construction Phase Plan – taking into account the site-specific difficulties due to the wide variance of operations on the NOC site.

4.2.3 The Principal Contractor must provide all necessary information to facilitate HSE notification for the project (if appropriate).

4.2.4 The Principal Contractor must ensure that all current connected services are recorded, with details of the locations and routes of all gases, domestic water installations, extract systems and fans, as well as drainage systems, and that all services are maintained wherever possible, throughout the works.

4.2.5 Principal Contractor to submit a project waste carrier certificate, and complete the client supplied site waste management plan as part of the O&M handover documentation.

4.2.6 The Principal Contractor and all associated contractors and sub-contractors must comply with NOC Estates Guidance for contractor works on site. Those guidelines are found as part of Appendix C, which include MEDA Access Permit, Hot works permit, waste management protocols, BMS/DMS guidelines as well as general site layouts etc.

4.2.7 The Principal Contractor must hold a post contract award meeting with the Lead Consultant/Principal Designer & the client (At least one meeting to be included).

4.2.8 The Principal Contractor must hold meetings with consultant at stages during ordering and manufacturing process (At least two meetings to be included, and subject to client discretion). You are required to give data to the consultant for preparation of project progress reports.

4.2.9 The Principal Contractor must coordinate communication and information with the lead consultant during the design and procurement lead times and process.

4.2.10 Principal Contractor is to ensure a site supervisor is present on site at all times during project works, and to allow for continuation in case of annual leave, sickness etc. Site supervisor is the primary point of contact on site between contractor personnel and client.

4.2.11 The Principal Contractor must liaise with the consultant to resolve the snagging list developed during project final phase, for each wall section before handover.

4.2.12 The Principal Contractor must undertake defects snagging during the defects liability period (Three visits to be included)

4.2.13 The Principal Contractor must attend all site meetings as set out in the Meeting Agenda.

4.2.14 The Principal Contractor must allow for consultation with building controls as would be required to ensure compliance under BS9990:2015, BS9999:2017; Regulatory Reform (Fire Safety) Order 2005; as well as industry guidelines such as ASFP guidelines and recommendations, which is available for review by the public, consultants and contractors. Any certifications on the project would require review and compliance under these guidelines. Any fire control dampers and associated products installed within the project – as part of passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over to NOC Estates.

4.2.15 During the works, the site will remain in operation and the Contractor must ensure full cooperation with NOC Estates in order to minimise any possible disruption to those ongoing operations.

4.2.16 The works programme (Section 4) must be adhered to, as far as is possible, so that the on-site management of the chiller operation and maintenance, and access to/from the Energy Centre roof, can be properly controlled by the NOC Estates – in order to minimise any disruption.

NB: The site will remain occupied and in use throughout the works!

4.2.17 Upon successful completion of the works, the Principal Contractor must ensure that the following documents are completed and form part of the handover information passed to the Client:

- Site Waste Management Plan
- Health and Safety File
- O&M Manual
- Updated CAD Drawings for the area - for review and sign-off by the lead consultant. All drawings must be made available in AUTOCAD 2015 version.

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

Check that any proposed alternatives comply with any stated British (or other equivalent recognised International) Standards where required. Confirm equivalence in quality, operation and space requirements to those items, which have been specified by name. If, and when requested demonstrate the proposed alternative is fully equivalent to the specified item and identify any constructional, cost, programme, maintenance or other differences.

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 Natural Environment Research Council and any specific external stakeholders the Natural Environment Research Council 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 ($5+5+6=16\div3=5.33$))

Pass / fail criteria

| Questionnaire | Q No. | Question subject |
|---------------|---------|----------------------------------------------------|
| Commercial | SEL1.2 | Employment breaches/ Equality |
| Commercial | FOI1.1 | Freedom of Information Exemptions |
| Commercial | AW1.1 | Form of Bid |
| Commercial | AW1.3 | Certificate of Bona Fide Bid |
| Commercial | AW3.1 | Validation check |
| Commercial | AW4.1 | Contract Terms |
| Price | AW5.5 | E Invoicing |
| Price | AW5.6 | Implementation of E-Invoicing |
| Quality | AW6.1 | Compliance to the Specification |
| Commercial | SEL3.11 | Compliance to Section 54 of the Modern Slavery Act |
| Commercial | PROJ1.5 | Public Liability Insurance |
| Commercial | PROJ1.6 | NOC Health and Safety Questionnaire |
| Commercial | PROJ1.7 | Non-Negotiable Bid |

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 | 40.00% of Overall Bid. |
| Quality | PROJ1.1 | Continuity | 15.00% of Overall Bid |
| Quality | PROJ1.2 | Method Statement | 15.00% of Overall Bid |
| Quality | PROJ1.3 | Working Conditions | 15.00% of Overall Bid |
| Quality | PROJ1.4 | Energy Efficiency | 15.00% of Overall Bid |

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

| | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | The Question is not answered or the response is completely unacceptable. |
| 10 | Extremely poor response – they have completely missed the point of the question. |
| 20 | Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed. |
| 40 | Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier. |
| 60 | Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire. |
| 80 | Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed. |
| 100 | Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider. |

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

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

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's

DO:

7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.

7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who 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



Appendix A
Appendix A_Site
Survey Report.zip



Appendix B
Appendix
B_Manufacturers Sp



Appendix C
Appendix C_Site
Submittals - Policies



Appendix D
Appendix
D_Drawings.zip