



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation –
Natural Environment Research Council**

**Subject: Laboratory Cold Water and Raw Water Automatic Flushing
System at National Oceanography Centre**

Sourcing reference number: FM18233

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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 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

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 National Environment Research Council (NERC) Polaris House, Swindon, SN2 1EU |
| 3.2 | Buyer name | Kevin Griffiths |
| 3.3 | Buyer contact details | fmprocurement@uksbs.co.uk |
| 3.4 | Estimated value of the Opportunity | £90,000 excluding 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 | Wednesday 9 th January 2019 Contracts Finder |
| 3.7 | Site Tour <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> | Tuesday 15 th January 2019 or Wednesday 16 th January 2019 <i>Please send a message via the e-sourcing portal stating which date/time you would like to attend giving 48 hours' notice.</i> <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 | Wednesday 23 rd January 2019 11.00 |
| 3.9 | Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris | Thursday 24 th January 2019 |
| 3.10 | Latest date/time ITQ Bid shall be submitted through Emptoris | Friday 1 st February 2019 14.00 |
| 3.11 | Anticipated notification date of successful and unsuccessful Bids | Monday 11 th February 2019 |
| 3.12 | Anticipated Award date | Thursday 14 th February 2019 |
| 3.13 | Anticipated Contract Start date | Monday 25 th February 2019 |
| 3.14 | Anticipated Contract End date | Friday 29 th March 2019 |
| 3.15 | Bid Validity Period | 60 Days |

Section 4 – Specification

Brief Description of Works

Provision of an automatic cold water flushing system to the Raw Water and Laboratory Cold Water systems of the National Oceanography Centre.

The flushing systems are being installed to increase the turnover of these existing systems and to reduce cold water outlet temperatures.

Scope of Services

- Provision of 5 No automatic flushing points to existing raw water system
- Provision of 6 No automatic flushing points to existing laboratory cold water system.
- Isolation and modifications to raw water and laboratory water systems to enable installation of automatic flushing system.
- Extension of the existing Siemens BMS Controls system to monitor and control the operation of the 11 No automatic flushing outlets.
- Provision of permanent drainage for automatic flushing outlets.
- Commissioning and Testing
- Provision of Contractors Working drawings.
- Provision of Record Drawings and Operation and Maintenance Manuals.

Location of Services

National Oceanography Centre
European Way
Southampton
SO14 3ZH
United Kingdom

Drawings

Sketches showing the proposed location of the automatic flushing valves are located within Appendix A of this document.

Equipment Schedule

Raw Water System

(Note: The following is a provisional selection only. Final size of equipment to be same size as main pipe run)

| Location (Room No) | Equipment | Equipment Ref |
|--------------------|-----------|---------------|
|--------------------|-----------|---------------|

| | | |
|----------------------------|--------------------|---------------------------------------------------------------------------------------|
| Node 1 Level 7 (017/06) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Node 2 Level 7 (027/06) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Node 3 Level 7 (037/07) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Node 8 Level 7 (087/04) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Stores (S1/01) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |

Laboratory Cold Water System

(Note: The following is a provisional selection only. Final size of equipment and selection to be same size as main pipe run)

| Location (Room No) | Equipment | Equipment Ref |
|--------------------------|--------------------|---------------------------------------------------------------------------------------|
| Node 1 Level 2 (012/06) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Node 2 Level 2 (022/04) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Node 3 Level 2 (032/04) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Node 8 Level 2 (082/06) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Autosub Workshop (S1/55) | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |
| Building A10 | Temperature Sensor | KHS HS2 Temperature Probe DN25 |
| | Volume Sensor | KHS Volume Flow Meter DN25 (BMS Version) or Control-Plus flow and Temperature Sensor. |

| | | |
|--|-------------------|--------------------------------------|
| | Control Valve | DN25 Ball Valve with Reset Servo 24v |
| | Monitored tundish | KHS Drain with Overflow Monitor |
| | | LPS Pipe Connector DN25 |

The manufacturers equipment data sheets are located in Appendix B of this document.

BMS / Controls

Bidders shall appoint a Specialist Controls Contractor whom shall be a Siemens Solution Partner to undertake modifications to the existing automatic controls / BMS associated with the installation of the flushing system. Examples of Specialist Controls Contractors that have knowledge the existing BMS installation are as follows:

1. 3MSE Ltd
2. Eon

The scope of works to the BMS / Controls system shall be as follows: -

- Extension of the existing BMS Controls system to control and monitor the operation of the 11 No automatic flushing points. Each flushing point comprises temperature sensor, water meter, control valve and monitored tundish.
- The BMS specialist shall confirm the compatibility of the proposed Kemper automatic flushing system with the existing Siemens BMS system
- Provision of new outstations or modifications to existing outstations as required.
- All wiring and containment.
- All hardware and software.
- All necessary software programming of outstations.
- All necessary alterations to graphic pages to reflect system modifications.
- System demonstration.
- All necessary alterations to site records.

The modifications and works to the BMS system shall be consistent with the current BMS installation standards for the NOC site. For example, all wiring shall be contained within galvanised steel conduit or routed on dedicated blue cable tray.

Each separate flushing station shall have individual control parameters / schedules.

To achieve regular turnover / flushing of the system the two port valve shall open for a predetermined time schedule or achieve a predetermined flushing volume.

The period of flushing shall be extended by the BMS should the water temperature be in excess of 20°C. The precise details for this shall be determined at the time of commissioning to suit the system.

Electrical Works

Provide any additional power supplies as required by the BMS installation.
All works to be undertaken in accordance with BS3871 18th Edition.

General Requirements

The Works shall comply generally with the provisions of relevant Statutory Regulations, British Standard Specifications, Euronorms and IEC Regulations. Where specific reference is made in this Specification to the Regulation, Standard Specification or Code of Practice, this will mean compliance with the mandatory provisions of the Codes and Standards and also with all recommendations contained in the Codes and Standards and, where appropriate, in other Codes and Standards to which the quoted Codes and Standards make reference, unless specifically varied by the Engineer.

The work is being undertaken within an operational research facility. All isolations and connections to existing water service and drainage pipework shall be undertaken outside of normal working hours. (Either weekends or evenings)

There are no existing facilities for isolation of the laboratory cold water pipework within the Nodes or other locations. The Contractor shall allow for freezing of pipework as necessary to permit installation of new pipework tees.

All new pipework tees shall be the same size as the pipework to which it is connected.

All new domestic water services pipework shall be copper to BSEN 1057 with capillary fittings to BSEN1254.

A quarter turn ball valve shall be provided on the tee to each flushing point. The valve shall be line size, WRAS approved and manufactured by Hattersley or Crane.

All new pipework shall be supported from the structure using proprietary clips and fixings.

All new pipework shall be the same size as existing.

All new pipework up to the tundish connection shall be insulated to match existing pipework. Cold water services shall be vapour sealed including all thermal insulation of the pipework and valves shall be undertaken by a specialist thermal insulation contractor.

New connections to existing drainage pipework shall be made using proprietary pipe fittings and saddles in the same material as the existing pipework.

New drainage pipework connecting to cast iron drainage systems shall be 54mm copper, complete with deep seal trap.

New drainage pipework connecting to vulcathene drainage systems shall be 50mm vulcathene, complete with deep seal trap.

The completed installation shall be flushed and in accordance with the requirements of BS 8858 and BS 806.

Site Specific Requirements

Ensure NOC Estates Permit Systems are followed by the all contractors.

Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site.

Attendance at routine meetings as requested by NOCS Estates to review and plan works. Contractor to ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.

Risk Assessments and Method Statements must be provided and signed off by the client before initiation of works.

Welfare to be provided by client is set out in the NOC Code of Practice and induction process.

All PPE is to be supplied by the Contractor and must be used at all times during the contract. High visibility jackets are required to be worn at all times by all operatives working on quayside.

All contractors are to have completed the NOC H&S and Environment Questionnaire. This is to be returned with the tender for the works.

Consultants and Contractors are required to hold valid public liability insurance for a minimum value of £10 million – this is a precondition for all service providers undertaking contracts at NOC. All documentation to be submitted prior to commencement on site.

Before working onsite consultants / contractors must have been inducted and received a copy of the NOC Code of Practice (please note that this document will be provided to the successful bidder upon contract award). This will be required prior to the start of works.

Working Drawings

The Contractor shall prepare and submit working drawings showing the proposed extent of the work.

Drawings shall be submitted in Autocad format and comply with current NOC requirements for drawing presentation.

Record Drawings

At the completion of each stage (or phased handover) of the project, the Contractor shall produce and provide Record Drawings to enable proper operation, maintenance and future extension of the installations.

The following drawings shall be provided:

- i. A paper copy of each Record Drawing, folded and enclosed in plastic wallets as part of the O & M Manual.
- ii. A USB stick, containing drawing files of the Record Drawings in AutoCAD format (DWG) & Adobe format (PDF) and enclosed in a plastic pocket as part of the O & M Manual.

All drawings shall be a minimum 'A1' plotted size, and shall detail all aspects of the installed works, including accurate locations of service runs, access points, equipment references and sizes of installed equipment.

Operation and Maintenance Manuals and Record Drawings

O & M manuals shall be inclusive of the following information, specifically labelled for this project.

The Operating and Maintenance Manuals shall contain, but are not limited to:

1. A fly-leaf to provide details of the project.
2. An index of contents
3. A schedule of record drawings to be read in conjunction with the manual
4. Emergency information
5. Contractual and legal information
6. A detailed description of the equipment, systems and installations.
7. A complete set of system test results
8. A schedule of maintenance – regular and periodic
9. A schedule of plant and equipment manufacturers/suppliers
10. Manufacturer's maintenance data and manuals for all plant and equipment
11. Details of all Controls
12. Operating procedures for all systems
13. Testing and commissioning procedures
14. Plant and equipment data
15. Test and completion certificates
16. Recommended spares list and addresses of suppliers of the same
17. Fault finding procedures
18. Modification information
19. Disposal instructions

The contents of the manuals shall be divided into relevant sections, each of which shall be clearly identified and indexed accordingly.

The following manuals shall be provided:

- i. 2 No. hard copies of the O&M Manual, presented in hard back ring binders or similar.
- ii. An electronic file of the full O&M Manual in Adobe format (PDF) suitably labelled.

Where brand names, manufacturers or suppliers of products are identified within the specification, 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 | SEL3.11 | Compliance to Section 54 of the Modern Slavery Act |
| Commercial | FOI1.1 | Freedom of Information Exemptions |
| Commercial | AW1.1 | Form of Bid |
| Commercial | AW1.3 | Certificate of Bona Fide Bid |
| Commercial | AW3.1 | Validation check |
| Commercial | AW4.1 | Contract Terms Part 1 |
| Commercial | AW4.2 | Contract Terms Part 2 |
| Commercial | PROJ1.1 | Non-negotiable Response |
| Commercial | PROJ1.2 | NOC Health and Safety Questionnaire |
| Commercial | PROJ1.3 | Standards and Regulations |
| 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 | 50% |
| Quality | PROJ1.4 | Method Statement | 20% |

| | | | |
|---------|---------|----------------------------------------|-----|
| Quality | PROJ1.5 | Risk and Mitigation | 15% |
| Quality | PROJ1.6 | Project Team and Capability to Deliver | 15% |

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. 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 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](#)