



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of **Innovate UK****  
**Subject UK SBS **Connected Cities Mission to India.****  
**Sourcing reference number **PS16104****

**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 North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
Copyright (c) UK Shared Business Services Ltd. 2014

**UKSBS**  
  
**Shared Business Services**

## Table of Contents

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

# **Section 1 – About UK Shared Business Services**

## **Putting the business into shared services**

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

It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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**

### **Our Customers**

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) 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 Customers.

## Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

***‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’***

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

### Innovate UK

The Innovate UK is the UK's innovation agency – driving innovation to boost economic growth. As well as investing in programmes and projects (£1bn investment budget 2008-2011), much of the board's work is in spreading knowledge, understanding policy, spotting opportunities and bringing people together to solve problems or make new advances. Innovate UK offer support and funding to help business develop new products and services - and bring them closer to market.

Innovate UK aim is simple – to accelerate economic growth by stimulating and supporting business-led innovation.

### Success Stories

- A successful partnership with Strathclyde University has led to rapid growth at Glasgow business Clyde Space and the award of a contract by the UK Space Consortium for testing, construction and assembly of UKube-1, the UK's first CubeSat system.
- Start-up business Snap Fashion founded by 25-year-old computer science graduate has attracted £300k in private investment and launched an innovative search engine, website and iPhone app on the market after taking part in the 2011 Tech City Launchpad competition.
- With sustained support from Innovate UK, Fife company [\*PowerPhotonic\*](#) has perfected novel techniques for mass producing tiny lenses that get all the individual beams coming from a laser pointing in the right direction. High powered industrial lasers now have a sharper cutting edge thanks to lenses made in Scotland that focus their light into brighter beams - and the repercussions will be far-reaching.

## Section 3 - Working with UK Shared Business Services Ltd.

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	Customer Name and address	Innovate UK North Star House Swindon Wiltshire SN2 1UE
3.2	Buyer name	Anthony Wren
3.3	Buyer contact details	<a href="mailto:Professionalservices@uksbs.co.uk">Professionalservices@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	£79,150.00 Exclusive of VAT £54,150.00 is designated for the required pre-mission support. A further £25,000.00 is designated for the potential additional services if UKTI opt out of funding. Both of these figures are stated exclusive of 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	20/05/2016
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	31/05/2016 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	01/06/2016 14.00
3.9	Latest date/time ITQ Bid shall be	03/06/2016

	submitted through Emptoris	14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	10/06/2016 14.00
3.12	Anticipated Award date	10/06/2016
3.13	Anticipated Contract Start date	10/06/2016
3.14	Anticipated Contract End date	30/11/2016
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### Introduction

Innovate UK is the UK Government's innovation agency. We fund, support and connect innovative businesses to accelerate their ability to contribute to sustainable economic growth. An important responsibility for Innovate UK is to provide new support for small and medium sized enterprises (SMEs) with high growth potential to innovate faster and achieve growth. Taking a new idea to market is a challenge; once achieved, scaling and exporting are the next challenges.

Innovate UK achieves its objectives through a range of interventions; the one to which this tender relates is a 'Connected Cities' mission' to India. This will be the second Connected Cities mission, the first having been to Malaysia and Singapore in March 2016. More details of that can be found through the following links:

[https://www.linkedin.com/pulse/call-urban-innovators-apply-place-our-entrepreneur-mission-saraf?trk=pulse\\_spock-articles](https://www.linkedin.com/pulse/call-urban-innovators-apply-place-our-entrepreneur-mission-saraf?trk=pulse_spock-articles)

<https://www.gov.uk/government/news/overseas-mission-uk-firms-take-ideas-to-malaysia-and-singapore>

### Aims

This contract is for an organisation to act as the Delivery Partner for Innovate UK activities to help young businesses in the smart cities/urban living sector access the Indian market and raise investment there. The aim of the exercise is to find a partner who is able to work effectively with start-ups and SMEs to prepare them to take part successfully in an overseas trade mission, and to maximise the opportunities that such participation will offer.

The mission is intended to be run in partnership with UKTI as a hybrid of a standard trade mission and an Innovate UK entrepreneur mission. It will take up to 20 young, innovative UK companies to India to build rapidly their networks, know-how and ambition as they forge new business. Places on the Mission will be competitive and applicants must demonstrate a scalable solution to a complex urban challenge, a strong team, and a fit with the market in India. The balance of the places on the mission will be taken up by larger more established firms who might also be potential clients for the entrepreneurs.

### Objectives

This Connected Cities mission will take up to 20 of the UK's best young, innovative, high-growth potential companies to overseas markets to help them grow faster. The Mission will achieve this by supporting the SMEs to:

- Network with potential customers, partners and investors
- Improve their profile through PR coverage



- Refine their pitch to potential investors and to suit the target market
- Gain insight into what it takes to do business in the target market
- Raise their ambition and accelerate their plans

This support and experience is hard for young companies to gain. The Mission will also open doors that would be closed to a SME alone. The attraction of a competitive group backed by government helps Missions to engage critical partners in the overseas market.

This support will be funded by Innovate UK.

As an outcome of the support provided by the Delivery Partner, participating companies will:

1. Understand how to pitch their products/services compellingly to prospective investors and to prospective clients
2. Understand the market conditions of the countries being visited, including public procurement rules
3. Understand the experience of other UK entrepreneurs in entering the markets in question
4. Maintain their enthusiasm for participation from first contact through to participation
5. Be able to meet and develop relationships with the other participating companies prior to the mission

There is separately a requirement for organisation and project management of the mission. If the mission is to be delivered in partnership with UKTI, then the Delivery Partner will need to work closely with their delivery partner, Innovision on these aspects, with oversight is from Innovate UK. Criteria for company selection are set in collaboration between Innovate UK and UKTI.

In case UKTI are unable to partner with us this mission, the Delivery Partner will also need to demonstrate the capability to deliver the following:

1. The recruitment campaign
2. Programme design for the Mission
3. Liaison with Indian posts for programme design
4. Logistics including travel to and within India
5. Project management
6. Regular communications with applicants

## **Background to the Requirement**

The UKTI Smart Cities team was planning to undertake a trade mission to SE Asia in March 2016 and Innovate UK had been planning to take an Urban Living entrepreneur mission to the same region in a similar timeframe. Following discussions as part of the ongoing UKTI/Innovate UK strategy to work closer together and maximise expertise, networks and resources, it was felt that considerable synergies could be achieved by partnering to deliver a single hybrid mission. This was how the first Connected Cities Mission came to be.

This next mission will go to India where there is a sizeable 'smart cities' programme and also a UK Government commitment to support India with this ambition, particularly in three cities: Pune, Indore, and Amaravati. Furthermore, India is one of the partners for the Newton programme of bilateral Research and Innovation partnerships and has included urbanisation as a priority theme. The mission will therefore be of benefit to the development of those partnerships as well.

It is hoped that much of the organisation of the mission will utilise UKTI's event organisations resources through Innovision who have delivered several smart city related events for them previously, have knowledge of key smart city networks and contacts, and have already developed databases of relevant companies who could be recruited.

The core requirement therefore is for Innovate UK, through this procurement, to provide the additional pre-mission briefing and mentoring support that is required for a successful entrepreneur mission.

Innovate UK will provide resource for:

- A Lead Technologist to be the main point of contact for all mission programme work and who owns the programme – they will be an expert in Urban Living and supporting companies on innovation and be present at events and on the Mission itself. They are responsible for overall Programme and Missions goals and positioning. They will also input into recruitment, agenda, briefings, pitch training and connection to other Innovate UK components.
- Mission company selection
- Media and PR support in the UK
- Communications support in compiling Mission directories of the companies

UKTI is hoped to provide resource for:

- Mission company selection,
- In post support for the Mission (via the consulate/SIN network/UKTI staff in the Mission locations)
- Support in arranging Mission company meetings

Within scope is any activity which can reasonably help with the selection and preparation of up to 20 entrepreneurs and/or SMEs to take part actively and successfully in a 'Smart Cities' trade mission to India and Singapore in March 2016.

Out of scope is:

- Any pre-mission face-to-face activity delivered outside the UK
- Extensive programmes of coaching and personal development
- Language training beyond pleasantries

Optional is:

- Securing sponsors (however, this is strongly encouraged and a sponsorship package has been designed for the Delivery Partner to use)
- Further Mission support (e.g. mentors for the companies)
- Participation in the Mission itself
- Follow-up engagement and networking post-mission

## Requirement

To achieve the objectives, we believe the following will be required at a minimum:

1. A preparatory 'International Readiness' workshop to provide pitch training and market insights. Note that it is possible some participants will have been on previous missions, so some consideration is required as to how to make the workshop useful for them as well as first-timers
2. Sourcing of UK entrepreneurs who have successfully entered the Indian market and who can share their experience
3. Sourcing of an expert panel who provide strong critical feedback on pitches
4. Some follow-up coaching between the workshop and the mission
5. A launch event for shortly before the mission. This will be aimed at showcasing the entrepreneurs to invited media representatives. It will be open to all participating companies and others with an interest and should be an effective networking event
6. Some support for identifying potential Mission participants

Respondents are invited to suggest additional ideas for embedding the achievement of the required objectives

Travel and subsistence will be reimbursed at Innovate UK's internal rate [details available on

request] and must be allowed for within the proposal

The Delivery Partner would be expected to demonstrate the following qualities:

- Entrepreneurial approach – ability to relate to the companies (speak their language) and create an atmosphere and culture of innovation around the Missions and Network
- Networked - relevant networks and reach in the sectors of interest to secure support and outreach to potential Mission companies
- Strong sustainability credentials – a track record in promoting longer term thinking and the importance of environmental and social drivers for innovation
- Event management – delivery of high quality bespoke events including coordinated travel and logistics
- Marketing - develop compelling promotional material for the Mission competition and selected companies – website, video, flyers, etc...
- Project management – delivering a programme on time and to budget including a competitive application process
- Client management – managing and gaining buy-in from stakeholders and Mission companies
- Sponsorship – track record in raising sponsorship and in-kind support from key partners
- Experience of Missions – track record in connecting with overseas organisations and logistics and ideally pre-existing relationships to draw on

## Timetable

Early June	– Supplier appointed
June-Sept	– Mission participants identified and selected
Sept - Oct	– Supplier makes contact with the entrepreneurs selected for the mission for 'on-boarding'
Aug - Oct	– Supplier prepares for the International Readiness workshop including sourcing of specialists as required
W/b 24 Oct	– International readiness workshop delivered; all mission participants are required to attend
End Oct	– Any post workshop follow-up activities proposed or required
Early Nov	– Mission launch event (which all mission participants are required to attend)
W/b 7 Nov	- Mission

## 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, the Customer and any specific external stakeholders UK SBS deem 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	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
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

### Scoring criteria

### Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS 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	20%
Quality	AW6.2	Entrepreneurial Approach	8%
Quality	AW6.3	Market and Hosting	12%
Quality	AW6.4	Potential Companies	4%
Quality	AW6.5	Delivery	8%
Quality	AW6.6	Stakeholder buy in	8%
Quality	AW6.7	Profile development	12%
Quality	AW6.8	Agenda	12%
Quality	AW6.9	Fair Process	8%
Quality	AW7.0	Sponsors	8%

### 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: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

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:  $\text{Score} / \text{Total Points} \times 50$  ( $80 / 100 \times 50 = 40$ )

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.
- 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 typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer'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 and concise 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer 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 Customer 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 may 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.
- 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 UK SBS.
- 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 if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS 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 UK SBS 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 UK SBS 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, UK SBS 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 UK SBS 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 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS 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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)