

# Invitation to Quote

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

**Subject: Helium Storage Facility**

**Sourcing Reference Number: CON19018**

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

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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Version 2.0

**UKSBS**  
*Shared Business Services*

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**A full breakdown of the documentation contained within the above folders can be found at the bottom of Section 4 of this document.**

# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

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

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

## **Privacy Statement**

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

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

- We will keep your data safe and private.
- We will not sell your data to anyone.

- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

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

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

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

## **Section 2 – About the Contracting Authority**

### **UK Research and Innovation**

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: [www.ukri.org](http://www.ukri.org)

### **Science and Technology Facilities Council (STFC)**

STFC is a world leading multi-disciplinary science organisation. Their research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impacts on a very tangible, human scale.

For more information, please visit: <https://stfc.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 Polaris House North Star Avenue Swindon SN2 1FL
3.2.	Buyer name	Kailash Dholliwar
3.3.	Buyer contact details	<a href="mailto:FMPProcurement@uksbs.co.uk">FMPProcurement@uksbs.co.uk</a> 01793 867005
3.4.	Estimated value of the Opportunity	£160,000 excluding VAT
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing 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 on Contracts Finder	Wednesday 8th January 2020  Contracts Finder
3.7.	<p><b>Site Tour</b></p> <p>We strongly recommend that you attend a Site Tour in order to gain complete clarity of our requirements and the environment that you will be working in.</p>	<p><del>Thursday 23rd January 2020</del> <del>Friday 24th January 2020</del></p> <p><b>Monday 27<sup>th</sup> January 2020</b> <b>Tuesday 28<sup>th</sup> January 2020</b></p> <p><i>To book onto one of the site tours please submit the names of those that wish to attend through the message function on the eSourcing Portal.</i></p> <p><i>Bidders will be limited to 3 people per company. A reply will be sent via the eSourcing Portal in confirmation where we will also request vehicle registration.</i></p>
3.8.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	<p><del>Tuesday 28<sup>th</sup> January 2020</del></p> <p><b>Tuesday 4<sup>th</sup> February 2020</b></p> <p>11:00 am GMT</p>

3.9.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	<del>Thursday 30th January 2020</del> <b>Thursday 6<sup>th</sup> February 2020</b>
3.10.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	<del>Wednesday 5<sup>th</sup> February 2020</del> <b>Wednesday 12<sup>th</sup> February 2020</b> 11:00 am GMT
3.11.	Anticipated notification date of successful and unsuccessful Bids	<del>Wednesday 12th February 2020</del> <b>Wednesday 19<sup>th</sup> February 2020</b>
3.12.	Anticipated Contract Award date	<del>Wednesday 12th February 2020</del> <b>Wednesday 19<sup>th</sup> February 2020</b>
3.13.	Anticipated Contract Start date	<del>Monday 17<sup>th</sup> February 2020</del> <b>Monday 24<sup>th</sup> February 2020</b>
3.14.	Anticipated Contract End date	Monday 27 <sup>th</sup> April 2020
3.15.	Bid Validity Period	60 Days

## Section 4 – Specification

### **Executive Summary**

The project is required by the client to increase the existing helium storage capacity on site.

### **Project Overview**

The project includes re-using an existing reinforced concrete storage pit that has been redundant for several years. The new structure will sit on top of the existing pit. The proposed roof structure needs to be removable as the helium multi cylinder packs inside will need removing every 10 years for statutory testing and maintenance. The walls consist of louvre panels to provide natural ventilation in the event of a helium leak.

There are minimal external works required and access will be via existing concrete steps.

There are several Contractor Design Portion elements within the project and design information should be submitted to STFC for comment.

Works should be completed by end of April 2020.

### **PRELIMINARIES**

1. Site set up to include office, welfare, storage and statutory signage.
2. Contractors compound and construction area to be secured with 1.8m high heras fencing.
3. Any gates are to be kept locked out of hours with padlock and key.
4. Contractor to include for all skips and waste disposal.
5. All stripped out materials are to be removed from site.
6. Contractor to carry out photographic dilapidations survey of site and adjacent area prior to any work commencing.
7. All materials are to be stored in secure area and in accordance with manufacturer's instructions.
8. Working hours are 7.30 – 17.00 Monday – Friday. Working hours outside of these are subject to approval of the Project Manager.
9. Contractor must provide their own insurance cover. Replacement cost for loss or damage to works, equipment plant and materials. £10 million public liability insurance. £10 million employer's liability insurance.
10. All works are to include for supply, fix and management of works.
11. Works to include for following CDP items.
  - a. Steel connection details
  - b. SFS
  - c. Roofing & flashings
  - d. Gutters & downpipes
  - e. Louvres
  - f. External doors
  - g. Stairs & escape ladder
  - h. Man safe system

### **PROVISIONAL SUMS**

The following provisional sums have been included in AW5.2 Price Schedule.

- Possible remedial works to existing drainage.
- Possible repairs to existing concrete.
- Contingency

#### **DEMOLITIONS AND ALTERATIONS**

1. Removal of excess vegetation to create access and safe working environment.
2. Careful removal of existing gate and fence around top of existing concrete pit and set aside for re-use.

#### **CLEANING/REPAIRING CONCRETE**

1. Works to be carried out by specialist subcontractor.
2. All existing walls of existing concrete pit are to be thoroughly cleaned.
3. Any defects or holes are to be suitably repaired.

#### **IN SITU CONCRETE**

1. New 300mm thick RC32 reinforced concrete landing to top of existing steps.
2. Provide steel starter bars to existing concrete landing to tie existing and new slabs together.
3. See drg 00011 B06 for details.

#### **STRUCTURAL STEEL FRAMING**

1. Structural steel frame as Price & Myers design.
2. See drgs. 26660-GN01, 26660-01 & 26660-02 for details.
3. Specialist subcontractor to provide steel connection details.

#### **METAL PROFILED/FLAT SHEET**

1. Works to be designed and carried out by specialist subcontractor.
2. "Tata Steel" galv steel D137 RoofDek as structural consultants specification.
3. SFS as specialist subcontractor design.
4. PPC gutters, downpipes and flashings to match aluminium louvres.

#### **LOUVRES**

1. Works to be designed and carried out by specialist subcontractor.
2. Mill finish aluminium double bank louvres to minimise water ingress lined on back with bird mesh.

#### **EXTERNAL DOORS**

1. 2 No single aluminium doors to provide min 900mm clear width. Doors to have solid lower panel and double-glazed upper panel.
2. Doors to be lockable by key from outside but exit from inside to be by single operation of the door handle.

#### **STAIRS/LADDERS/WALKWAYS/HANDRAILS/BALUSTRADES**

1. New galvanised steel staircase and escape ladder to specialist subcontractor design.
2. New stair to comply with requirements of Approved Document K for utility stairs.
3. New escape ladder to comply with BS 5395.

4. See drg 00011 B06 for details.

#### **PERMANENT ACCESS AND SAFETY EQUIPMENT**

1. Works to be designed and carried out by specialist subcontractor.
2. MSA “Latchways” or similar approved man safe system to roof.
3. Fixings to be in accordance with RoofDek recommendations.
4. See drg 00011 B06 for details.

#### **SEEDING/TURFING/EXTERNAL PLANTING**

1. Areas of existing ground that have been disturbed should be levelled with surrounding ground and left to self-vegetate.

#### **FENCING**

1. Existing gate, posts and chainlink fence that have been set aside should be re-used on new concrete landing.
2. See drg. 00011 B06 for details.

#### **RAINWATER DRAINAGE**

1. Min 89mm dia PPC RWP’s connected to below ground drainage system.

#### **BELOW GROUND DRAINAGE**

1. 100mm dia “Hepworth” Supersleve or similar approved laid to min 1:100 falls.
2. To discharge into existing drainage channel.
3. See drg. 00011 B06 for details.

#### **ELECTRICAL INSTALLATION**

1. See drg nos. 00011 – E1, E2 & E3 for details of electrical services, lighting, fire alarm and incoming services.
2. Installation works to be in accordance with STFC Design Guidance for Mechanical, Electrical and Public Health Services.

#### **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 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.

## **Location of Work**

Science and Technology Facilities Council

Rutherford Appleton Laboratory

Harwell Campus

Chilton

Oxfordshire

OX14 1NG

## **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.

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

Bidders must ensure that any proposed alternatives comply with any stated British (or other equivalent recognised International) Standards. 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.

## **Appendices**

A full list of appendices that support this Invitation To Quote (ITQ) document can be seen below.

### **Appendix A – Supplementary Conditions 1-16**

### **Appendix B – Precautions Against Fire**

### **Appendix C – Freedom of Information Act**

### **Appendix D – Architectural and Building Drawings**

- ❖ 00011 B06 A
- ❖ 00011 B07 A
- ❖ 00011 B08 A
- ❖ 00011 B09 A
- ❖ 00011 B10 A
- ❖ 00011-E1
- ❖ 00011-E2
- ❖ 00011-E3
- ❖ 00011-E4
- ❖ 26660-01\_T1
- ❖ 26660-02\_T1
- ❖ 26660-GN01\_T1
- ❖ 43018-23 Subsight Survey

**Appendix E – Engineer Specification**

- ❖ **26660 - Engineers Specification Ver 1**

**Appendix F – Asbestos Reports**

- ❖ Asbestos Report J509130 (1)
- ❖ Asbestos Report J439878 (1)
- ❖ Asbestos Report J491839 (1)

**Appendix G – Sandeberg Report 62022F**

**Appendix H – Works Closure Reports**

- ❖ R6 Tunnel 6-6A HS File – Rev 1
- ❖ R6 Tunnel 6-6B Junc – HS File

**Appendix I – Safety, Health & Environmental Essentials For Contractors**

**Appendix J – Pre-Construction Information**

**Appendix K – Design Guidance for Mechanical Electrical and Public Health Services  
Rev 5**

## 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.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and Fixed Price
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

## 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%
Quality	PROJ1.1	Method Statement - Construction Phase Health and Safety Plan	30.00%
Quality	PROJ1.3	Project Delivery Team	15.00%
Quality	PROJ1.4	Risk	10.00%
Quality	PROJ1.5	Site Waste Management	5.00%

## 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.
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All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

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

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 Delta eSourcing 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 Delta eSourcing, Telephone 0845 270 7050
- 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 the Delta eSourcing Portal.
- 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 Delta eSourcing Portal.
- 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 the Delta eSourcing Portal.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

- 7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

#### **USEFUL INFORMATION LINKS**

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)