



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Science and Technology
Facilities Council (STFC)**

Subject UK SBS ESA BIC Business Support

Sourcing reference number PS16223

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

Registered in England and Wales as a limited company. Company Number 6330639.
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UKSBS

Shared Business Services

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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 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

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

Section 2 – About Our Customer

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.ac.uk

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	Science and Technology Facilities Council Rutherford Appleton Laboratory, Harwell Oxford Didcot OX11 0QX
3.2	Buyer name	Sally Roshier
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£55,000- £65,000 exclusive of VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	10/10/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	17/10/2016 11.00 am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	24/10/2016 11.00 am
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	07/11/2016 11.00
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	16/11/2016

3.12	Anticipated Award date	16/11/2016
3.13	Anticipated Contract Start date	17/11/2016
3.14	Anticipated Contract End date	31/12/2017
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The Science and Technology Facilities Council (STFC) is one of seven UK Research Councils funded by UK Government. We collaborate extensively with industry and our long-term R&D underpins sectors which contribute billions of pounds annually to the UK economy, including space, pharmaceuticals, digital animation and communication, microelectronics and physics-based manufacturing.

STFC supports business incubation through a co-ordinated programme of initiatives covering a broad variety of science and technology sectors. Through a contract with the European Space Agency (ESA), STFC manages the ESA Business Incubation Centre (ESA BIC) Harwell to deliver the ESA BIC programme in the UK. The ESA BIC Harwell works alongside the ESA Technology Transfer Network, the STFC CERN BIC, the new UK Space Agency Incubator, the Innovation Technology Access Centre (I-TAC) facility and the Campus Technology Hub to deliver a coherent range of business incubation facilities. Our dynamic multi-sector campus environment gives incubatee businesses greater opportunity to interact with companies working on related technology, and raises their profile with prospective investors.

The ESA BIC Harwell is based in the Atlas Building at the heart of the Harwell Space Cluster. Focused on exploiting space- and ESA-related technologies for new commercial applications and dedicated to the support and acceleration of new and early-years companies, the BIC has a five-year track record of success in developing high-technology business. It has an annual intake of 10-12 companies, each of which may have an incubation period of 1-2 years. Currently there are 18 incubatee companies on site.

Aims

The ESA BIC provides an incubation package comprising incentive funding, technical expertise and access to facilities, business support and networking opportunities. More information may be found at <http://www.esa-bic.org.uk/>.

Business support is provided primarily by a third-party organisation which is contracted to deliver a programme of workshops, seminars, events and 1:1 advice to support the incubatee companies to develop and implement a viable business plan and secure funding as needed. The previous contract has expired and a new contract is required to meet the

needs of businesses either already in the ESA BIC or those that will be joining in the near future.

We are seeking organisations that have the capacity, capability and expertise to deliver a training programme tailored for businesses that fit the following criteria:

- Early-stage technology businesses working intensively on R&D and commercial approach
- In most cases less than 5 years old
- Pre-revenue and generally likely to be running their own business for the first time
- Generally employ fewer than 5 people.

The business support programme will set out to achieve the following:

- Perform a diagnostic to ascertain the specific stage of development and key requirements of each business
- Supply businesses with the key skills and knowledge required to run a successful technology business and increase their chance of survival
- Contribute to the successful commercialisation of technologies by providing advice and training in key business-critical areas supporting the development of a robust business plan
- Provide crucial skills and confidence in pitching for investment and introductions to investors to help fund technology development and commercialisation
- Create a step change for the businesses where they can demonstrate that the programme has made a difference, e.g. attracting external investment, finding new customers.
- Provide STFC with case study material on a business that has derived real benefit from the programme and a positive impact on the business can be demonstrated
- Contribute to the wider objectives of STFC and the Harwell Campus by being an active player in the campus and wider Oxfordshire business community.

Objectives

The objective for the contractor is to design, deliver, monitor and report on a package of business support to offer and/or signpost to advice in areas which would typically include:

- Intellectual Property
- Company law and legal support
- Basic business finance and R&D tax credits
- Sales, marketing and branding
- Market research and strategy
- Team building, HR, employment law
- Business communication skills
- Business planning
- Investment readiness training to include pitching to investors.

This is not intended as an exhaustive list and potential contractors should set out their proposed programme contents.

Following assessment of the specific stages of development and needs of each target business, the programme should be delivered as a combination of courses lasting 1-2 days maximum. Follow-up 1:1 support meetings should be scheduled for approximately one day on each topic to provide businesses with the opportunity for a more in-depth discussion tailored to their needs. General 1:1 sessions should also be scheduled throughout the contract duration. Workshops should be as interactive as possible with plenty of opportunity for discussion and group work.

It is expected that the complete programme will be delivered three times during the contract period, to cater for the needs of new businesses as they arrive. Although the ESA BIC community is the primary target audience the programme will also be open to other early-stage businesses on campus and locally, to increase cross-fertilisation and provide economies of scale. The contractor should work closely with the ESA BIC management team on all aspects of the programme.

Background to the requirement

STFC's contract with ESA to manage the ESA BIC Harwell requires the provision of both technical and business support to incubatee companies. The ESA BIC business support programme is well established and has delivered substantial benefits

The ESA BIC Harwell is managed by a cross-disciplinary team in the Business Incubation department within STFC's Business and Innovation Directorate, based at both Harwell in Oxfordshire and Daresbury Laboratory in Cheshire. The ESA BIC Operations Manager will manage the business support programme overall and act as the primary point of contact for the contractor. The contractor will also interact with the Relationship Manager – Space Business Incubation based at Daresbury, the Business Support team based at Daresbury and Harwell, and the ESA BIC Marketing and Events team at Harwell.

I-TAC Laboratories

The I-TAC labs are purpose-built laboratory facilities for businesses moving into their first biology or materials and chemistry labs, providing an affordable mechanism for entrepreneurs and others to access an impressive array of technologies, equipment and expertise. Facilities and expertise are also available to ESA BIC companies by agreement.

Campus Technology Hub

The CTH helps young technology businesses (including ESA BIC companies) to develop new products faster and more cheaply. The advanced engineering technology centre provides affordable access to more than £2 million of specialist equipment, including advanced 3D printing, electronic testing and rapid prototype assistance. A business engaging with CTH would typically be developing or iterating their first prototype.

STFC CERN Business Incubation Centre

THE STFC CERN BIC programme offers a financial award, alongside business development and technical support for entrepreneurs and small high tech companies wishing to exploit the business opportunities linked to high energy physics technology.

UK Space Agency Business Incubator

SMEs demonstrating space technology will be provided with technical and business support by STFC to develop their space hardware projects.

Scope

- The contractor will deliver all training at the ESA BIC Harwell, Oxfordshire.
- The contractor will be expected to supply all learning material and make this available to delegates on completion, including presentation slides and work books.
- The contractor will be expected to liaise with the ESA BIC Operations Manager to identify target businesses and perform a diagnostic to assess their specific stage of development and requirements.
- The contractor will be expected to liaise with the ESA BIC Operations Manager and Marketing and Events team to schedule the dates for group and 1:1 sessions.
- The contractor will be expected to supply a summary of the workshop content to be used for marketing purposes and attracting delegates onto the workshops.
- The ESA BIC Operations Manager and Marketing and Events team will be responsible for recruiting delegates onto the programme, for instance by email and face-to-face contact.
- The ESA BIC Operations Manager will act as the liaison point with the contractor.

The cost of meeting rooms and catering will be covered by STFC.

Requirement

Specific Requirements:

The contractor will be responsible for designing, managing and delivering the training, ensuring that it meets the requirements of the participants and supports the overall aims and objectives of STFC and the ESA BIC Harwell in delivering economic impact. In order to contribute fully to wider objectives, the contractor will also be expected to use their presence on campus to participate in relevant campus networking events (typically 4-6 events per month) and other events organised by the ESA BIC Harwell, facilitate connections and support cluster development.

We expect potential contractors to demonstrate the following in their submission:

- Description of the proposed training programme
- How the training will be delivered within the timescale
- Suggestions for innovative content and ways of delivering the training

The programme of workshops would typically cover:

- Intellectual Property
- Company law and legal support
- Basic business finance and R&D tax credits
- Sales, marketing and branding
- Market research and strategy
- Team building, HR, employment law
- Business communication skills
- Business planning
- Investment readiness training to include pitching to investors.

This is not intended as an exhaustive list and potential contractors should set out their proposed programme contents.

Monitoring and reporting

- The contractor will be expected to monitor attendance and seek formal feedback at the end of the workshop sessions. Reports on the support delivered by company, hours and topic, together with attendance at workshops and feedback, should be reported back to STFC at defined intervals.
- The contractor and STFC will be expected to meet formally at the outset to set up the programme, mid-way to monitor progress and then evaluate the programme on completion (three formal meetings). In addition to the formal meetings there should also be regular catch-up and review meetings.
- An evaluation report will be expected on completion to include assessment of needs of target businesses, programme design and content, quantitative feedback on attendance levels, qualitative feedback from workshop delegates and suggestions to feed into the future business support programme.

Timetable

- Lists key targets and/or milestones expected to be achieved
- can act as a performance indicator to enable stage or interim payments to be made against measurable deliverables.
- be specific on when you expect the outputs to be delivered
- if the completion date is fundamental to the success of the project, then say so
- We expect the first programme of workshops to start in November 2016 (date to be agreed). The timing of the second and third programmes of workshops should be agreed with the ESA BIC Harwell Operations Manager and completed by the end of

December 2017. Within this framework we expect potential contractors to set out their proposed timetable.

- Our target is to recruit between 6-12 delegates for each workshop.
- A formal evaluation report will be due by 31st December 2017.

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 ($5+5+6=16\div3=5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification

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	PROJ 1.1	Understanding the requirement	25%
Quality	PROJ 1.2	Proposed methodology to achieve the deliverables	25%
Quality	PROJ 1.3	Innovation	10%
Quality	PROJ 1.4	Approach to tailoring training	20%
Quality	PROJ 1.5	Experience, track record and references	For information only

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: $\text{Score}/\text{Total Points available} \times 20$ ($60/100 \times 20 = 12$)

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: $\text{Score}/\text{Total Points available} \times 10$ ($60/100 \times 10 = 6$)

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

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

the lowest price.

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 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](#)