

# Invitation to Quote

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

**Subject: UKRI Library Lights Refurbishment at National  
Oceanography Centre (NOC)**

**Sourcing Reference Number: FM18053**

**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.  
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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 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](#).

## 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)

## 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 (UKRI) National Oceanography Centre University of Southampton Waterfront Campus European Way Southampton SO14 3ZH
3.2	Buyer name	UK SBS Construction and FM
3.3	Buyer contact details	<a href="mailto:FMprocurement@uksbs.co.uk">FMprocurement@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	The total estimated value of the opportunity is £50,000.00 excluding 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	Tuesday 10 <sup>th</sup> April 2018 Contracts Finder
3.7	Site Visit  <b>We strongly recommend that you attend a site visit in order to gain complete clarity of our requirements and the environment that you will be working in.</b>	Tuesday 17 <sup>th</sup> April 2018 at 10:00  <b>Please send a message to UK SBS through the Sourcing portal to confirm your attendance to this site visit.</b>
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 20 <sup>th</sup> April 2018 11.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 23 <sup>rd</sup> April 2018 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Thursday 26 <sup>th</sup> April 2018 11.00
3.10	Anticipated notification date of successful and unsuccessful Bids	Tuesday 8 <sup>th</sup> May 2018
3.11	Anticipated Award date	Wednesday 9 <sup>th</sup> May 2018
3.12	Anticipated Contract Start date	Monday 14 <sup>th</sup> May 2018
3.13	Anticipated Contract End date	Friday 10 <sup>th</sup> August 2018
3.14	Bid Validity Period	60 Days

## Section 4 – Specification

### **Introduction**

UKRI's National Oceanography Centre's Estates Office (Client) are seeking the services of a principal contractor to provide tender returns for the Design, supply & installation / replacement of the existing lighting systems to the 2nd floor of their library suite. The existing systems are original and have reached the end of their serviceable life and therefore need replacing.

Presently the installation on the 2nd floor of the library consists of 58 x existing Thorlux luminaires, Lamp - 1 x 28W T5. These are of a suspended mounted linear fluorescent luminaire design with LG7:2005 compliant louvre and high frequency ballast & associated emergency lighting packs.

### **Scope of Works**

The proposed works are the 2<sup>nd</sup> phase of refurbishment, with Library Floors 4 & 5 having already being refurbished as part of a previous scheme (Phase 1) and as such it is the Client's preference to have the same range or equivalent LED fittings and emergency lighting utilised here for continuity purposes and future maintenance regimes.

**Any new lighting installation shall only include LED fittings. Fluorescent or any other type of fittings are excluded from this project.**

Phase 1 lighting utilised Concord lighting, OVATION 65 Range 2 x 35W T16 (T5) Suspended linear fluorescent high efficiency digitally dimmable direct/indirect luminaire with symmetric light distribution. Twin 35W lamp package.

As this is a Design & Build project the contractor may propose alternative lighting manufacturers/fittings.

Any such alternative must include both direct and indirect light provision.

In addition any suggested alternative shall be finished in a bright smooth white and also be of an oval shape type extrusion.

Should an alternative be suggested the contractor is required to ensure that the luminaire options are the best suited for the project in terms of energy savings and efficiency.

Any proposed fittings shall be supplied with a minimum of a manufacturer's 5 Year Warranty. All lamps utilised shall be of a 4K colour rendering.

### **NOTE**

Any proposed design shall also include the full **INTERNAL** provision of Emergency lighting, this shall be designed to meet and comply with the following requirements

- Fire safety Order 2005
- System Design BS 5266
- Signage BS EN 1838 (where applicable)

**Any Design submitted MUST also comply with CIBSE guidance LUX levels for Libraries, and take into account the location of the fixed shelving and chart areas.**

The Contractor must include within their quotation all materials required for the installation e.g. suspension rails, brackets, fixings, wires, supply cords & plugs etc., as well as allowing for any making good to the building fabric upon the completion of the electrical installation.

The Contractor shall as part of their tender return provide the client with a Provisional Programme of delivery for said works. This programme shall allow for adequate time to carry out all works in a safe and professional manner. The programme shall allow for all works to be carried out during "Out of Normal working Hours" working (as per specification). The majority of works will be carried out without NOC supervision being on site out of normal working hours.

For convenience the Client has included a schematic layout of the Library's existing Thorlux Luminaires, (attached as [Appendix 1](#)). This is not an original installation drawing and is not to scale.

It is the Contractors responsibility to check and to satisfy themselves of the existing layout/design. Any site visit requirement can be facilitated with attendance available on the 17<sup>th</sup> April 2018.

The contractor is to provide estimated cost savings associated with the installation taking into account the existing fluorescent arrangement compared to the new LED installation. For calculation purposes please allow for all lights to be on for a duration of 10hrs each day over a 7 day period. This is to be provided to the client within the tender return. The contractor shall liaise with their specified provider/manufacturer to obtain the estimated savings.

The contractor is to validate initial savings using portable calibrated energy metering and in/out testing for a minimum of two weeks. Savings analysis is to be included in the O&Ms.

The contractor is to provide pre and post installation lux readings for 20 pre agreed and representative locations on the floor plate. This information is to be super imposed on floor plate drawings and included in the O&Ms. Lux levels are not to be lowered as the result of these works and this is to be validated by the contractor.

The complete installation will be subject to a 12 month defects period.

As part of the installation the Contractor shall provide upon completion to the Client, 4 "spare" LED panels as spares/replacements.

The Contractor shall as part of their tender returns provide schematic drawings indicating the location all lighting points (including emergency) & also provide graphs demonstrating actual lighting level coverage.

At commissioning stage, works are to be witnessed by the Client.

O&Ms are to include as installed layout/plan drawings of the new installation in CAD format, CAD plan layout will be provided by the client.

O&Ms are to include a spares list, relevant manufacturer's information and maintenance guidance.

O&Ms are to include NICEIC compliant electrical test certificates for the entire installation.

O&Ms are to be provided in both electronic and hard copy format.

O&Ms are to include product and workmanship warranties.

### **Special Considerations**

This is an “active library” which is open Monday to Friday between the hours of 08.00hrs – 21.00hrs & 10.00hrs – 17.00hrs on Saturday /Sunday, therefore the works will need to be carried outside of these hours i.e. nights including at weekends.

To ensure that full access is available by members of staff, students and Estates teams during day time periods, all materials and plant etc. shall be either removed from the actual “site area” or neatly / safely contained within an agreed designated location at the end of each working period.

As these works are to be carried out outside of normal working hours i.e. evening/night time, NOC project managers will not always be onsite during the work period. Therefore effective lines of communications will need to be in place for both normal working hours and non-standard working hours.

Access to the 2<sup>nd</sup> floor is only achieved via 4 locations

- 1/. A spiral staircase located behind the main reception desk on the 4<sup>th</sup> floor
- 2/. A small passenger lift exiting on floor 2 (Key operated from floor 1)
- 3/. 2 X “Emergency access staircases”, these doors are padlocked and have “smash” glass handles. Use of these staircases will be strictly monitored and utilised only by the prior agreement of the Client

The Contractor must satisfy themselves that all materials, tools and equipment can safely be delivered and removed from site. (This must be considered when creating /compiling their RAMS). Also allow for any specific “task” lighting requirements whilst the existing systems are isolated etc.

Parking on site is available & shall be Free of Charge.

The toilets/washrooms adjacent to the Library may be utilised by the contractor BUT on the strict understanding that these must be left clean and tidy at all times. The area known as the canteen may be utilised for “lunch/tea breaks” BUT clothing worn in this area shall be free from oil/dirt/grease etc. & the location shall be left clean and tidy at the end of any such break.

The contractor shall provide both mechanical protection and dust sheets to the building fabric where required this shall include the actual shelving units and books as well. The contractor is to provide all cleaning equipment needed for the project. All debris/waste shall be removed from site, with the areas cleaned/vacuumed at the end of each working day. Should the contractor require a skip for their “rubbish” at their cost this will be accommodated but only by strict location control from the Client.

Should the Contractor require a materials container to be sited, again this can be accommodated but only by the strict agreement & location agreement of the Client.

### **Terms of Responsibility**

NOC would like to avail the services of a principal contractor, who shall also undertake the terms of responsibilities as the Principal Designer, to facilitate the completion of this project as per the requirements of CDM 2015, Design & Build projects. Therefore, you shall be responsible for -

- All consultancy, sub-consultancies (if applicable) and design recommendations for the successful completion of this project.

- Management of all sub-contractors whilst on site.

### **Outline Specification**

- Assisting and liaising with the client to undertake the project review and requirements. This would also include obtaining information from the client as required.
- Within the role of Principal Designer, you would be required to ensure EH&S management on site and ensure Information Flow between the contractor personnel & the client.
- You must have a valid Professional Indemnity insurance certification of £10,000,000.00 to operate on NOCS site, and carry the design liability for this project.
- The project shall follow the CDM2015 regulations and NEC3 contract terms & conditions.
- The contractor will liaise closely with NOC Estates who will coordinate with the building users likely to be affected by the project works.
- Proposed Works Contract - NEC 3 – Engineering and Construction Short Contract (ECSC) – June 2013.

### **Site Specific Terms of Responsibility**

- Ensure NOC Estates Permit Systems are followed by the contractors.
- Ensure a thorough inspection of all overlapping facilities, areas, offices likely to be impacted, or are foreseen to have limited access during the project completion on site.
- Weekly meetings to provide project updates which would include taking minutes and site inspection during construction period.
- As the client, NOC is required to ensure all projects include sustainability procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production. To facilitate this, you are required to offer products that are the best suited for the project in terms of energy savings and efficiency.
- Contractor to ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.
- Contractor is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s).
- As part of this tender the contractor shall ensure they abide by NOC Southampton Waste and Cleaning Standards for Contractors. This is included as [Appendix 2](#) of this document

**Site Address**

National Oceanography Centre  
University of Southampton Waterfront Campus  
European Way  
Southampton  
SO14 3ZH

**Timescale**

On appointment, the successful contractor will be expected to issue a brief survey report including a defined programme of delivery. Site mobilization shall be shown as one of the required milestones on the said programme with all works including commissioning being complete by the proposed completion date.

The anticipated end date for the project is 10<sup>th</sup> August 2018.

**Terms and Conditions**

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

## Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6 = 16 \div 3 = 5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	SEL3.11	Modern Slavery Act 2015
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.1	Non-negotiable pricing and timetable
Quality	PROJ1.2	Completion of Health and Safety Questionnaire

Scoring criteria			
Evaluation Justification Statement			
<p>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.</p>			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	60.00%
Quality	PROJ1.4	Maintenance of clean and safe site	10.00%
Quality	PROJ1.5	Method Statement	10.00%
Quality	PROJ1.6	Energy Monitoring and savings	10.00%
Quality	PROJ1.7	Communication with the client	10.00%

## 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.

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

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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

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

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

## What makes a good bid – some simple do not's Ⓜ

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 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:

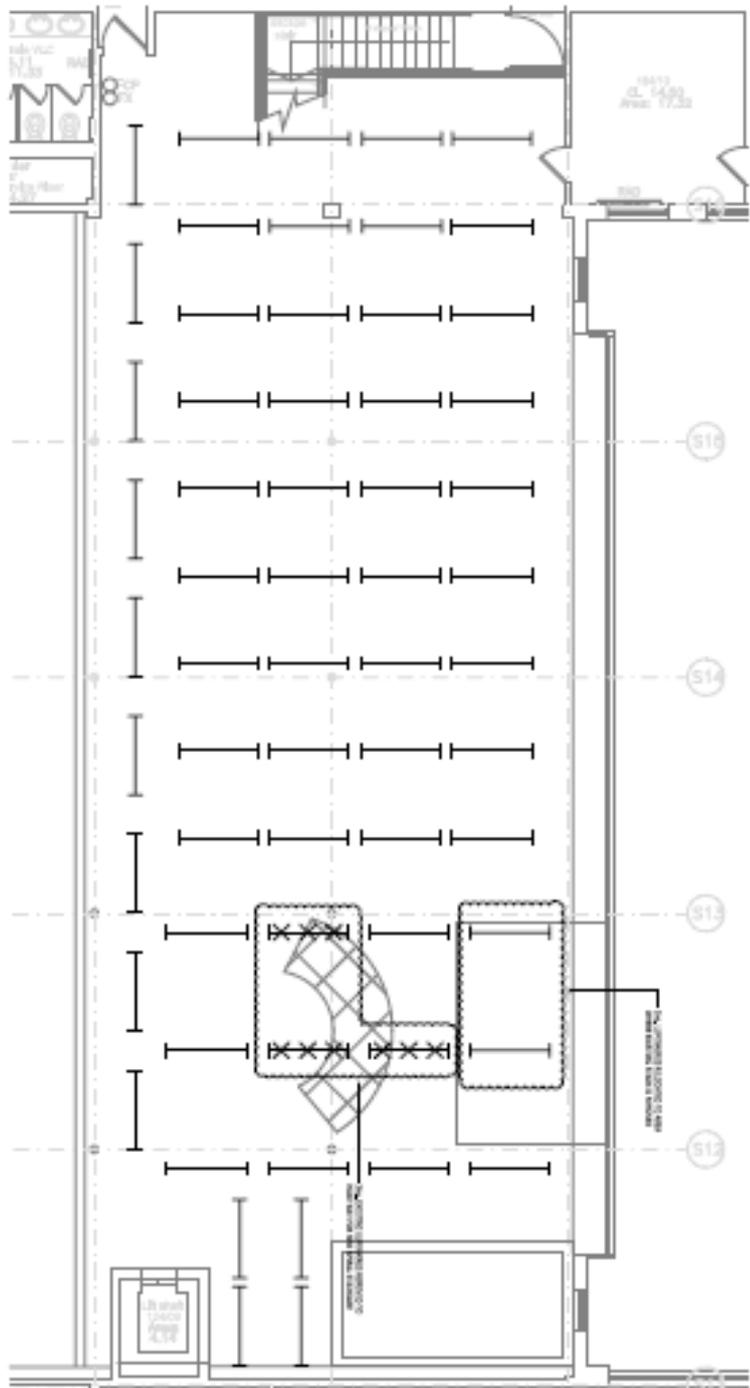
<https://www.gov.uk/government/publications/government-security-classifications>

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**

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

# Appendix 1 – Schematic of Existing Layout



## Appendix 2 – NOC Southampton Waste and Cleaning Standards for Contractors

NOC Southampton maintains a high standard of cleaning and waste management. All contractors working onsite are expected to maintain this standard. The key requirements for cleaning and waste management while you are onsite is outlined below. **The NOC Cleaning and Recycling Supervisor is available to provide further guidance to you before works and to provide clean area sign off following works.**

### Cleaning Standard

- Contractors must provide and use their own cleaning equipment. If you are unsure of the cleaning equipment/material you require please seek guidance from the NOC Cleaning Supervisor
- Protection (dust sheets or grip matting) is required for all high polished floors in and around your work area.
- Dust sheets are to be placed over furniture when drilling or creating dust associated with works.
- All carpeted areas of work must be vacuumed following completion of works
- A general clean down of working areas must occur daily i.e. to prevent dust on floors and carpets being walked around the building.
- Material from muddy boots and dust on clothing should not be walked around the building when using local facilities.
- If using NOC facilities please leave them as you find them e.g. do not leave mud in sinks etc.
- Post completion of works the area would be cleaned thoroughly including, where applicable, wipe down of skirting boards, cleaning of windows, repairs to floor paint and removal of smudge marks off ceiling tiles and walls.

Please ensure that you have briefed all staff and sub-contractors on the standard of cleaning expected for the project

### Waste Standard

All contractors working onsite have a duty of care to store their waste securely and ensure it is disposed of via a licenced waste carrier/ disposal site. **Contractors are not permitted to use NOC waste bins and skips around the site.**

Please ensure that:

- You have provided adequate storage containers for the waste that you are generating. Waste should not be piled in a non-contained nature around the site
- You have allocated and agreed with the NOC liaison a secure storage area for your waste
- Debris material does not build up in your work area e.g. waste is removed and stored for disposal at the end of each working day
- Litter in skips is covered, where applicable, to prevent escape in high winds.
- You have made special arrangements for the segregation, storage and disposal any hazardous material generated
- You have briefed all staff and sub-contractors on waste management practices for the project.