

Invitation to Quote

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

Subject: Redecoration and Carpeting of Science Building 2 at the British Antarctic Survey office, Cambridge

Sourcing Reference Number: FM19303

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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Version 1.0

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](#).

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.ukpbs.co.uk/use/pages/privacy.aspx>

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

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

Section 2 – About the Contracting Authority

UK Research and Innovation

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

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

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

For more information, please visit: www.ukri.org

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.ukri.org/>

The British Antarctic Survey (BAS) is a part of the Natural Environment Research Council, based at High Cross, Madingley Road, Cambridge CB3 0ET.

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	UKRI Research and Innovation Polaris House North Star Avenue Swindon SN2 1FL
3.2.	Buyer name	UKSBS FM Procurement
3.3.	Buyer contact details	fmprocurement@uksbs.co.uk / 01793 867005
3.4.	Estimated value of the Opportunity	£100,000.00 excluding VAT
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing 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 on Contracts Finder	Friday 25 th October 2019
3.7.	Site Tour We strongly recommend that you attend a Site Tour in order to gain complete clarity of our requirement and the environment you will be working in.	Friday 1 st November 2019 <i>To book onto these site tours, please submit the names of those that wish to attend through the message function on the eSourcing Portal.</i> <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 the vehicle registration.</i>
3.8.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Monday 11 th November 2019 11:00
3.9.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Wednesday 13 th November 2019
3.10.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday 18 th November 2019 11:00
3.11.	Anticipated notification date of successful and unsuccessful Bids	Monday 2 nd December 2019
3.12.	Anticipated Contract Award date	Thursday 5 th December 2019
3.13.	Anticipated Contract Start date	Monday 6 th January 2020
3.14.	Anticipated Contract End date	Tuesday 31 st March 2020
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

Communal Area Redecoration of SB 2

Description of Work:

To re-decorate, re-carpet and deep clean the communal areas of Science Building 2. The works cover an area of approximately 1080 m² over two floors. It is anticipated that the works will be carried out during the period of January to March (inclusive).

The occupancy of the areas will remain 'live' throughout the works. Therefore appropriate measure need to be taken to ensure no 'slip, trip or fall' hazards are to be encountered. Similarly no waste should be allowed to 'build up'; all waste shall be removed to an external skip for appropriate disposal.

As the office environment will remain live, all contractor staff must be considerate to the office occupants; particularly with regards to inappropriate language, or loud conversations. **RADIOS MUST NOT BE USED AT ANY TIME.**

Working Hours:

The normal working hours of the site are between 07:00 and 17:30 Monday to Friday. Working outside of these times will not be permissible, unless specifically required and as stated within this document.

Phasing:

Due to the layout of the building, there are six distinct areas:

- Ground Floor (GF): East, Central and West zones
- First Floor (FF): East, Central and West zones

The attached drawings depict the extent of the works, together with the required phasing.

Pricing Requirements:

In order to strike the optimum financial benefit, verses minimum staff disruption, the contractor shall provide quotations based upon the following combinations:

The contractors must visit the site and ensure a full and detailed understanding of the scope and nature of the work is attained.

A: Carried out as discreet individual packages i.e. decorate, deep clean & carpet, prior to moving to next phase:

FF:

- West
- Central
- East

GF:

- West
- Central
- East

B: Carried out as 3 individual packages i.e. decorate, deep clean & carpet, prior to moving to next phase:

GF / FF:

- West
- Central
- East

C: Carried out as 3 work flow packages i.e. decorate, deep clean & carpet: GF / FF:

- West
- Central
- East

For all variants, the perimeter carpet tiles shall be lifted to allow full access to skirting, architrave, door frames etc.

Old carpet tile removal and laying of new, must be carried out outside of normal working hours. Some Ground Floor areas currently have a vinyl flooring finish; this will remain.

Stage Payments:

Stage payments can be arranged and can be negotiated at the appropriate time. However, this will only be of relevance to works carried out; at no time will monies be paid 'up front'.

Painting Works:

• Ceilings:

At FF level, these consist of a profiled ceiling to the main communal area (with a textured finish) and plasterboard to the wing corridors.

At GF level, these consist of an inverted 'egg crate' profile (with a textured finish), with some small areas of plasterboard.

Wipe down, fill, sand and make good all holes and blemishes prior to painting. All ceilings are then to receive 2 No. full coats of Dulux Trade Diamond 'eggshell' – Brilliant White.

This is to include the vertical section of floor 'thickness', to the perimeter of the open 'light wells'.

• Walls: Wipe down, fill, sand and make good all holes and blemishes prior to painting. All walls are then to receive 2 No. full coats of Dulux Trade Diamond 'eggshell' – Magnolia.

• Office Door Frames & Architraves: Wipe down, fill, sand and make good all holes and blemishes prior to painting. All door frames and architraves are then to receive 2 No. full coats of Dulux Trade Diamond 'satinwood' – Brilliant White.

• Office Doors: Wipe down, fill, sand and make good all holes and blemishes prior to painting. All glazing beads to doors (2No. panels per door) are to receive 2 No. full coats of Dulux Trade Diamond 'satinwood' – 60YR 07/093 (to be confirmed).

• Corridor Doors & Frames: Wipe down, fill, sand and make good all holes and blemishes prior to painting. All glazing beads to doors (2No. panels per door) are to receive 2 No. full coats of Dulux Trade Diamond 'satinwood' – 60YR 07/093 (to be confirmed).

• Skirting Boards: Wipe down, fill, sand and make good all holes and blemishes prior to painting. All skirting boards are 2 No. full coats of Dulux Trade Diamond 'satinwood' – 60YR 07/093 (to be confirmed).

• High Level Electrical Containment: Wipe down, fill, sand and make good all holes and blemishes prior to painting. All the containment is then to receive 2 No. full coats of Dulux Trade Diamond 'satinwood' – Brilliant White. ONLY TO BE CARRIED OUT AFTER ELECTRICAL ADJUSTMENTS

Joinery Works:

- All corridor door pull handles are to be replaced with new 'pull on plate' satin stainless steel handles 275 x 60 (as Ironmongery Direct product code 653721). These handles are to be 'bolted through'
- All corridor door push plates are to be replaced with new satin stainless 'finger plates' 300 x 75 (as Ironmongery Direct product code 540945).

Electrical Works:

- All high level containment is to be reviewed and re-secured where necessary, the plate coverings are to be adjusted where appropriate and replaced where necessary.

Deep Clean:

These works are to be out 'out of hours' and prior to the new carpeting being laid.

- Corridors, office doors, corridor doors and high level lighting:

Wipe down all existing laminate faced office doors (corridor side only) with an appropriate cleaning solution, to remove the build-up of grime / grease.

All door glazing (corridor side only) is to be scraped, to remove any varnish / paint deposits and cleaned with an appropriate solution, to remove the build-up of grime / grease.

Wipe down the upper surface of the corridor lighting to remove the build-up of grime / grease.

On completion of the carpet installation, all carpet is to be thoroughly vacuumed, together with the upper surface of all skirting board.

Carpet Fitting:

These works are to be out 'out of hours' and only after completion of all other works.

- All corridors, with the exception of those currently having a vinyl finish, are to have the old carpeting removed and disposed of. Any older sheeting beneath existing carpeting is to be removed.

- The substrate is to be prepared ready to receive the new carpet tiles.

It is anticipated that the existing substrate will not require a latex screed. However an allowance should be made and identified separately, as this figure may then be 'drawn down' upon, or removed from the final invoice.

- The new carpet tiles are to be Forbo Tessera Mix – 958 Lazuli.

Fire Alarm Coverage:

- All areas are covered by a fire detection system and therefore close liaison with the Cambridge Facilities Engineer will be required in order to negate any nuisance alarms.

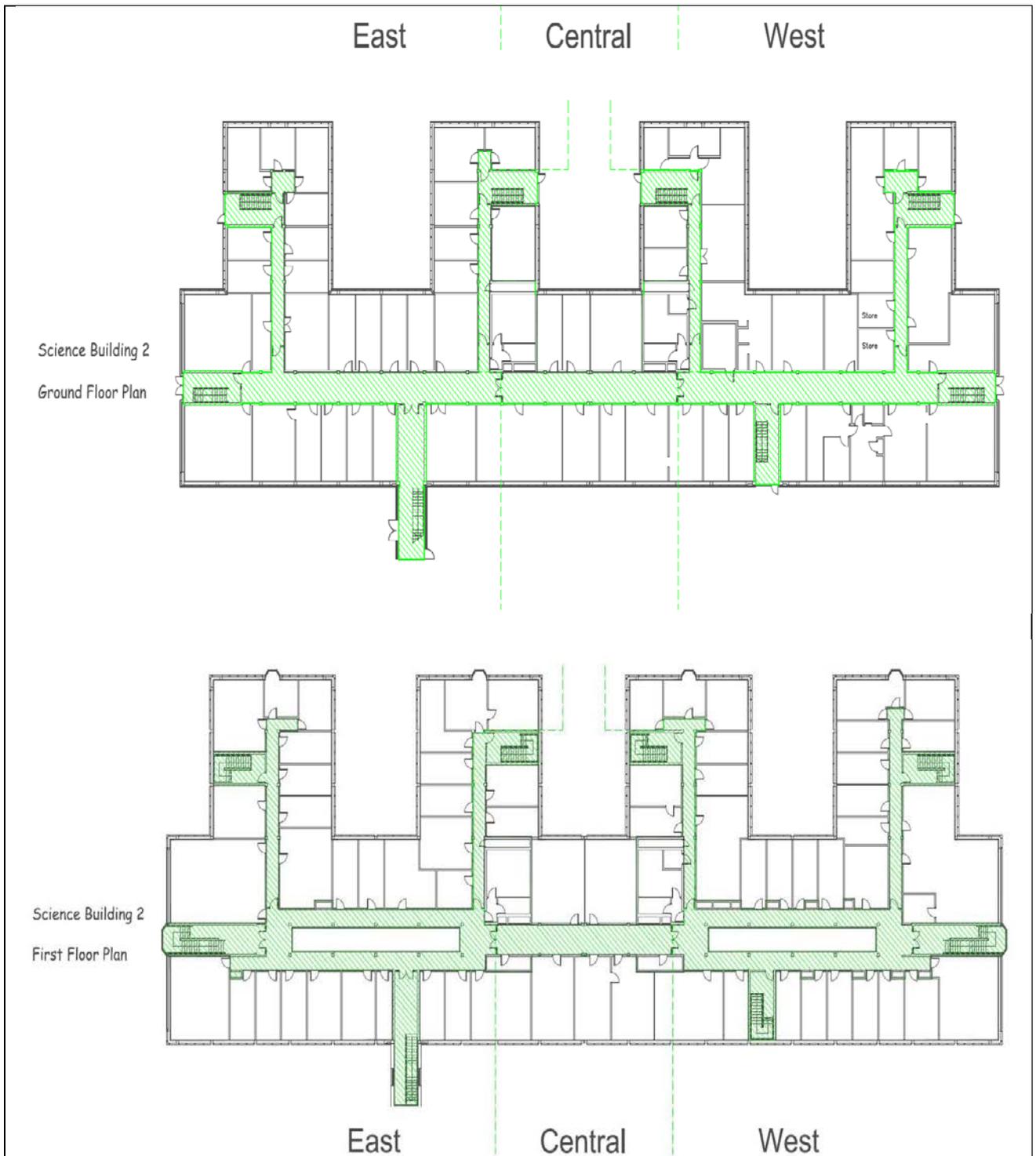
All detection heads will have appropriate covers fitted and only to those within the area being worked.

Completion:

- At the end of each day, the areas should be left in a neat and tidy manner.
- At the end of each work package, the areas will be left fully complete, with no outstanding elements.
- At the end of the project, the contractor will ensure that all areas are left free from debris, materials etc. and left in an condition appropriate to the works having been carried out.

Drawings:

The following drawings are not to scale and are for reference only.



Site Tours

Given the nature of this requirement and the site upon which any successful Contractor would be working, we are highly recommending that any interested supplier takes up the opportunity to attend a site tour during the tender timescales.

The dates available to attend a site tour 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. Please note bidders will be limited to 3 people (maximum).

During the site tour the host will be unable to answer ANY questions. Should you have further clarification questions from the tour these will need to be taken away and then formally submitted through the eSourcing Portal.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

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	FOI1.2	Freedom of Information Act Exemptions
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

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	AW5.3	Price	40%
Quality	PROJ1.1	Site tour attendance	Information only
Quality	PROJ1.2	Statement of Methodology	30%
Quality	PROJ1.3	Risk management	30%

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

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

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

USEFUL INFORMATION LINKS

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