

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of the Department for Business,
Energy and Industrial Strategy**

Subject: Gas and Electricity News and Data Subscription

Sourcing Reference Number: CS19193



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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VAT registration GB618 3673 25
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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.

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- Developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- Ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- Ensuring the UK remains at the leading edge of science, research and innovation; and
- Tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

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	The Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Sophie Mumford
3.3	Buyer contact details	ProfessionalServices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£30,000.00 excluding VAT, should the option to extend be triggered (Maximum value of £15,000.00 excluding VAT per year)
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	Wednesday 26 th June 2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Monday 1 st July 2019 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Tuesday 2 nd July 2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 5 th July 2019 14:00
3.11	Anticipated notification date of successful and unsuccessful Bids	Thursday 11 th July 2019
3.12	Anticipated Award date	Thursday 11 th July 2019
3.13	Anticipated Contract Start date	Monday 15 th July 2019
3.14	Anticipated Contract End date	14/07/2020 (with an option to extend until 14/07/2021)
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction and summary of requirements

BEIS is renewing an annual subscription for gas and electricity data and market reporting. We invite bidders to submit one bid that covers both packages outlined below:

- Package A: European Gas Market and Global LNG Market subscription
- Package B: European Electricity Market subscription

The Department renews its subscription on an annual basis and has been procuring this product for a number of years. The product will feed directly into BEIS' internal analysis and so requires a number of specialised inputs. Bidders must bid for both gas and electricity packages. BEIS is seeking a supplier capable of meeting the requirements specified below.

Aims and Objectives

The overall aim of procuring this product is to feed into BEIS internal analysis and to provide regular updates for those with an interest in these areas.

Methodology

We are proposing that a contractor would provide regular updates on gas and electricity markets which analysts would be in receipt of and be able to access on demand. Your bid submission should advise on how this data will be accessible.

The Contract duration shall be for a period of one year with the option to extend for the second year, if funds are available and subject to satisfactory performance and budget (1 year + 1 year).

Glossary

LNG – Liquefied Natural Gas

NBP – National Balancing Point; ZEE – Belgian Zeebrugge Beach market area; TTF – Title Transfer Facility (Netherlands); NCG – NetConnect Germany (*All are key geographical gas markets that our analysts require coverage of*).

Outputs Required

User Licenses

The Department recognises that the mandatory core requirements and additional features of Packages A & B (see below) may be addressed by a package of individual products supplied by the provider rather than a single overarching product. The following list outlines the minimum number (43) of user licences required for the broad product categories:

- News products (market commentary – excluding LNG) – 10 licences
- Data products (excluding LNG) – 15 licences
- LNG products – 8 licences
- Data tools – 10 licences

While the above lists the minimum user licence requirements for the contract, as set out in the 'ITQ Invitation to Quote – Questions AW5.2 Price Schedule' document, the contracting

authority reserve the right to increase the number of licenses up to the maximum value of the contract (£15,000 PA).

Package A – European Gas Market and Global LNG Market subscription

As a minimum the proposal must include the following core elements:

Mandatory core requirements

- 1) Daily UK and European wholesale natural gas prices
 - Comprehensive coverage of key markets including NBP, ZEE, TTF and NCG.
 - Include both prompt and forward contracts to at least five years out for most liquid hubs (NBP, TTF), and at least a year out for less liquid hubs (ZEE, NCG).
- 2) Comprehensive daily European natural gas market commentary
 - Broken down by market, including information on key price drivers, important market developments and related news.
- 3) Weekly global LNG price data and comprehensive weekly or monthly summary of global LNG market developments and news updates
 - Include benchmark spot LNG prices for a variety of key markets (e.g. Japan, UK).
- 4) Access to data, including historical UK and European gas price and spread data, as far back as possible and in spreadsheet format (either downloadable through online platform or Microsoft Excel files).
- 5) Access to LNG tanker movement data, including present and historic data on vessels travelling into and out of UK and Europe (e.g. volume carried).

In addition to the above minimum requirements the contracting authority would like bidders to detail any other features that may be provided as part of the subscription. Details of the types of additional features that may be supplied as part of a standard subscription package are detailed below.

Additional Features

- 6) Access to current and historic trade volume data across European natural gas hubs.
- 7) Current and historic information on individual long-term contracts (e.g. volumes, value) across UK and European natural gas markets and global LNG.
- 8) Comprehensive LNG netback and shipping cost data from/to a wide range of origins/destinations around the globe.
- 9) Reporting and information on global LNG assets.

News and data sharing terms

- 10) Agreement that BEIS will circulate regular and ad hoc gas markets briefings and analysis – these documents may be distributed unlimitedly within government, and would include:
 - Daily day-ahead wholesale gas price data and daily front month/season/quarter prices where deemed appropriate
 - A summary of key UK and European market developments, compiled from commentary sourced from successful bid's European gas market coverage.These briefings would not be circulated outside government.
- 11) Permission to inform government ministers and colleagues within Government Departments of pertinent daily gas/LNG price data during periods of heightened government interest (e.g. during winter).
- 12) Agreement to circulate selected news reports of interest on an ad hoc basis to colleagues within Government Departments.
- 13) Agreement that BEIS can provide averages of price, where the underlying individual prices cannot be discerned accurately, to government ministers, colleagues within Government Departments and to the public if required.

Package B – European Electricity Market subscription

As a minimum the proposal must include the following core elements:

Mandatory core requirements

- 1) Daily Over-The-Counter UK and European wholesale electricity prices
 - Comprehensive coverage of key markets including UK, German, French and Dutch markets.
 - Include day-ahead and forward wholesale electricity bid –offer price data out to at least six seasons for baseload and at least five seasons for peak.
- 2) Spark and dark spreads in key markets.
- 3) Comprehensive daily European electricity market commentary
 - Broken down by market, including information on key price drivers, important market developments and related news.
- 4) Access to data, including historical UK and European electricity price and spread data, as far back as possible and in spreadsheet format (either downloadable through online platform or Microsoft Excel files).

In addition to the above minimum requirements the contracting authority would like bidders to detail any other features that may be provided as part of the subscription. Details of the types of additional features that may be supplied as part of a standard subscription package are detailed below.

Additional Features

- 5) Access to current and historic trade volume data across UK and other European electricity markets.
- 6) Comprehensive weekly and quarterly summary of UK and European electricity markets including market developments, price drivers and news updates. The daily report should also be available in both PDF and Excel format.
- 7) Daily Over-The-Counter UK and European intraday wholesale electricity prices.

News and data sharing terms

- 8) Agreement that BEIS will circulate regular and ad hoc electricity markets briefings and analysis – these documents may be distributed unlimitedly within government, and would include:
 - Daily day-ahead wholesale electricity price data and daily front month/season/quarter prices where deemed appropriate
 - A summary of key UK and European market developments, compiled from commentary sourced from successful bid's European electricity market coverageThese briefings would not be circulated outside government.
- 9) Permission to inform government ministers and HMG colleagues of pertinent daily electricity price data during periods of heightened government interest (e.g. during winter)
- 10) Agreement to circulate selected news reports of interest on an ad hoc basis to colleagues within Government Departments
- 11) Agreement that BEIS can provide averages of price, where the underlying individual prices cannot be discerned accurately, to government ministers, colleagues within Government Departments and to the public if required

Ownership and Publication

BEIS is committed to openness and transparency, so the supplier will retain ownership of the products provided. Unless specified in the “News and data sharing terms” above, BEIS will not publish anything without prior consent.

The figure submitted within AW5.2 pricing schedule will be used for evaluation purposes. The maximum value of this contract will be £15,000 PA excluding VAT. Where the contracting authority wish to increase the number of licences at a later stage this can be done up to the maximum value stated above.

Timetable

The indicative timetable for use of the product is 15th July 2019 and to run for one full year with the option to extend for the additional year. As part of the tender response the supplier must confirm that services can be provided on the above date.

Working Arrangements

The successful bidder will be expected to identify one named point of contact through whom all enquiries can be directed. A BEIS project manager will be assigned to the project and will be the central point of contact.

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	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Mandatory Requirements of the Specification
Quality	AW6.2	Variable Bids
Quality	AW6.3	Delivery of Services
-	-	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	AW5.2	Price	50%
Quality	PROJ1.1	Methodology	40%
Quality	PROJ1.2	Data Tools	10%

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

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

Section 6 – Evaluation questionnaire

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

Guidance on completion of the questionnaire is available at
<http://www.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 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 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 Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 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 Emptoris.
- 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 Emptoris e-sourcing tool.
- 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 Emptoris.
- 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

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