



Invitation to Quote

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

Subject: Contracts for Difference Market Reference Price Project

Sourcing Reference Number: CR20008

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 2.0

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

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	Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, Westminster, London, SW1H 0ET
3.2.	Buyer name	Alex Thomas
3.3.	Buyer contact details	Research@ukbs.co.uk
3.4.	Maximum value of the Opportunity	£30,000.00 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	Monday, 3 rd February 2020
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Tuesday, 11 th February 2020 11:00am
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Thursday, 13 th February 2020
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday, 17 th February 2020 11:00am
3.10.	Date/time Bidders should be available if clarifications are required	Thursday, 20 th February 2020
3.11.	Anticipated notification date of successful and unsuccessful Bids	Monday, 24 th February 2020
3.12.	Anticipated Contract Award date	Monday, 24 th February 2020
3.13.	Anticipated Contract Start date	Thursday, 27 th February 2020
3.14.	Anticipated Contract End date	Tuesday, 31 st March 2020
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

Background

Summary:

The Contracts for Difference ('CfD') scheme is the government's principle mechanism for supporting new large-scale low carbon electricity deployment in Great Britain ('GB'). As we work towards meeting our net zero commitment and the proportion of our electricity generated from renewables grows, ensuring all generators are incentivised to operate in a way that maximises the benefit they bring to the wider system will become increasingly important.

BEIS is seeking specialist advice ahead of its forthcoming CfD auctions planned for 2021, to ensure that the scheme continues to deliver value for money for consumers throughout the full 15-year lifetime of support to generators¹, whilst securing sufficient renewable electricity generating capacity to meet the government's energy policy needs. This project will explore how the design of the CfD, specifically the role of the market reference price for intermittent renewables, influences generating behaviour both from an operational and trading perspective.

Background:

The UK was one of the first major economies to set a legally binding target to cut all greenhouse gas emissions to net zero by 2050 and end its contribution to global warming. Decarbonising the power sector is a vital part of the UK's efforts to meet this net zero target.

The Contracts for Difference ('CfD') scheme is the government's principle mechanism for supporting new large scale low carbon electricity deployment in Great Britain ('GB'). CfDs for renewable technologies are mainly allocated through an auction mechanism ('allocation rounds' or 'ARs'). There have been three CfD auctions since 2015, with the most recent auction in 2019².

The CfD supports developers by providing both subsidy and revenue stability for 15 years. Generators receive revenue from selling their electricity into the market as usual, independently of the CfD. When they generate when the CfD market reference price is below the strike price, generators receive a top-up payment for the additional amount. Conversely for generation when the reference price is above the strike price, the generator must pay back the difference. This provides a degree of income stabilisation for new projects, making projects that have high up-front costs but long lifetimes attractive to investors.

Further information on the operation of CfDs and previous auctions is available on the BEIS website at: <https://www.gov.uk/government/publications/contracts-for-difference/contract-for-difference>.

¹ CfDs provide payments for 15 years from when the project starts generating electricity. It may be several years between the auction in which a CfD is awarded and payments commence.

² CfD allocation round 3 results are available here: <https://www.gov.uk/government/publications/contracts-for-difference-cfd-allocation-round-3-results>

The next allocation round is planned for 2021. We keep the CfD scheme under review in order to ensure that the scheme continues to deliver value for money for consumers as the industry develops. We are in the process of planning the fourth allocation round ('AR4') with the intention of consulting on possible changes early this year.

Renewables have a significant role to play in the decarbonisation of the electricity system to meet our net zero commitments. As the proportion of our electricity that comes from variable renewables grows, ensuring all generators are incentivised to operate in a way that minimises their system cost and maximises the benefit they bring to the wider system will become increasingly important. Scenarios produced by the Committee on Climate Change for 2030 and 2050 see variable renewables providing 50-75% of overall electrical energy production, but are contingent on significant levels of system flexibility, such as interconnectors, storage and demand side response³. CfD generators being insulated from wholesale market signals offers greater certainty for investors but limits the incentives for generators to export power in accordance with the needs of the system and may not drive innovation.

Aims & Objectives of the Project

BEIS is seeking specialist advice ahead of its forthcoming CfD auctions, to ensure that the scheme continues to deliver value for money for consumers throughout the full 15-year lifetime of support to generators, whilst securing sufficient renewable electricity generating capacity to meet the government's energy policy needs.

The work package will support BEIS work on the future design of the CfD scheme. Recent industry developments, including the steep fall in the costs of some renewable technologies and the increasingly significant contribution of renewables to the electricity system, mean that it may be appropriate for BEIS to revisit the broad parameters of the scheme to facilitate the efficient integration of renewables to the electricity system.

In this project, we wish to explore how the design of the CfD influences generating behaviour. Specifically, it will address the role of the CfD market reference price for intermittent renewables (such as solar and wind). For intermittent technologies, the market reference price is currently the GB day-ahead hourly price, and for baseload technologies it is the GB season-ahead price⁴.

Some published studies cite changes to the CfD reference price as a way of exposing CfD generators to more market signals⁵. This project is to produce a detailed assessment of the impact of changing the reference price on generator behaviour. The work package is expected to include how intermittent renewable electricity generators currently behave in the GB electricity system with and without a CfD, and how a different intermittent market reference price could impact the behaviour of CfD generators. This project will help to inform

³ Committee on Climate Change (2019) Net Zero – Technical Report, available here: <https://www.theccc.org.uk/publication/net-zero-technical-report/>

⁴ Further information is available on the LCCC's website: <https://www.lowcarboncontracts.uk/payments>

⁵ For example, NERA Economic Consulting and Imperial College London (2015) System Integration Costs for Alternative Low Carbon Generation Technologies – Policy Implications, page 41

future policy design of the CfD scheme, particularly work considering the extent to which increased exposure to market signals could be incorporated into the regime.

The research questions for this project are:

- 1) How would intermittent generators behave (or be expected to behave, both in terms of operation and investment decisions) in the GB electricity system in the absence of the CfD regime or other renewable support mechanism?
 - This should include consideration of how generators would: trade their output; maximise revenues (including participation in other markets); manage risk
 - This could also include how these behaviours may translate into impacts on the system (e.g. timeliness, reliability and flexibility of generation)
 - This should include consideration of the differences for different types of renewable generation technologies.
- 2) How do intermittent CfD generators currently behave (both in terms of operation and investment decisions) in the GB electricity system? (in reference to the same considerations above)
- 3) How would changing the intermittent market reference price change the behaviour (both in terms of operation and investment decisions) of intermittent CfD generators in the GB electricity market, compared to the behaviour described under 2)?
 - Changes to the market reference price should include (but are not limited to):
 - moving to a more forward market (e.g. day-ahead vs week-ahead vs month-ahead); and
 - lengthening the reference market time period (e.g. 1-hour vs peak/off-peak vs 1-day vs 1-month)
 - Impacts to be considered could include (but are not limited to):
 - Location of new sites
 - Relative competitiveness of different technologies
 - Participation in other markets (e.g. ancillary services)
 - Technological innovation
 - Co-located storage (installation and way it is used)
- 4) How would changing the intermittent market reference price impact on the financing of new renewable projects?
 - This should include consideration of how the impact may be different for different renewable generation technologies.

Suggested Methodology

We require as part of the contract finder competition for applicants to describe their proposed methodology and outline how it would be used to answer the research questions. We anticipate that the following methods could be used:

- Literature review – review of any published literature that considers how the market price obtained can impact on generator behaviour (in particular, intermittent

renewables). This could reference studies or examples within and outside of GB.

- Qualitative analysis - the contractor will be expected to understand the GB electricity market, routes to market for renewable generators, the potential impact of changes to the CfD regime on incentives and hence generating behaviour, and the wider impacts of these behaviours (e.g. on balancing the system). The contractor may be able to apply experience and understanding of the GB electricity sector to logically set out the ways in which generator behaviour may differ with exposure to different market prices.
- Economic modelling – economic modelling may be used to support qualitative analysis (e.g. to quantitatively demonstrate the differences between financial incentives where different market prices apply). Any modelling is expected to be hypothetical and therefore not commercially sensitive.

Bidders should specify any qualifications to their anticipated work outputs (e.g. data availability).

Given the specialised nature of the study, bidders should give consideration to assembling a team with expertise across both market and economic knowledge.

The deadlines for this work are challenging and bidders should demonstrate how these will be met.

Deliverables

The following outputs will be required from the research:

- Presentation of the interim findings;
- Presentation of the final findings;
- A final (potentially publishable) report which summarising all actions taken as part of this project and their expert assessment;
- Both raw data obtained throughout the research as well as the data used within the report, in an appropriately accessible format (if applicable) (any commercially sensitive data can be anonymised);
- A full quality-assured spreadsheet model and any associated models created or utilised for any calculations (if applicable).

The final report should answer the research questions set out above, including a detailed assessment of the incentives in place in the CfD regime as a result of the choice of market reference price and their impact on generator behaviour compared to non-CfD generators. The final report is expected to be in word / PDF format. Supporting materials may be provided in Excel and/ or PowerPoint.

We would expect any quantitative analysis/modelling to be quality assured in line with government guidance on producing quality analysis:
<https://www.gov.uk/government/publications/the-aqua-book-guidance-on-producing-quality-analysis-for-government>

Publication:

BEIS may choose to publish the final report. None of the analysis or report should be shared with third parties without BEIS' consent. Final documentation should be clearly marked as [provider name] on behalf of BEIS. BEIS will provide relevant branding as appropriate.

Timetable:

The final report should be completed and delivered by the end of March 2020. Bidders are expected to propose a planned timetable for their completion of the work package.

It is expected that the contractor will provide weekly updates to BEIS, which can take the form of an email or call (form to be agreed with contractor). The contractor is also expected to attend (via teleconference or a face to face meeting) two progress meetings while the project is underway to present the interim findings and final report. PowerPoint slides should be used for updates at key milestones. Bidders are expected to include these milestones in a proposed timeline.

BEIS require all reports to be produced to a sufficiently high standard in order to be published if necessary/appropriate. Our experience shows that this may require several drafts. Bidders should state how they intend to minimise the risk of submitting a draft report which requires extensive reworking, and how they intend to allow time for feedback to be incorporated into the final report.

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 ($5+5+6=16 \div 3 = 5.33$))

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	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	50%
Quality	PROJ1.2	Understanding the Environment	20%
Quality	PROJ1.3	Project Plan and Timescales	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.
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All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example
 Evaluator 1 scored your bid as 60
 Evaluator 2 scored your bid as 60
 Evaluator 3 scored your bid as 40
 Evaluator 4 scored your bid as 40
 Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.
 Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
 Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
 Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
 Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
 Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.
 Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 $(80/100 \times 50 = 40)$

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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