



Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Trade & Investment
Subject UK SBS: Sales Agent to manage the sale of the Milan Expo
UK Pavilion Assets.

Sourcing reference number: PR150073


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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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UKSBS

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

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

Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

UK Trade and Investment

UK Trade and Investment helps UK-based companies succeed in the global economy. UKTI also help overseas companies bring their high quality investment to the UK's dynamic economy which is acknowledged as Europe's best place from which to succeed in global business.

The UK Trade & Investment offers expertise and contacts through its extensive network of specialists in the UK and other diplomatic offices around the world.

The organisation provides companies with the tools they require to be competitive on the world stage.

UK Trade and Investment achievements include:

- UKTI launched its five-year strategy Britain Open for Business in May 2011 which set out a clear vision for realising the Government's ambitions for growth through trade and investment. During the year it realigned its headquarters function to more effectively deliver this strategy.
- In 2011-12 we assisted 25,000 UK businesses generate around £30 billion of additional sales which created or safeguarded well over 100,000 jobs. We exceeded our target of 750 inward investment successes and helped the UK maintain its position as the second most successful defence exporter, exporting £8 billion of defence and security goods and services.

www.ukti.gov.uk

Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	UK Trade and Investment
3.2	Buyer name	Bernie Marsh
3.3	Buyer contact details	Bernie.marsh@uksbs.co.uk
3.4	Estimated value of the Opportunity	£100,000 (inclusive of fixed fees (if any) plus sales commission)
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	16/11/2015 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	24/11/2015 1400hrs
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	25/11/2015 1400hrs
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	27/11/2015 1100hrs
3.10	Date/time Bidders should be available if face to face clarifications are required	02/12/2015
3.11	Anticipated rejection of unsuccessful Bids date	03/12/2015 14.00
3.12	Anticipated Award date (no standstill period)	03/12/2015 14.00
3.13	Anticipated Contract Start date	04/12/2015
3.14	Anticipated Contract End date	31/03/2016
3.15	Bid Validity Period	90 Days

Section 4 – Specification

4.1 Introduction

The UK participated at the World Expo 2015 in Milan from 1 May to 31 October. The core theme of the Milan Expo was Feeding the planet, Energy for life and the UK's national theme was 'Grown in Britain and Northern Ireland'. Led by UK Trade & Investment (UKTI) and with support from seven HM Government departments, a stand-out UK Pavilion inspired by the role of the bee in the global ecosystem was created to offer visitors a unique experiential journey.

The UK Pavilion includes a 50 tonne 'Hive' structure which is a 14 metre cuboid lattice inspired by the shape of a honeycomb. There are 32 horizontal layers which are intricately made up of over 169,000 individual structural components and the hive as a whole pulses and buzzes with links to the movement of bees in a real beehive in the UK. There are also 891 LED lights within the hive representing the UK bees.

UKTI has been instructed by our Minister, Lord Maude, that he would like a legacy from the UK Pavilion. To fulfil the legacy and after assessing several options the Minister has specified that the UK Pavilion must be offered for an open sale.

At the Expo awards ceremony the Pavilion was awarded the World Expo organising committee's highest design accolade, The Bureau International des Expositions (BIE) gold award for architecture and landscape.

Details of the gold award can be found at the attached link:

<https://www.gov.uk/government/news/gold-award-for-british-design-and-build-at-2015-world-expo-in-milan>

This was not the only accolade awarded to the UK Pavilion however, a host of other design awards, including Blueprint's award for Best Public Use Project with Public Funding and an international jury prize from the Italian National Association of Architects we're all given to the Pavilion during the Expo.

The UK Pavilion Assets and associated IPR is being made available for sale in one lot although some elements of the UK Pavilion will have been disposed of as part of the initial site clearance exercise (Pavilion orchard, swarm wall, meadow, walkway, terrace and conference area). So, in practice we will be selling both physical assets (the Hive which will be carefully dismantled, labelled and packed) plus design assets (rest of the UK Pavilion) giving the buyer flexibility to re-create when they re-build.

UKTI requires Sales Agent to act on the departments behalf to solicit interest to from third parties to purchase the UK Pavilion Assets and keep them publically accessible. The Sales Agent must be able to act instantly upon award of the contract to fulfil UKTI's needs. The Sales Agent will manage the sale in accordance with the conditions of sale.

4.2 Objectives, Scope & Service Conditions

4.2.1 UKTI objectives for the sale are to;

- Dispose of the UK Pavilion Assets in a manner acceptable to Lord Maude and justifiable to the treasury regarding managing public money.
- Dispose of the UK Pavilion Assets, without risk of a legal challenge and resulting in UKTI having no liability for the UK Pavilion Assets post-sale.
- UKTI to pass title for the UK Pavilion Assets on or before 31 March 2016.

4.2.2 UKTI's conditions for sale are the following;

4.2.2.1 The UK Pavilion Assets are to be publically accessible for viewing in the United Kingdom for a minimum period of 1 year.

4.2.2.2 Ideally the UK Pavilion Assets would be displayed for free, however the Sales Agent may also invite bids from those intending to charge so as not to jeopardise the sale. UKTI will make an assessment of bids and make the final decision on the sale if competing buyers for the UK Pavilion Assets are offering different options in regards to public accessibility. The evaluation will take into consideration the sale price, cost of public access and the length of time that the potential buyer would adhere to its proposal for public access.

4.2.2.3 The buyer of the UK Pavilion Assets must not have any associations that would cause public concern upon sale. UKTI will discuss these conditions with the successful Sales Agent and UKTI reserves the right not to complete a sale.

4.2.2.4 The UK Pavilion Assets and associated IPR is being made available for sale in one lot. Some elements of the UK Pavilion will have been disposed of as part of the initial site clearance exercise (Pavilion orchard, swarm wall, meadow, walkway, terrace and conference area). So, in practice we will be selling both physical assets (the Hive which will be carefully dismantled, labelled and packed) plus design assets (rest of the UK Pavilion) giving the buyer flexibility to re-create the UK Pavilion Assets when they re-build.

4.2.2.5 The buyer accepts full title and associated ownership costs upon completion of sale. The buyer is responsible for all obligations and costs associated with the UK Pavilion Assets upon completion of the sale (including storage costs beyond 31st March 2016, assembly and maintenance).

4.2.2.6 The Sales Agent must ensure that prospective buyers meet the requirements set out above and that prospective buyers are willing and able to make publically accessible the UK Pavilion Assets in the manner requested. In addition the Sales Agent must collect basic information on the prospective buyers and pass this information to UKTI for them to carry out vetting checks.

4.2.2.7 UKTI reserves the right to put in place non-disclosure agreements (NDAs) to prevent the details of the sale (buyer and price) in the event that the buyer requests this info not to be made public.

4.2.2.8 UKTI reserves the right to waive the conditions of sale 4.2.2.1 and 4.2.2.2 on a case by case basis if there are merits of a particular bid which outweighs the benefits of those conditions 4.2.2.1 and 4.2.2.2. NOTE: UKTI will provide guidance on this threshold to the successful Sales Agent.

4.3 Specifying Services

4.3.1 Sales Agent Obligations

The Sales Agent will be responsible for the complete end to end process of the sale, up to and including management of the transfer of title. Including but not limited to the following:

- Promotion of the sale and generating market interest
- Management of the sale process.
- To work with UKTI to provide advice on an appropriate minimum 'reserve' sale price dependent on the conditions of sale being met.
- Provide UKTI with advice on the legalities of sale (supplementary to UKTI's appointed legal advice).
- Provision of information to UKTI relating to potential buyers so that UKTI can carry out background checks for suitability to meet conditions of sale.
- Support UKTI on the completion of the sale including coordination of documents and solicitors for the terms of sale.
- Provide support and assistance with post sale communications and transfer arrangements between the buyer and the seller.

The Sales Agent would be required to advertise the UK Pavilion Assets for sale on a public platform to allow equal opportunity for bids. This should be done in conjunction with the Sales Agent being able to pursue any leads they may have in order to increase the likelihood of a successful sale. The agent will work with UKTI to recommend the most appropriate method of sale.

The Sales Agent shall have established contacts in the market to facilitate a sale.

This agreement will be in place until the date after which the sales process has ended and title transferred to the buyer (the Completion Date), which is expected to be no later than 31st March 2016.

Note. Completion Date shall be defined as the date the full payment has been received by UKTI for the full sale price and the title has transferred to the buyer.

4.3.2 Key Timescales

The Sales Agent will have to work to the following timeline;

Milestone 1. 3rd December 2015 - Contract award date

Milestone 2. 4th December 2015 - First meeting with UKTI on or before Friday 4th December

Milestone 3. 7th December 2015 - Sales Agent commences mobilisation of sales activities

Milestone 4. 15th January 2016 - Buyer searches completed and, if required, UK Pavilion Assets put to Auction.

Milestone 5. 30th January 2016 - Dismantling of the UK Pavilion Assets begins.

Milestone 6. 31st March 2016 - End of financial year, by which UKTI must have no further ownership, responsibility or liability for the UK Pavilion Assets.

Viewing of the UK Pavilion Assets can be arranged during December and January subject to prior

reasonable notice.

4.4 Price, Incentives, Payment and Invoicing.

4.4.1 The financial incentive for the Sales Agent shall be a percentage based fee with a cap and a fixed fee allowance for recovery of basic costs (fixed fees) should the UK Pavilion Assets fail to be sold. The agent is requested to quote their basic fixed fees in their bids; these should cover producing sales materials, any fees for advertising in specialist press, websites etc. and sales team costs, overheads and profit.

4.4.2 Bidders must complete price schedule AW5.2 for the fixed fee element and AW5.8 for commission fees. Fixed Prices and commission fees will be scored in accordance with the evaluation criteria at section 5 of the ITQ document. Bidders may opt to submit a no-sale no-fee proposal based on confidence of recovering costs through commission fees from a successful sale.

4.4.3 Payment of the fixed fee shall be as per the winning bidders proposal stated in price schedule AW5.2 and shall be invoiced after successful completion of Milestone 4 (15th January 2016).

4.4.4 Commission Fees shall only be invoices after the Completion Date and in accordance with the winning bidders price schedule AW5.8. Commission will be paid as a percentage fee of the final sale value net of any additional costs incurred by the client associated with the sale.

4.4.5 The total fees due to the Sales Agent upon successful completion of the sale of the UK Pavilion Assets shall not exceed whichever is the lower of either (a) the successful tenderers costs detailed in AW5.2 plus AW5.8 or (b) the cap of £100,000.

4.5 Security and Confidentiality of Information

4.5.1 The Sales Agent must treat all financial information as commercially sensitive and bidders are requested to observe section 7.41 of this ITQ documents.

4.5.2 Any communications regarding the sale of the UK Pavilion Assets shall be subject to approval from UKTI.

4.5.3 As referenced in 4.2.2.7 UKTI reserves the right to put in place Non-Disclosure Agreements (NDAs) to prevent the details of the sale (buyer and price) in the event that the buyer requests this info not to be made public.

4.6 Management of the Agreement

The Sales Agent shall provide UKTI with a comprehensive weekly update regarding the progress of the open sale. Including but not limited to; what actions the agent has taken, what communications it has received from prospective buyers and updates to the envisaged timeline.

The Sales Agent shall pass on to UKTI all information received by prospective buyers.

UKTI reserves the right to withdraw the UK Pavilion Assets from sale at any time.

4.7 Documentation

UKTI will provide the Sales Agent with the following documentation upon award of contract;

- UK Pavilion Assets structure designs and specification
- Further images upon request
- Operation and maintenance manuals
- Contact details of the original construction company

4.8 Required Interface with other Agencies or Services

The Sales Agent will liaise with the expo site for any potential viewings of the UK Pavilion Assets whilst it remains on site. UKTI's involvement will be limited to facilitating accreditations and security approvals for site access.

Attachments

- 1 – An internal view of the Hive.
- 2- An internal view of the Hive towards sunset
- 3 – An external view of the Hive and wider Pavilion
- 4 – Three different view of the Hive
- 5 – Overhead view of glass floor
- 6 – UK Pavilion Overhead visual 1
- 7 – UK Pavilion Overhead visual 2
- 8 – UK Pavilion Side Views
- 9 – A300 – Elevation 1&2

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	SEL1	Experience
Quality	SEL2	Capacity and Mobilisation
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price – Fixed Fees	18%
Price	AW5.8	Price – Commission Fees	12%
Quality	PROJ1	Method Statement	56%
Quality	PROJ2	Working with UKTI	14%
Quality	PROJ3	Risk Identification	Non scored – for information only

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the

	response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

Price elements will be judged on the following criteria.

AW5.2

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 £10,000 scores 100.

Bid 2 £12,000 differential of £2,000 or 20% remove 20% from price scores 80

Bid 3 £15,000 differential £5,000 remove 50% from price scores 50.

Bid 4 £17,500 differential £7,500 remove 75% from price scores 25.

Bid 5 £20,000 differential £10,000 remove 100% from price scores 0.

Bid 6 £30,000 differential £20,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

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

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

AW5.8

The lowest percentage fee 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 percentage fee. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 Fee of 3.00% scores 100.

Bid 2 Fee of 3.60% differential of 0.6 or 20% remove 20% from price scores 80

Bid 3 Fee of 4.50% differential 1.5 remove 50% from price scores 50.

Bid 4 Fee of 5.25% differential 2.25 remove 75% from price scores 25.

Bid 5 Fee of 6.0% differential 3.0 remove 100% from price scores 0.

Bid 6 Fee of 9.0% differential 6.0 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 x 50 = 40)

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

Bidder guidance for submission of Bidder's Cap in AW5.8

Bidder's Cap of commission fee will be used to check that the overall £100,000 cap is not exceeded. Bidder's Cap of Commission Fee will also be used as a differentiator only in the event that two or more bidders score equal total points across all aspects of the ITQ then the bid with the lowest cap of commission fee will be ranked in first place.

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

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