# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of STFC**

**Subject UK SBS Immersive Screen Move or Replacement**

**Sourcing reference number UK SBS PR17020**

**UKSBS**

Shared **Business** Services

**Table of Contents**

*Please note – Appendices B&C can also be found in the RFx attachments if the embedded documents fail to open.

# 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 Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

**Our Customers**

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

# Section 2 – About the Contracting Authority

**Science and Technology Facilities Council (STFC)**

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

**Examples of funded research**

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy

- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs

- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria

- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.ac.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 | Science and Technology Facilities Council (STFC) Daresbury Laboratory, Keckwick Ln, Warrington WA4 4AD |
| 3.2 | Buyer name | Laura Lewis |
| 3.3 | Buyer contact details | Email: laura.lewis@uksbs.co.uk Tel: 01793 867115 |
| 3.4 | Estimated value of the Opportunity | £75,000.00 - £150,000.00 (Inc. VAT) |
| 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 will result in the Bid not being considered.** |

| Section 3 - Timescales | | |
|---|---|---|
| 3.6 | Date of Issue of Contract Advert and location of original Advert | 05/10/2017 Contracts Finder |
| 3.7 | Latest date/time ITQ clarification questions shall be received through Emptoris messaging system | 20/10/2017 14:00 |
| 3.8 | Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris | 24/10/2017 11.00 |
| 3.9 | Latest date/time ITQ Bid shall be submitted through Emptoris | 27/10/2017 14.00 |
| 3.10 | Date/time Bidders should be available if face to face clarifications are required | N/A |
| 3.11 | Anticipated selection and de | |

| | selection of  Bids notification date | 03/11/2017 |
|---|---|---|
| 3.12 | Anticipated Award date | 06/11/2017 |
| 3.13 | Anticipated Contract Start date | 10/11/2017 |
| 3.14 | Anticipated Contract End date | 09/02/2021 |
| 3.15 | Bid Validity Period | 60 Days |

# Section 4 – Specification

## Overview

The Hartree Centre of the Science & Technology Facilities Council (STFC) is entering into a tender process for the relocation of some of the existing visualisation facilities to a different building on the same campus, acquisition of replacement equipment and installation of new collaborative and development rooms at its new premises on the Daresbury Laboratories site.

The newly relocated and updated visualisation facilities will complement a large investment in supercomputing capabilities at the Hartree Centre, Daresbury. In addition to large-scale visualisation these procured facilities must be capable of supporting collaborative working with partners who may have the same or significantly different resources. Connectivity between visualisation and High Performance computing for scalability and computational steering will also be an important element.

The supplier will be expected to work collaboratively with Hartree (and its academic and commercial partners) to develop visualisation applications for future extreme high performance and data intensive computing systems and to enable the wider use of high performance computing technology by UK industry to enhance the UK's international competitiveness.

We are looking for a partner who can supply world-leading facilities, who has the expertise to enable us to make full use of the facilities, and who is prepared to contribute to the development of Hartree activities.

## Background to the Requirements

### *The Hartree Centre*

The Hartree Centre is part of the Science and Technology Facilities Council, one of the UK's research councils. One of STFC's remits is to provide large facilities to academics and researchers in the UK.

The Hartree Centre's role is, first and foremost, about accelerating industrial R&D. High performance computing is just one key tool used to help UK businesses and academia alike to push their research forward faster and more efficiently.

Hartree capabilities include:

o Petascale high performance computing
o High throughput computing
o Hyperscale storage
o Data analytics clusters – rested, streaming and predictive
o Cognitive computing platforms, including IBM Watson
o Accelerated and energy efficient platforms
o Specialist software and development expertise
o High-end visualisation suites

The Hartree Centre vision is for UK industry to fully embrace and integrate the latest digital and cognitive technologies into its business, to outperform global competitors, grow the economy and maintain the UK's position at the forefront of industrial innovation.

In essence Hartree's mission is to transform UK competitiveness by accelerating the adoption of data-centric computing, big data and cognitive technologies.

### The Hartree Centre Building move

The Hartree Centre is in the process of moving from its original location in Building A on the STFC Daresbury site to a new ground floor location in Building 2 on Keckwick Lane. The move is a result of the need to consolidate operations and to create a strong identity for the Hartree Centre. The staff have now been relocated. However some of the original visualisation facilities that were installed in a previous procurement in 2012 still need to be relocated into the new building. Other elements need replacing with updated technologies and some new functionality is proposed to meet new workflow and requirements.

The existing curved screen installation consists of:

o A large surround and immersive visualisation system supporting stereo on a 120 degree screen driven by 8 projectors in portrait mode and, capable of being used in a variety of use modes and limited to an audience of around 25.
o Computer, audio and control systems facilitate the operation of the room.
o The system is currently fitted with a 3D motion tracking system based on Infra-Red camera technology.

## Statement of Requirements

The purpose of this procurement is to re-establish the immersive curved screen facility as part of the Hartree Centre Visual Computing Centre in the new building (Building 2) and result in a system that is updated in performance and function compared to the existing system, which is currently installed in building A, while

reutilising as much of the existing components as practical.

The new space for the Hartree Visual Computing in Building 2 is in the process of being rebuilt to house the new Hartree Visual Computing facility. The installation of the Immersive Visualisation System is the first phase procurement for the Hartree Visualisation Centre.

Two options are being considered, to move and update the existing system or to move and update the existing system while replacing the display screen if this is considered necessary. Bidders are encouraged to consider either or both options.

For the purposes of this procurement, this can be considered as a standalone facility in its own room, but in the second phase of the procurement it will need to be integrated with the rest of the facility.

### *Operational Principles*
The key operational principles for the new Hartree Visualisation Centre will be to provide:

o **Differentiated capability** – to include state of the art computer systems and updated projection as a refresh to the existing installation.
o **Support Workflow and Operations** of the Hartree Centre – the facility is intended to work for users in Business Development, Public Outreach, Research Science and Development as well its partners.
o **Flexibility** – an ability to reconfigure display systems and sources to be connected between different rooms as needed.
o **Collaboration** – to support working in teams internally and with external partners and clients.
o **Ideation** – an ability to support idea creation, innovation, problem solving in teams.
o **Communications** – to enable users to communicate easily with remote partners and clients and to be able to easily share visual content over a range of diverse communication platforms.
o **Demonstration** – the facilities should also act as a showcase and promote the work of Hartree and STFC in general. This could be to clients, partners, sponsors, seminar attendees or the general public for outreach.
o **Development** – to provide an environment to track, evaluate and integrate and showcase emerging technologies.
o **Scalability**  - provide the ability to scale visual computing problems at 3 levels:
  o Ability to easily connect individual level computer visualisation systems into the visualisation infrastructure.
  o Provision of powerful standalone visualisation systems to drive the display facilities.
  o Access to extreme high performance problems running on the STFC HPC systems and provide advanced visual computing capabilities through remote visualisation.


The procurement will require the following:

- Move and retain where practical and economical.
- Minimise risk to the project and the schedule.
- Refresh with new technology where appropriate.
- Add new functionality to support the evolving workflow of the Hartree Centre.

## Summary of Key Elements

This procurement offers two approaches:

- Either this can be achieved by a move/upgrade of the existing facility,
- Or a move/upgrade of the existing facility but replacement of the display screen.

Bidders are encouraged to offer either approach, but it is preferred to not replace the screen unless it is considered absolutely necessary.

The key elements relating to this procurement are:

- Curved screen and supporting framework
- Projection system to include projectors, mirrors and rigs
- Auto-stack projector alignment system
- Stereo systems including emitter and eyewear
- Command and control system
- Primary and secondary workstations
- Graphics workstation cluster
- Optical tracking system
- Audio system
- Cabling and connectors

In considering the options to replace the display screen, the bidder is advised to consider the risks and practicality associated with moving the current system. The vendor will assume all responsibility and risk for the decommissioning, moving and reinstallation of the display system as well as ensuring that it can be brought into Building 2 undamaged. In the case of any damage to the existing display screen, during the move, or it becomes apparent that moving it is infeasible, the bidder shall outline the cost and schedule implications of this scenario in their proposal.

Whether the display screen is moved or replaced, the projection system should be connected and calibrated with the existing graphics cluster system through the secondary input to the projectors as well as the new main graphics computer system via the primary input. Switching between primary and secondary inputs can be performed initially via the existing control system for this phase of the project. It is anticipated that an upgraded or replacement control system will be used in the subsequent phase. It is also anticipated that the projector input cards on the primary input will need to be updated to interface with the new computer system.

The bidder must provide detailed plans for the system covering:

- Identification of how the reinstalled "Wall" and display equipment will be tethered to and sealed against the building structure
- Electrical requirements
- Air flow requirements
- Floor loading for each major sub-system
- Constraints on cable lengths

In all cases, a detailed plan of how the display system can be brought into Building 2 and installed should be submitted. While removal of doors may be possible, no structural changes to the building are permitted. Thus use of existing doorways will be required. Bidders must also ensure that there is sufficient space for handling and manipulation of any elements within the building during the installation process.

In all cases, the intention is to re-establish the existing system in the new building, while minimising cost and risk. The system needs to be reinstalled in such a way to support on-going operations at Hartree for at least the next 3 years, while updating the main computer system, external video input display management and system operation and control. Improvement of ease of maintenance and day to day operation is highly desirable.

Bidders will be offered the opportunity to inspect the current system and a full technical specification is provided. Bidders will also be offered the opportunity inspect the new location and be supplied with detailed plans for the relevant areas of Building 2.

In all approaches, the requirement is to completely clear the existing facility in building A of all equipment and structures to enable reuse by the new tenant.

The two approaches for delivering the new display system capability are summarised as follows :

**Approach 1: De-commission, Move and Re-commission the Curved Wall display system**

The following elements to be decommissioned, moved and reinstalled to full operation in the new building:

- Display screen
- Projectors
- Mirror systems
- Auto calibration system
- Existing graphics cluster system, to be installed in the new Machine Room (MCR)
- 3D Stereo systems including emitter and eyewear
- Command and control system
- Audio system.

The following elements to be updated:

- The display system video inputs will need to be updated to match the display output format of the new main computer system at 120hz 3D stereo. (Currently DVI input).
- The existing control system will be configured to enable the newly installed display system to switch between the new computer input and the existing graphics cluster system.

The following elements to be added to the current capability:

- A new a state of the art high performance visual computer system to drive the display.
- A virtual windowing facility to be able to ingest and display at least 4 media inputs and superimpose on the main screen. A minimum of HD resolution is required, but 4K or UHD and stereo inputs are desirable.
- Inclusion of a control station to operate the main computer system and graphics cluster as well as manage the room activities. This includes a repeat display, in a single graphics window, of the main display system content to be displayed across 1 or 2 monitors at the control station, ideally with a pixel resolution close to or equivalent to the main display.
- Ability to capture an arbitrary region of the screen, including any virtual windows, at Full HD resolution at 30 Hz, as an IP stream and be able to decode this with a software client on other systems on the network.

The following elements to be decommissioned and packed for storage:

- The existing main computer system
- 3D tracking system
- The secondary application node computer system
- Any other elements not immediately required for this first phase.


**Approach 2: De-commission, Move and Re-commission the Curved Wall display system, but with a New Replacement of the Curved Wall display Screen.**

An alternative option is for bidders is to offer a solution to meet the requirements outlined in Approach 1 above, but to provide an option to replace the Curved Wall Display Screen. This could be just the screen material itself or include the display screen frame structure. However items should only be replaced where it is considered impractical, uneconomic or expose the project to unacceptable risk.


*Operational Rooms relating to this procurement in the Visual Computing Facility*


**LH2 – 'Immersion Lab' (formerly Leverhulme)**

**Function**: The main use cases for this space will be to support communication and outreach although it will also be used for presentation and discussion. This will also be used to promote projects through the demonstration of Hartree capabilities. It will also be used to communicate outcomes of completed projects and provide a platform to communicate the work of Hartree to a wider audience.

**Facilities**: A combination of the current Leverhulme display system, updated visual computing hardware and improved connectivity will provide the basis of the newly relocated immersive room. The existing graphics cluster system will be retained. A number of facility enhancements will also improve its function, broadening its appeal across stakeholder groups. This will include enhanced soundproofing, décor and inclusion of zoned, dimmable lighting.

Computer equipment will be centralised in one machine room and provide greater interconnectivity between different resources. The existing tracking system is not used with this system and will be re-deployed in a later phase to enhance other systems in the visualisation suite and for now is to be placed in storage.

**Workflow**: This is a high impact facility and will typically be used for VIP and client visits. For projects this room will typically be used at the start and conclusion of a project to either help sell the project initially or communicate its outcomes. Other applications will be for broader outreach communications. Improved acoustics and less noise as well as a more welcoming space will enable longer visits and more in depth discussion of what is being displayed.

Different Use Modes will likely include:

o **Presentation mode** – One or more presenters giving a presentation to a group of up to 25 people using a combination of 3D visualisation and inputs from other sources such as PowerPoint, video playback and other Windows or Unix applications, all with the potential to be displayed on the screen simultaneously.

o **Analysis Mode** – this would likely follow on from a presentation, where the group would engage in discussion on what has been presented. Lighting would be raised to a level where people can see each other, but the main screen remains usable.

o **Cinema mode**: A pre-prepared presentation or media playback, with an audience seated away from the screen in a darkened space viewing a prepared presentation mixing animation, video insets and sound.

**Value Add:** This is a high impact showcase facility that will be used to impress, convince and gain trust as well as communicate complex concepts effectively. Improvements to the room will also enable this to be used more in the future for collaboration, discussion and potentially data review.

**Machine Room and Storage Room (MCR and SR)**

**Facilities**: The machine room (MCR) will house the main computer system and redeployed graphics cluster that drive the curved wall as well other equipment such as audio systems, switching systems and other computer systems to drive displays in other rooms, where practical. Loudspeakers will be still be deployed in LH2.

The MCR will also be the main connectivity point for visualisations running on any of the HPC systems in Building C. Media and control switching functionality in the MCR will be installed in a later phase and will enable a degree of flexibility and enable other the rooms in the Visualisation facility to have access to remote visualisation capabilities for both display and control.

The Store Room (SR) will be used to store equipment not in use, spares and supplies. It will be a mix of shelf and cabinet storage.

**Workflow**: The MCR will typically be accessed for maintenance purposes only. It is desirable that all operational aspects of the equipment can be performed from control interfaces in other rooms.

The SR will be accessed for depositing and accessing equipment and supplies stored.

**Value Add**: The purpose of the MCR is to centralise resources to provide efficient access, maintenance, cooling, cabling and noise management of the different elements servicing the different rooms. Noise is of particular concern in customer facing rooms and the MCR presents an opportunity to isolate much of the noise generated by equipment.

Centralisation also enables efficient distribution of sources and resources, so that any services in the MCR hub can be accessed and controlled throughout the facility.

**Centralisation of equipment:** By creating a single room within which computer hardware is placed, this enables a number of advantages including efficient cooling, noise reduction, simplified maintenance and greater flexibility in routing of sources to display destinations. Consideration needs to be given to length of cable runs so as not to incur undue latency in signal transmission as well as ease of access.

## Statement of Requirements

The structure of the requirements is a mixture of MANDATORY and DESIRABLE requirements.

**Mandatory means Mandatory: any response which does not comply with these minimum requirements will not be evaluated any further once it has become clear that a mandatory has not been met. .**

STFC requires the highest quality solution and marks will be awarded relative to the quality of your solution, and bidders are encouraged to exceed the minimum requirements where economically feasible, whilst remaining within the total overall budget range of £75k - £150k.

## The Rooms

Each supplier has been provided with plans of each of the existing facilities and the space and layout of the new rooms proposed to host the systems – please see Appendices B and C. Suppliers **MUST** visit the sites and undertake a survey prior to submitting a proposal.

The new room will have an initial indication of where key elements should be. The supplier is welcome to propose alternatives, noting that should any of these alternatives require room modifications beyond those already scoped, those costs must be included within this tender.

Risks associated with moving the current display system: The bidder takes on the full responsibility of ensuring that the display system is successfully moved.

# 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÷3 = 5.33)

## Pass / fail criteria

| Questionnaire | Q No. | Question subject |
|---|---|---|
| Commercial | SEL1.2 | Employment breaches/ Equality |
| Commercial | FOI1.1 | Freedom of Information |
| Commercial | FOI1.2 | 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 |
| Commercial | AW4.3 | Acceptance Criteria |
| Price | AW5.6 | Implementation of E-Invoicing |
| Quality | AW6.1 | Mandatory Requirements |
| Commercial | SEL3.11 | Compliance to Section 54 of the Modern Slavery Act |
| Commercial | SEL4.4 | Insurance cover |
| - | - | 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 | 30% |
| Price | AW5.3 | Price – Replacement Screen | 5% |
| Quality | AW6.2 | Installation Method | 10% |
| Quality | AW6.3 | Training | 5% |
| Quality | AW6.4 | Maintenance and Support | 13% |
| Quality | AW6.5 | Calibration system | 10% |

| Quality | AW6.6 | Computer system | 10% |
|---------|--------|-----------------|-----|
| Quality | AW6.7 | Repeat display | 2% |
| Quality | AW6.8 | 4K or UHD | 2% |
| Quality | AW6.9 | 3D Stereo | 2% |
| Quality | AW6.10 | Latency | 4% |
| Quality | AW6.11 | Free resizing of sources | 2% |
| Quality | AW6.12 | Templates | 3% |
| Quality | AW6.13 | Software Decode | 2% |

## Evaluation of criteria

**Non-Price elements**

Evaluation criteria for each non-price question will be specified in the bidder guidance of each individual question.

Where the 0-100 scoring methodology is referenced, please review the table below in relation to this:

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 = {weighting percentage} x {bidder's score} = 20% x 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 bidder guidance provided with each of them, where the 0-100 methodology is used then they will be scored using the table above. The evaluators will individually score your bid and following this there will be a moderation meeting to determine the final scores. Where an agreement cannot be reached on the score of an individual question during the moderation meeting, the question will be scored using the average of all the evaluators scores:
**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) ÷ 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 x 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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do check and recheck your Bid before dispatch.

**DO NOT**

7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.

7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.21 Do not exceed word counts, the additional words will not be considered.

7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes 📖

7.23    All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone **0345 010 3503.**

7.24    Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool.   Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.

7.25    Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.26    Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.27    We do not guarantee to award any Contract as a result of this procurement

7.28    All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.

7.29     We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.30    If you are a Consortium you must provide details of the Consortiums structure.

7.31    Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.32    Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site.  By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public

7.33    Your bid will be valid for 60 days or your Bid will be rejected.

7.34    Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them.  If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.

7.35    We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

7.36    If you fail mandatory pass / fail criteria we will reject your Bid.

7.37    Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.38    Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract.  In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

7.39   All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.

7.40   All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

**USEFUL INFORMATION LINKS**

- Emptoris Training Guide
- Emptoris e-sourcing tool
- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act

# Appendix A

## Hartree Leverhulme Visualisation System Specification

The following table lists the key specification values for the display system installed currently in Building A at the Daresbury site.

**STFC Hartree Centre**
**CurveWall System Specifications**

els

Vertical Resolution

Projector Brightness

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| Recommended Input Resolution | | |
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The following diagram shows the approximate dimensions measured from the current display system, shown in its current position in Building A in the Leverhulme room.
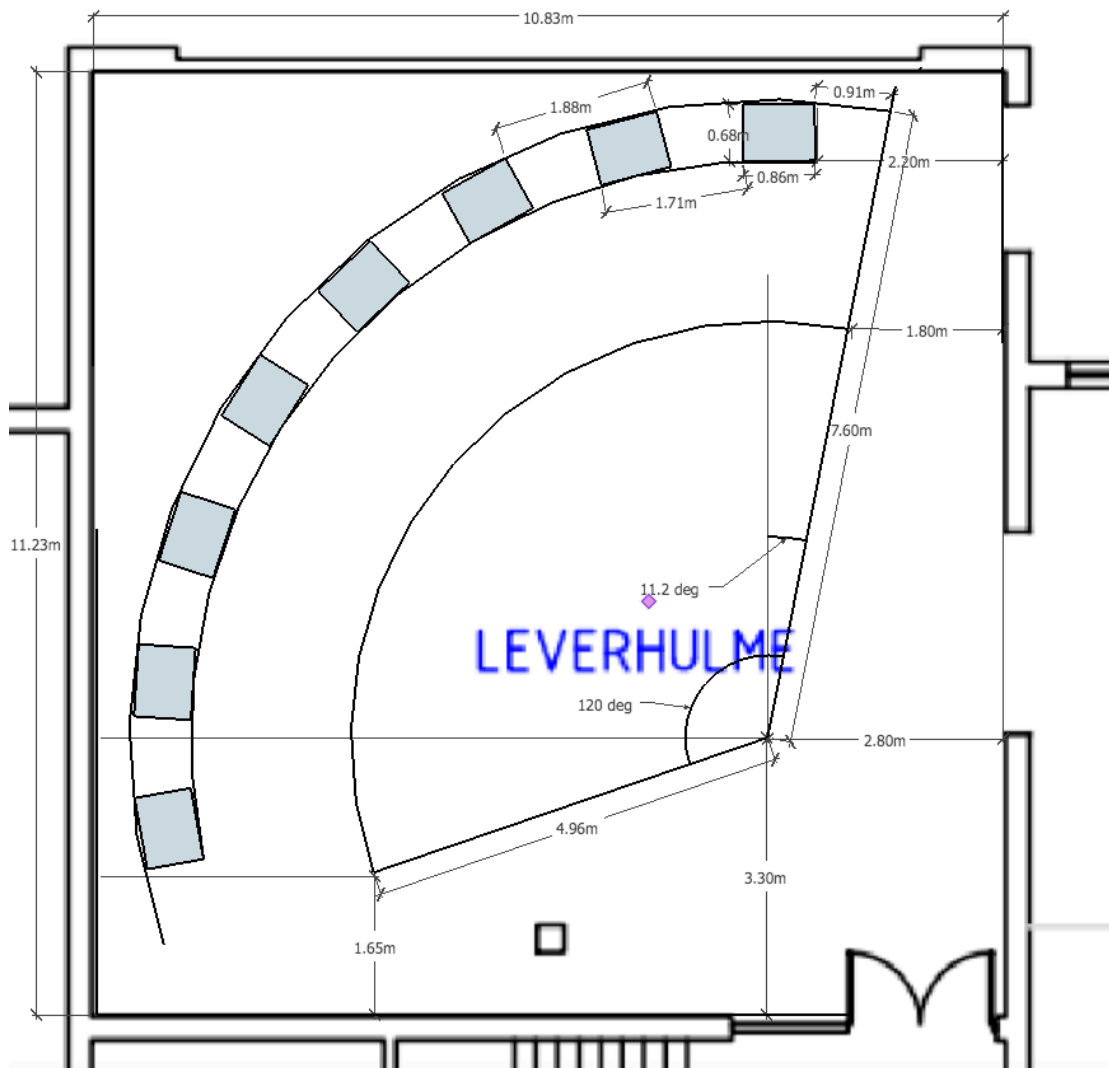
The following diagram shows the approximate dimensions measured from the current display system and shown in a potentially viable position in the designated room in Building 2 in the new Hartree Centre Visualisation facility
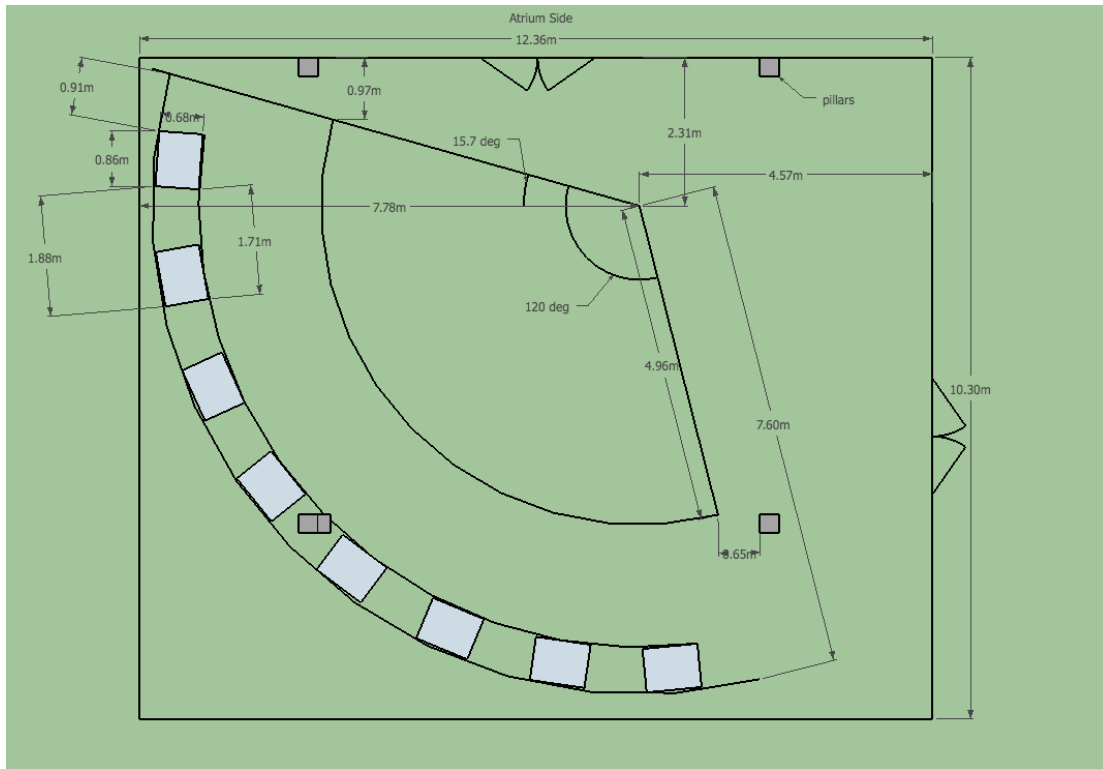
## Appendix B

Current Leverhulme Location – A Block – Ground Floor – Floor Plan.

PR17020_Current
Leverhulme Location_

# Appendix C

New Visualisation Suite Plans

PR17020_Hartree-vi
s-suite-plan_rev.pdf

PR17020_New
Building_Visualisation

Appendix C