

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Science and Technology  
Facilities Council**

**Subject UK SBS EU SST 3SST2015 Preparation of Final  
Deliverables**

**Sourcing reference number PS17212**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://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

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 Customers.

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

## Section 2 – About Our Customer

### 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](http://www.stfc.ac.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	Science and Technology Facilities Council, Rutherford Appleton Laboratory, Harwell Campus, Didcot, OX11 0QX
3.2	Buyer name	Chloe Smith
3.3	Buyer contact details	Professional.services@uksbs.co.uk
3.4	Estimated value of the Opportunity	Up to £80,000.00  Please ensure your total price to deliver the entire requirement for the full duration of the contract shall not exceed £80,000.00GBP excluding VAT.
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	27/09/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	04/09/2017 14.00hrs GMT
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	05/09/2017 14.00hrs GMT
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	10/10/2017 14.00hrs GMT
3.10	Date/time Bidders should be available if clarifications are required	N/A

3.11	Anticipated rejection of unsuccessful Bids date	19/10/2017
3.12	Anticipated Award date	20/10/2017
3.13	Anticipated Contract Start date	23/10/2017
3.14	Anticipated Contract End date	31/12/2017
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### Introduction

#### Science and Technologies Facilities Council (STFC), Rutherford Appleton Laboratory (RAL), RAL Space

The Science and Technology Facilities Council (STFC) is one of seven research councils in the UK. The research councils form part of UK government and report to the Department for Business Energy and Industrial Strategy (BEIS). Compared to the other research councils, we are unique in that we run major science programmes using our own research capability and act in support of the major UK physical science facilities, as a result we are able to offer unique access to world-class science expertise and facilities to UK industry and other government agency customers. With headquarters in Swindon located alongside the other research councils, the major sites that STFC operates are:

- Rutherford Appleton Laboratory (RAL), Oxfordshire;
- Chilbolton Observatory, Hampshire;
- Daresbury Laboratory, Cheshire;
- UK Astronomy Technology Centre, Edinburgh.

RAL Space, based at STFC's Rutherford Appleton Laboratory (RAL), carries out an exciting range of world-class space research and technology development. We have significant involvement in over 200 space missions and are at the forefront of UK Space Research. Our 200 staff is dedicated to supporting the programmes of the STFC and the Natural Environment Research Council (NERC), as well as undertaking a large number of space projects for UK and overseas agencies, universities and industrial companies.

We work alongside the [UK Space Agency](http://www.stfc.ac.uk/innovation/useful-links/uk-space-agency/) (<http://www.stfc.ac.uk/innovation/useful-links/uk-space-agency/>) who co-ordinate UK civil space activities.

We undertake world-leading space research and technology development, provide space test and ground-based facilities, design and build instruments, analyse and process data and operate S- and X-band ground-station facilities, as well as lead conceptual studies for future missions. We work with space and ground-based groups around the world.

Much of our work is in collaboration with UK university research groups and a range of institutes around the world. Most of these collaborations have been set up to support the [European Space Agency \(ESA\)](http://www.stfc.ac.uk/about-us/working-with-others/european-space-agency/) (<http://www.stfc.ac.uk/about-us/working-with-others/european-space-agency/>) and NASA missions, although RAL is also working on projects with other countries and organisations including Australia, Japan, Morocco, Pakistan, Russia and the European Union.

We provide opportunities for hosting scientists and engineers on sabbatical leave, visiting scientists on short term visits and for university sandwich course students on one-year placements. RAL Space also provides graduate engineer training and CASE (Cooperative Awards in Science and Engineering) studentships.

## Background to the Requirement

### Background

The “Decision of the European Parliament and the Council Establishing a Space Surveillance and Tracking (SST) Support Framework” no. 541/2014/EU was agreed on April 16th 2014. The SST Support Framework has the objective “to contribute to ensuring the long-term availability of European and national space infrastructure, facilities and services”, providing support to the “actions aimed to establish a SST capability at European level and with an appropriate level of European autonomy”.

This set up the legal and funding Framework for a European Space Surveillance Programme and in June 2015, the UK, France, Germany, Spain and Italy signed a Consortium Agreement between the five countries to deliver the initial programme. The initial programme was enacted by the European Commission in the Grant Agreement.

### 3SST2015 EU SST objectives and aims

The objective of 3SST2015 project is to identify and prioritise which sensors (radars, telescopes and laser stations), controlled by the SST Consortium Member States, need to be either updated or renewed in order to improve the overall performance of the SST Support Framework. This activity will result in an action plan, where scope and priorities will be defined, including research and innovation actions with the aim to investigate new technology in order to upgrade and develop new assets forming the future SST Support Framework system.

The aim of the 3SST2015 project is to support the emergence of a European SST service built on a network of existing SST assets, notably sensors (radar, laser and telescopes) owned by SST Consortium Member States. This will require the commitment of Consortium Member States owning relevant assets to cooperate and provide an anti-collision, fragmentation and re-entry service at European level in order to increase the autonomy of Europe concerning the operational objectives derived from the SST decision, which will be partially fulfilled by the operation of the initial European SST system. Given that this system is mainly based on national systems, at the initial stage many of the activities will be based at national level. At the same time, and in order to achieve the convergence within a joint action that will allow the minimum desirable level of performance, an appropriate degree of coordination between SST Consortium Member States is needed.

There are six Work Packages in the 3SST2015 Project. Three of the 3SST2015 Work Packages (WP1, WP2 and WP3) are aimed at coordinating the project and performing cross-cutting activities, while the remaining three (WP4, WP5 and WP6) are aimed at carrying out the activities mainly related to the analyses and performance assessment, the definition of an action plan (WP5) and upgrading of sensors and linked data processing software (WP6). Most of the activities are carried out in parallel, although there are several interactions between the Work Packages. Each Work Package has an EU Consortium member lead and there is also a lead within each nation.

### Work Package 5

The Action Plan (including scopes and priorities) is to consist of a set of activities and studies (Tasks 5.1 & 5.2) to be conducted by the SST Consortium during the next five years (up to 2020) to achieve the goals set in WP4. These activities and studies are dedicated to the identification of new technologies essential to fit the different levels (at short, medium and long terms) of future implementation of the EU SST system

architecture in order to provide SST services requested by the SST Decision and the Implementing Decision of the European Commission. An accompanying yearly funding plan (Task 5.3) for the R&D activities (identified in tasks 5.1 and 5.2) will allow the European Commission to evaluate and support the implementation options at short, medium and long term of the future EU SST system. A roadmap will be defined as well as the associated priorities to upgrade the SST Consortium sensors and operational centres (Task 5.4). The roadmap will identify the sensor (including operations centres) geographical locations and their level of performance, as well as the associated ROM costs.

### **Work Package 6**

Based on the given assigned priorities identified at national level by SST Consortium Member States, the upgrading of the sensors will be conducted by means of design and development activities. The implementing activities will be initiated eventually also at subcontractors level, involving industrial actors.

The expected outputs will be the definition of system/subsystems specifications and the related Hardware & Software modifications for the ground radars and linked data processing software, either at sensor level or relevant data processing chain. The implementation of the sensors will be conducted by means of design, development and prototyping activities. The project has well defined Work Packages, milestones, objectives and deliverables and these determine and dictate the requirements.

## **Aims and Objectives**

The 3SST2015 is a strategically important programme for STFC RAL Space and UK (via UK Space Agency and UK Ministry of Defence) with key milestones which must be met if UK is to achieve its objectives and deliver its commitments in this international programme.

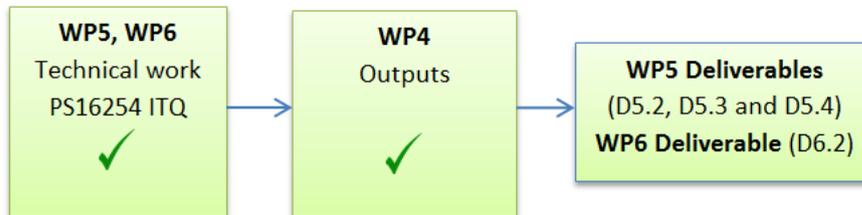
The 3SST2015 is part of the SST-Framework which will continue until 2020 when it will be succeeded by the SST-Programme.

The UK Government (with the UK Space Agency [UKSA] leading) is coordinating UK's activities to meet the SST Consortium objective.

The aim of this tender is to contribute to the EU SST WPs 4-6 in order to enable STFC ( a sub-contractor to UKSA, the UK Beneficiary to the H2020 grant which makes STFC a Third Party subcontractor in the EU's H2020 framework) to fulfil their commitments to UKSA.

**Implement work in WP5 as specified in the Requirements and Scope sections below** and implement and deliver the following deliverables: *D5.2 Report of Research & Development (R&D) Plan and studies for sensors and operations*, *D5.3 Final action Plan (including scopes, roadmap and priorities)* and *D5.4 Yearly funding planning*. These deliverables are the direct outputs of this tender with the deliverable contents capitalising on the technical work carried out in a previous Tender and the outputs from WP4 (namely, *D4.4 Final Analysis and Performance Assessment* and *D4.5 Architecture and Performance of the Future SST System and Architecture*). WP4 activities are led by CDTI (Centre for the Development of Industrial Technology), Spain and DSTL (Defence Science and Technology Laboratory), UK.

**Implement the work in WP6 (as specified in the Requirements and Scope sections below)** and implement and deliver the deliverable *D6.2 Final Systems* in the 3SST2015 project.



The services and support provided by STFC for the 3SST2015 contract will be managed as projects within RAL Space's standard processes and structures.

The project will be supported by the RAL Space Business and Finance Management Teams and by the STFC Legal and Commercial Team.

The RAL Space Director is ultimately responsible for the delivery of the project on specification, schedule and budget.

## Requirement

### Work Package 4

- ✓ Internal support may be required with WP4 weekly telecoms. This will be discussed with the winning bidder if needed.

### Work Package 5

- ✓ Generate an internal deliverable summarising UK SST priorities;
- ✓ Deliver (see the list of Deliverables under the Timetable section below);
  - ✓ *D5.2 Report of R&D Plan and studies for sensors and operations;*
  - ✓ *D5.3 Final action Plan (including scopes, roadmap and priorities);*
  - ✓ *D5.4 yearly funding planning.*

### Work Package 6.2

- ✓ *D6.2* for WP6 (see the list of Deliverables under the Timetable section below);

### **Work Packages 5 and 6**

- ✓ liaise with the EU Member States (Italy, Germany, France and Spain) at the EU SST level in consultation with the Project Manager;
- ✓ attend internal Progress Meetings as required; (UK, Italy, Germany, France and Spain)
- ✓ attend UK STWG (Security Technical Working Group) meetings (monthly) at RAL, Harwell;
- ✓ reporting (progress meetings, telecom's) weekly;
- ✓ participate in WP5 and WP6 teleconferences (weekly/bi-weekly);
- ✓ generate meeting notes and provide to PM (RAL Space PM);
- ✓ EU travel may be required to attend meetings related to the deliverables (as listed in the timetable section below) for Work Packages 4, 5 and 6. Please refer to the travel procedure below.

### **All Work Packages**

- ✓ Generate inputs to UKSA 3SST2015 project reports to facilitate their project reporting activities after the project end. RAL Space PM will request the specific inputs one month prior to the project end on 31/12/2017.

## **Scope**

The scope of work is to produce the specific deliverables identified in the Requirements section above (also listed under the Timetable section below).

During the time period March 2017 – August 2017, preparatory work was carried as part of the 3SST2015 project (WPs 4, 5 and 6) within the Space Situational Awareness (SSA) Framework with the outputs feeding into the final task of the project – generation of the specified deliverables to EU SST. This consists of leading, co-ordinating the preparation of the deliverables for WP5 as well as delivering the identified deliverables.

The project finishes in December 2017 (30/12/2017). The supplier is required to produce technical content for UKSA to feed into the Project Reporting documents which will be generated by UKSA after the project end.

The work is mostly concerned with the Work Package 5; UKSA is leading Work Package 5 at the EU level while STFC is leading Work Package 6 at the EU level. STFC is providing support to Work Package 4 UK lead. The delivery of the requirements specified will enable STFC to fulfil its commitments in delivering the specified deliverables in Work Packages 5 and 6.

The supplier will be expected to produce the outputs as listed in the Requirements and in the Timetable

section below as per deadlines specified.

#### **Out of Scope**

- Any interfaces and technical tasks co-ordination between WP4, WP5 and WP6;
- Work Packages 1, 2 and 3 are outside of the scope of STFC's involvement and that of the supplier;
- Any political or strategic negotiations with the EU Member States (France, Germany, Spain and Italy) or with DG Growth ([http://ec.europa.eu/growth/index\\_en](http://ec.europa.eu/growth/index_en)) are excluded from this contract.

#### **Travel Procedure**

Travel may be required throughout this requirement and will be in line with STFC's travel and Substance policy and all travel must be approved by the authorising manager within STFC. STFC will book all travel on behalf of the successful supplier.

#### **Timetable**

##### **Deliverables:**

<b>Work Package</b>	<b>Deliverable ID</b>	<b>Deliverable</b>	<b>Deliverable submission deadline</b>
<b>WP5</b>	<b>D5.2</b>	Report of R&D Plan and studies for sensors and operations.	01/12/2017
<b>WP5</b>	<b>D5.3</b>	Final action Plan (including scopes, roadmap and priorities)	15/12/2017
<b>WP5</b>	<b>D5.4</b>	Yearly funding planning.	15/12/2017
<b>WP6</b>	<b>D6.2</b>	Final system/subsystems specifications and the related hardware & software modifications for the ground sensors (radars, telescopes, laser stations), either at sensor level and relevant data processing for each SST Consortium MS (Member States).	30/10/2017

Payments: Payments will be made on a monthly basis in arrears. Invoices to be accompanied by

reports.

## 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	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Price	AW6.2	Please ensure your total price to deliver the entire requirement for the full duration of the contract shall not exceed £80,000.00 GBP excluding VAT.
-	-	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	30%
Quality	PROJ1.1	Methodology	27%
Quality	PROJ1.2	Technical Challenges and Resource	43%
Quality	POJ1.3	Project Plan	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 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.
- 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 60 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](#)