



Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI) National Oceanography Centre (NOC)

Subject: UKRI Design, Supply and Installation of Security Gates at NOC

Sourcing Reference Number: UKRI FM18213

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix A	NOC Health & Safety and Environmental Questionnaire
Appendix B	NOC Location of Rear Gates

Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.ukri.org/>

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	UK Research and Innovation Natural Environment Research Council Polaris House North Star Avenue Swindon SN2 1EU
3.2	Buyer name	UK SBS Construction and FM
3.3	Buyer contact details	FMprocurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	The estimated value of the opportunity is £50,000.00 excluding 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 <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	Thursday 3 rd January 2019 Contracts Finder
3.7	Site Visit We strongly recommend that you attend a site visit in order to gain complete clarity of our requirements and the environment that you will be working in.	Tuesday 8 th January 2019 Please send a message to UK SBS through the CCS eSourcing portal to confirm the time you would like to attend this site visit.
3.8	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Thursday 10 th January 2019 11.00
3.9	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 11 th January 2019 14.00
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	Thursday 17 th January 2019 14.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Wednesday 6 th February 2019
3.12	Anticipated Award date	Wednesday 13 th February 2019

3.13	Anticipated On Site Pre Contract Meeting	Friday 15 th February 2019
3.14	Anticipated Contract Start date	Tuesday 19 th February 2019
3.15	Anticipated Contract End date	Friday 29 th March 2019
3.16	Bid Validity Period	60 Days

Section 4 – Specification

Project Particulars

The project is the design, supply, installation and testing and commissioning of new electrically operated telescopic gates to replace the existing electrically operated gates to the service yard of the UKRI National Oceanography Centre Southampton site.

The site address is:

UKRI National Oceanography Centre
European Way
Southampton
SO14 3ZH

Brief Description of the Site

The National Oceanography Centre site is a wholly owned centre of the Natural Environment Research Council and the University of Southampton. The Centre was opened in 1995 and constructed with a design life of 125 years. The campus is an international centre of excellence, primarily in ocean and earth science, and marine technology. A significant level of scientific research is undertaken throughout the campus. Approximately 2500 persons are based at the site, employed by the Natural Environment Research Council, the University of Southampton and a number of associated tenants.

The centre was purpose-built between 1992 and 1995 and occupies a quayside site within the Associated British Ports operational port area in Southampton. The site was previously used as a dock facility and generally the ground is reclaimed.

General Requirements

The work shall be undertaken by the Contractor on a Design and Build basis in accordance with the requirements of this document.

The Contractor shall be the Principal Contractor.

The Principal Contractor shall appoint a Principal Designer as necessary in order to facilitate the completion of this project as per the requirements of CDM 2015.

- The Principal Contractor shall be required to assist and liaise with the client (NOC) to complete the project. This would also include obtaining information from the client as required.
- The Principal Designer will be required to liaise with the Principal Contractor, ensure EH&S management on site and ensure information flow between the contractor (& sub-contractor) personnel & the client.
- Principal Contractor must ensure that they carry a valid Public Liability insurance certification of £10,000,000.00 to operate on NOCS site.
- The project shall follow the CDM2015 regulations and NEC3 ECSC contract terms & conditions.
- The successful contractor is required to submit a detailed and coordinated, programme and a construction phase plan 2 weeks prior to commencing work.

- Full technical details for the replacement gate shall be presented to the NOC Estates representative prior to work commencing on site.
- The final design shall coordinate with the existing services within the vicinity of the proposed gates which includes lighting columns and drainage inspection chambers. Adequate access shall be provided for inspecting and maintaining all existing services.
- The Contractor will liaise closely with NOC Estates who will coordinate with the building users likely to be affected by the project works, especially in the quayside working areas.
- Appointment of Sub-Contractors - The Principal Contractor is responsible for the appointment of sub-contractors as necessary.
- Contract Conditions - NEC 3 – Engineering and Construction Short Contract (ECSC) – April 2013.

Site Specific Terms of Responsibility –

- Ensure NOC Estates Permit Systems (where applicable), are followed by the all contractors.
- Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site.
- Weekly meetings to ensure project update which would include taking minutes and site inspection during construction period.
- As the client, NOC is required to ensure all LTM/Capital projects include sustainability procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production. All material recommendations as part of this project, have to conform to marine environment regulations, be sustainably sourced, and have long-term life cycle benefits.
- Contractor to ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.

Risk Assessments and Method Statements must be provided and signed off by the client before initiation of works.

Welfare to be provided by client is set out in the NOC Code of Practice and induction process.

All PPE is to be supplied by the Contractor and must be used at all times during the contract. High visibility jackets are required to be worn at all times by all operatives working on quayside.

All Contractors / Consultants are to have completed the NOC H&S and Environment Questionnaire. This is to be returned with the tender for the works, see PROJ1.4. Consultants and Contractors are required to hold valid public liability insurance for a minimum value of £10 million – this is a precondition for all service providers undertaking contracts at NOC. All documentation to be submitted prior to commencement on site.

Before working onsite consultants / contractors must have been inducted and received a copy of the NOC Code of Practice (please note that this document will be provided to the successful bidder upon contract award). This will be required prior to the start of works.

Brief Description of Works

The installation of a powered sliding telescopic sliding gate for vehicular entrance to the service yard of the National Oceanography Centre.

Location: Rear Entrance Gate to NOC site (see Appendix B)

Gate opening width: 8.0 metres

The Contractor is to be aware that the required rear gate opening width is 8 m but the available clear space for retraction of the gate is limited to 6m.

The final design shall make full allowance of this limitation and coordinate with all existing services within the immediate vicinity of the work.

Overview of Requirements

Provision of electrically operated telescopic sliding vehicular access gate:

- All works shall be in accordance with current British and EU standards and Statutory Requirements – including BS EN 12453.
- Gate opening width – 8000 mm approx.
- Gate height – 2400mm approx.
- All measurements are approximate, and the successful bidder will be required to confirm final dimensions by site survey prior to commencing work.
- Power Supply - 230v AC
- Finish – Galvanised (to suit marine environment)
- Gate Construction:
 - Frame: Hollow section mild steel, galvanised finish, to suit marine environment. Contractor to confirm final details
 - Infill: Metal pales to match existing palisade fencing. Galvanised finish to suit marine environment. Contractor to confirm final details
 - Guidepost and Supports: Steel square hollow section. Galvanised finish to suit marine environment. Contractor to confirm final details.
- All components shall be suitable for a marine environment and have protective measures applied to limit corrosion from the saline environment.
- Safety edges – Cat 3. in accordance with relevant British Standards and EU standards
- Induction loop and PEC safety devices.
- The gate should not be activated to close by the induction loop. Closure will be after a 30 second time delay or closed manually.
- Activation of the gate will be by the NOC Zenitel intercom system (Normally Open).
- There shall be a method of holding the telescopic gate open. (controlled from either adjoining Security office or main Security Control Room)
- An audible warning alarm is to be fitted to activate during opening and closing of the gates.

- A flashing warning beacon to be fitted to operate during opening and closing of the gates.
- Red/Green Traffic Lights to be fitted on both sides of the gates.
- The Contractor shall allow for infill sections of palisade fence at either end of the gates to provide a continuous security barrier between NOC building A5 and the quayside. The visual appearance of these fence sections shall match the gate.

a. Contractor is to include for the following:-

- The Contractor shall be responsible for the complete installation including all associated ground works, foundations, plinths, electrical supplies, communications wiring and containment etc.
- All pre installation site set up requirements including but not limited to creation of materials compound, temporary road plates, safety fencing, signage to control pedestrian and motorised traffic.
- Removal and disposal off site of the existing gates and associated metalwork.
- Removal and disposal off site of any associated spoil.
- Testing and Commissioning of the new powered gates.
- Provision of temporary security fencing and double gates once the current gate has been removed and until the new gate is in position, commissioned and handed over.
- Basic training for the in-house maintenance team in fault finding and general maintenance.
- Provision of operating and maintenance manuals (O&Ms) post installation for the powered gate. This is to be issued as one electronic and one hard copy. O&Ms are to include but are not limited to warranty information, operation information, faultfinding guidance, testing / commissioning certificates, electrical certificates etc. and as installed drawings in dwg and PDF format.

Specification

- a. The new gates shall be operated by remote control from the Security Control Room in the main building via the Zenitel intercom system. The existing gates are operated by the intercom system using normally open terminals. The contractor shall be responsible for installing suitable cables from the locally mounted intercoms to the new gate control panel.
- b. A secondary means of gate operation shall be an open / close button located in the Security Office in building A6 next to the gate (see Appendix B).
- c. The gate shall auto close after 30 seconds but have a system where they can be electronically locked open by the Security Control Room or Security Office.
- d. The gate motors shall be 230v ac single phase. The existing power supply (used by the existing gates) will need to be examined and tested by the contractor to confirm suitability. The provision of all necessary power supplies and modifications to the existing power supply will be undertaken by the Contractor.
- e. All above ground electrical conduit will be galvanised steel.
- f. The Contractor will be responsible for providing and testing all electrical and communications cabling associated with the gate.
- g. Any additional underground ducting required will be the responsibility of the contractor. All buried services shall be located within proprietary ducting buried at a suitable depth.

- h. Gates to be designed in accordance with BS EN12453: 2001 type 2.
- i. All signage and electric gate safety requirements required by law is to be fitted.
- j. Free exit will not be required – gate will be opened remotely by security.
- k. Temporary security fencing to be supplied by the Contractor.

Contractor Roles and Responsibilities

The Contractor shall undertake the following roles and responsibilities

➤ Upon Appointment

- Administer preliminary client review/briefing meeting
- Undertake user review meeting
- Undertake preliminary site surveys/inspections
- Develop scope of works (preliminary issue) & discuss with client
- Develop preliminary strategic programme
- Undertake preliminary risk review
- Review statutory requirements/3rd party approvals/CDM Requirements
- Prepare/present project delivery proposal for preliminary stakeholder liaison and review
- Undertake project team meetings
- Facilitate and coordinate general correspondence/communication
- Coordinate a user meeting to discuss schedule and dates (design stage)

➤ Detailed Design

- Administer project schedule
- Obtain client/user sign off for proposals
- Review contractor competency/H&S Approvals
- Agree work packages
- Produce scheduled progress reports
- Produce preliminary site waste management plan
- Develop site logistics strategy with multiple contractors and multiple projects running simultaneously at NOCS site between October and March.
- Review client/user programme constraints
- Update detailed programme (Construction)
- Stakeholder notifications (Design, Cost, Programme updates) - Weekly
- Produce/update project contact directory
- Produce/update risk register
- Internal review meetings –design, programme, project progress
- Monitor Statutory/3rd Party Approvals
- Facilitate and coordinate general correspondence/communication

➤ Mobilisation, Construction and Handover Stage

- Administer information requirements schedule
- Monitor/update programme
- Undertake contractor inductions
- Monitor sub-contractor procurement
- Obtain/review contractor H&S Information
- Obtain/review site waste management information
- Monitor progress/works on site

- Undertake Post-completion verifications
- Administer valuations final account
- Produce monthly progress reports
- Produce monthly-cost reports
- Manage stakeholder notifications (construction)
- Administer post-project review meeting
- Administer change management system
- Manage completion handover of works
- Manage stakeholder notifications/liaison (completion)
- Agree meeting schedule/dates (construction stage)
- Update risk register
- Undertake contractor reviews/reports
- Undertake contractor H&S and Environment audits with specific emphasis on safety while working at height
- Undertake – administer and record Internal review meetings
- Facilitate and coordinate general correspondence/communication
- Manage project close down procedure

➤ **Post-Handover Feedback**

- Undertake end of defects Inspection
- Manage resolution of defects
- Client to issue final certificate

Appointment of Sub-Contractors

The Contractor may recommend and be responsible for the appointment of sub-contractors should it be considered advantageous. Any sub-contractors utilised must be inducted by the NOC and be recorded.

Further Notes

- a. It is recommended that all those tendering for the above works should attend site to view the works – please see refer to section 3.7 for details. During the site tour the host will be unable to answer ANY questions. Should you have further clarification questions from the tour these will need to be taken away and then formally submitted through the eSourcing portal.
- b. The maximum rear span is 6m due to a roadway located behind.
- c. The successful Tenderer will be responsible for all civil works associated with the installation of the gates and associated equipment.
- d. The fee for providing all services described above and performed in connection with the project will be expressed in the form of a firm and fixed sum fee inclusive of expenses to the completion of the project.
- e. In addition, this fee should be broken down into site preparation, security gate supply cost, installation labour, additional parts and post installation costs. A cost schedule is attached to question AW5.2.
- f. Drawings of the areas where the security gates will be located are attached.
- g. A 5 year warranty for the new gates and workmanship must be included.
- h. All equipment required to complete the works is to be supplied by the contractor. Equipment can be directly delivered to site – by arrangement.

- i. The normal hours of work Monday to Friday are between 0800 – 1700 hours. However; should you wish to work outside these hours' arrangements can be made. Provision for delivery of the new security gates outside working hours, if agreeable with the contractor, will be considered by the client.

Programme

All works shall be completed by 29th March 2019.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Commercial	PROJ1.2	Non-negotiable pricing
Commercial	PROJ1.4	NOC Health, Safety & Environment Assessment Questionnaire
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.9	Warranty Requirement
-	-	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	40%

Quality	PROJ1.6	Method Statement	40%
Quality	PROJ1.7	Risk Mitigation	20%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

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