

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Medical Research Council**

**Subject: Car Parking System**

**Sourcing reference number: FM16084**

**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.  
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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 Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

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

## Our Procurement ambition

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

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

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

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

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

UK SBS Procurement’s unique selling points are:

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

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

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

The Medical Research Council improves human health through world-class medical research. We fund research across the biomedical spectrum, from fundamental lab-based science to clinical trials, and in all major disease areas. Our research has resulted in life-changing discoveries for over a hundred years.

We are a non-departmental public body funded through the government's science and research budget. We invest in research on behalf of the UK tax payer. Scientists apply for funding for their research and applications are reviewed by panels of independent experts.

The MRC Laboratory of Molecular Biology (LMB) is a world-class research laboratory, dedicated to understanding important biological processes at the molecular level – with the goal of using this knowledge to tackle major problems in human health and disease.

The LMB is one of the birthplaces of modern molecular biology. Many techniques were pioneered at the laboratory, including DNA sequencing, methods for determining the three-dimensional structure of proteins and the development of [monoclonal antibodies](#).

Over the years, the work of LMB scientists has attracted ten [Nobel prizes](#), dozens of [Royal Society awards](#) and numerous other scientific honours.

In addition, many of our scientists have succeeded in exploiting their discoveries through [technology transfer](#) generating over £330 million of commercial income, to help support UK science.

## 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	Medical Research Council Laboratory of Molecular Biology Francis Crick Avenue Cambridge Biomedical Campus Cambridge CB2 0QH
3.2	Buyer name	James Hackett
3.3	Buyer contact details	<a href="mailto:FMProcurement@uksbs.co.uk">FMProcurement@uksbs.co.uk</a> 01793 867005  UK Shared Business Services FM Procurement North Star House North Star Avenue Swindon Wiltshire SN2 1FF
3.4	Estimated value of the Opportunity	£75,000 exclusive of 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>.</b> <b>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	Wednesday August 3 <sup>rd</sup> 2016 Contracts Finder
3.7	Opportunities for Bidders to visit site.	Wednesday August 3 <sup>rd</sup> – Friday August 26 <sup>th</sup> 2016 Inclusive
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	Tuesday August 30 <sup>th</sup> 2016 17:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Wednesday August 31 <sup>st</sup> 2016 17:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday September 2 <sup>nd</sup> 2016 14:00
3.10	Date that Bidders should be available for face to face clarification	Monday 19 <sup>th</sup> - Friday September 23 <sup>rd</sup> 2016
3.11	Anticipated rejection of unsuccessful Bids date	Friday 30 <sup>th</sup> September 2016
3.12	Anticipated Award date	Friday 30 <sup>th</sup> September 2016
3.13	Anticipated Contract Start date	Monday October 3 <sup>rd</sup> 2016
3.14	Anticipated Contract End date	Friday September 29 <sup>th</sup> 2017
3.15	Bid Validity Period	90 Days

## Section 4 – Specification

### Car Parking System Statement of Requirements

#### Overview

This Statement of Requirements (SoR) document gives the broad technical requirements for the Invitation to Quote (ITQ) procedure for the provision of a new car parking system to be implemented in the Laboratory of Molecular Biology (“LMB”) building in Cambridge.

Whilst the information in this document has been provided in good faith, it does not purport to be a comprehensive review of all matters relevant to the LMB’s requirements and neither the LMB nor any of its employees or advisers accept any liability or responsibility for its adequacy, accuracy or completeness, nor do any of them make any representation or warranty, express or implied, with respect to the information contained in this document.

This document should not be considered as an investment recommendation by the LMB or any of its employees or advisers to any prospective supplier. Each person to whom this document is made available must make his own independent assessment as to the methods and resources needed to meet the LMB’s requirements after making such investigation and taking such professional advice as he/she deems necessary.

The LMB reserves the right to change without notice the basis of, or the procedures for, the bidding process, to reject any or all bids for the prospective suppliers at any time. Nothing in this document is or should be relied upon, as a promise or representation as to the LMB’s ultimate decision in relation to the project. Such decision will depend, at least in part, on the outcome of negotiations with selected prospective suppliers.

#### Guidelines for Suppliers

This procurement is aimed at the selection and appointment of a Supplier based on capacity and capability to provide a value for money, low risk and appropriate technical solution. Bidders should demonstrate in their response an understanding of the issues involved in delivering a complex implementation. Bidders should also provide references and detailed descriptions of similar projects delivered elsewhere and demonstrate the ability to deliver complex projects to time, function and budget.

- Bidders are required to submit a point-by-point response to this SoR
- Bidders should state clearly where their solution does not meet a specific requirement or where an alternative solution or system is proposed
- Bidders are required to submit a project plan for the start-up and delivery of the project – this should clearly summarise the activities between award of contract and start of service, identifying any critical dependencies on the LMB
- Bidders should include a risk register with their response
- Bidders should provide a detailed unit by unit breakdown of costs including a separate breakdown of professional services costs and warranty options
- Submissions should identify the total cost of ownership and the sustainability of the solution

All proposed solutions and systems must be tried and tested and capable of successful demonstration at reference sites.

## LMB Building

The LMB building was handed over to the MRC in early 2013. The building car park had barrier access controlled by the main door access system but this did not deal with any form of charging for the car park.

After occupation the car park was retrofitted with readers supplied by the company providing cashless vending. This provided a basic charging mechanism but has proved to be inflexible and has bugs, which result in incorrect charging of users.

## Scope of Work

The Supplier will be required to deliver the following scope of work:

- Undertake a detailed design for the car park system
- The final detailed design will be the responsibility of the Supplier and therefore all due diligence must be completed to ensure that the design meets all of the requirements of the LMB
- Supply, install and commission a car parking system including:
  - Access control barriers for two entrances and one exit.
  - ANPR cameras and software to recognise car number plates at entrances and exit.
  - Card readers on all barriers. The readers should be compatible with HID/iClass cards.
  - Intercoms on all barriers. One entrance and the exit must have both low level and high level intercoms to allow for cars and lorries. The current Commend system can be reused if possible.
  - Manual lifting of the barriers from Reception/Security. Current hardware can be reused if possible.
  - Required servers to run the system. All servers must be resilient. E.g. RAID drives and redundant power supplies.
  - A credit card device that can be used to add money to users accounts. The system is to operate on a cashless basis
  - Required Software licences
- Supply, install and commission an online payment system including:
  - Web based online payment software
  - Required servers to run the system unless based in the cloud. All servers must be resilient. i.e RAID drives and redundant power supplies
  - Highly secure : fully PCI-DSS compliant
  - Major banking partner accreditation
  - Multi-platform support (Mac, PC and Linux, all common browsers & versions including Safari, Mozilla Firefox, Internet Explorer, etc.)
  - Card holders have the ability to register credit / debit cards onto the system to allow online top-up of account balances
  - Ability to associate multiple credit / debit cards with a cashless card
  - Registered users can view balances, manage their accounts and request statement and transaction information online
  - Reports showing transaction history of users car park access card

- It is highly desirable that the system has the ability to notify account holders by email (preferred route) and SMS when their balance falls below a pre-set minimum (e.g., the cost of one day's car parking) or they have incurred a debit balance.
  - Account top-up via mobile phone is desirable.
  - Required Software licences for all LMB staff.
- Provide configuration to the MRC requirements. See further details below.
  - Provide comprehensive as-installed system documentation
  - Provide training for LMB technical support personnel in the operation of all equipment supplied
  - Provide equipment warranty, maintenance and support

## Financials

Suppliers should provide details of how funds paid into the cloud system are returned to LMB and what amounts, if any, are deducted as transaction fees.

The car park system should be able to generate reports on money received into the system and paid out to LMB. These reports should be customisable to change the reporting period. e.g. Weekly, Monthly, Quarterly etc.

## Programme

Bidders should provide a detailed programme for their onsite installation, integration and commissioning along with any dependencies, as well as logistical, practical, contractual or commercial considerations resulting from this requirement.

Bidders should include an allowance for a "proof of concept" phase during which they will demonstrate and confirm the correct functionality and interoperability with the LMB systems and services.

Proof of concept will also include visiting sites using the same software and hardware at either customer's premises or in the supplier's factory.

## Operation and Specification

The new car park system will deliver a flexible, scalable and feature rich environment. The system will provide:

- Control of access through barriers based on users credentials
- Charging of users based on charging model created by the MRC
- Ease of maintenance and administration
- Excellent monitoring and reporting
- High level of redundancy and resilience / failover
- High availability (>99.999%)
- Different administration permission levels to allow different levels of support staff to have different levels of configuration access, for example: account administration and system administration

MRC LMB intends to charge staff for car parking on a daily basis.

- Fixed fee per day or part thereof
- Charging period from 05:30 to 17:15 each working day (Monday – Friday)
- Free parking outside these times (Evenings and Weekends)
- Staff can enter and leave the car park as often as they want in this period
- Cards will be debited on the occasion of first exit in the charging period
- A 20 minute free space finding period should be programmable
- The daily charge will initially be £2.00 but must be configurable within the system by authorised MRC staff
- Ability for users to achieve a “not to exceed” debit balance to allow them to exit the car park once – even if they have insufficient credit on the card (to avoid traffic backing up)
- Ability to program ‘free’ days such as Christmas period and Bank Holidays.

Visitors and delivery vehicles will gain admittance and exit from to the car park on request to site security. This will be achieved through an intercom & camera positioned at the entrance and exit to the car park, and the barrier operated manually from the security centre. This system has been implemented by Vindex Ltd, but may need to be integrated into the proposed solution to allow remote lifting of the barriers. Visitors will not be charged for using the car park.

### Installation, Configuration and Commissioning

The Supplier will provide all professional services associated with the delivery, installation and commissioning of all equipment supplied associated with the car park, including:

- Project management
- Consultation with the LMB technical support personnel to obtain all necessary information to finalise the design and implementation for the car park
- Supply and installation of the car park system which shall be compliant with all relevant European and International ISO standards, and LMB Health and Safety guidelines
- Removal off-site and disposal of all packaging and waste resulting from the above
- Configuration of all equipment installed to ensure interoperability and integration with the active network infrastructure and LMB systems and devices
- Provision of full records, schematics, compliance certificates, configuration and product documentation including serial numbers as part of a comprehensive Operations and Maintenance manual
- The LMB will agree formal Acceptance Tests to a schedule to be agreed with the Supplier on award of contract. These will include:
  - Integration and Configuration Testing
  - User Acceptance Testing
  - Functionality and Usability Testing
  - Performance Testing
- Snagging and remedial works of all issues identified prior to site acceptance test and final sign-off

## Training

The Supplier will provide comprehensive training on the car park system to LMB technical support personnel and the LMB reception staff.

This will be delivered prior to system go-live.

It is the responsibility of the Supplier to undertake a training needs analysis to ensure the correct and appropriate level and quantity of training is delivered.

## Warranty, Maintenance and Support

All equipment will be supplied with a minimum of one year onsite warranty.

Bidders are invited to propose cost-effective support options and service levels on an item-by-item basis. These may include:

- Lifetime warranty including full details of the Terms and Conditions of the warranty
- Mean Time Before Failure (MTBF) data and statistics
- Extended warranties
- 24/7 replacement
- Explicit price list for all spare equipment – cold-swap modules and spare components
- Remote support services
- Please indicate contract length and options for 1, 3 and 5 years, Prices for each can be left in AW5.2 Pricing Schedule.

## Section 5 – Evaluation model

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

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

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

## Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Confirmation of Specification
Price	PROJ1.5	Non-negotiable pricing

## 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	25.00% of overall bid
Quality	PROJ1.1	Project Plan	6.00% of overall bid
Quality	PROJ1.2	Risk	6.00% of overall bid
Quality	PROJ1.3	Lessons Learned	6.00% of overall bid
Quality	PROJ1.4	Methodology	6.00% of overall bid
Quality	PROJ1.6	Sample Safe System	6.00% of overall bid
Quality	PROJ1.7	Software	15.00% of overall bid
Quality	PROJ1.8	Interface	15.00% of overall bid
Quality	PROJ1.9	Hardware	10.00% of overall bid
Quality	PROJ1.11	Warranty and Maintenance	5.00% of overall bid

## 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:  $\text{Score}/\text{Total Points}$  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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

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

#### DO:

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

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

### DO NOT

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

## Some additional guidance notes

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

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

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

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

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

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

## USEFUL INFORMATION LINKS

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