

# Invitation to Quote



## **UK Shared Business Services Ltd (UK SBS)** [www.ukpbs.co.uk](http://www.ukpbs.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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**Invitation to Quote (ITQ) on behalf of the British Antarctic Survey,  
component body of the Natural Environment Research Council**

**Subject :**

**UK SBS PR16282 Charter of Research Vessel for Whale Research  
off South Georgia - LOT 1 and**

**UK SBS PR16282 Charter of Research Vessel for Whale Research  
off South Georgia - LOT 2**

**Sourcing reference number: UKSBS PR16282 LOT 1 and UKSBS  
PR16282 LOT 2**

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

## Section 2 – About Our Customer

### Natural Environment Research Council (NERC)

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

### Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

### NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

[www.nerc.ac.uk](http://www.nerc.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	British Antarctic Survey High Cross, Madingley Rd, Cambridge CB3 0ET
3.2	Buyer name	Melanie Hollingsworth
3.3	Buyer contact details	UKSBS North Star House North Star Avenue Swindon Wiltshire SN2 1FF
3.4	Estimated value of the Opportunity	£50,000 to £93,000
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	26/01/2017 Location: Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	08/02/2017 11.00 am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	10/02/2017 11.00 am
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	14/02/2017 11.00 am
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	08/03/2017 11.00 am
3.12	Anticipated Award date	08/03/2017 11.00 am
3.13	Anticipated Contract Start date	01/01/2018
3.14	Anticipated Contract End date	02/02/2018
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### Overview For Lot 1 and Lot 2

The British Antarctic Survey is looking to charter a research yacht (vessel) and crew (either 6-7 berth or 8-9 Berth) for 28 days (+ optional 5 days if required) to undertake a field survey of whales near South Georgia in January or February 2018.

### Statement of Requirement (SOR) for the Yacht Owners to provide

The project is a field survey of southern right whales feeding off South Georgia. The objectives are to collect data from individuals (e.g. photo-ID and skin samples) and satellite track a few whales, in order to characterize the population using these waters, which calving grounds they connect to, where they are feeding and what they are feeding on. The data will also be used to measure whale abundance and diversity on this poorly known feeding area. For details of equipment to be carried on board, see Appendix 1.

### Period of Charter – Start/Finish dates.

- Four weeks within period 01 Jan to 28 Feb 2018 (+ or – 5 days)

### Ports (Start of charter/Finish of charter)

- Falkland Islands

### Area of Deployment

- Coastal waters off South Georgia (including Shag Rocks)

### No of berths required

### Size of vessel is divided into two lots depending on size

### Lots

The tender exercise is divided into two Lots as follows:

UKSBS PR16282 - Lot 1 (6 -7 berth)

UKSBS PR16282 - Lot 2 (8- 9 berth)

The objective of this tender exercise will be to award one Lot dependant on vessel availability to cover the requirement. Each Lot will be evaluated separately and preference of choice on Lot award will be made on the following basis.

The highest scoring bid in each lot will be compared and the Lot that demonstrated the most economically advantages bid (highest score) will be awarded the contract. In the event that both Lots score equal then the award will be:

1<sup>st</sup> – Lot 1

2<sup>nd</sup> – Lot 2

UNLESS OTHERWISE STATED ALL INFORMATION BELOW REFERS TO BOTH LOTS

**Mandatory requirements for Lot 1 and Lot 2.**

**N.B. Please complete the questions for the Lot that you are interested in. UK SBS PR16282 Charter of Research Vessel for Whale Research off South Georgia - LOT 1 or UK SBS PR16282 Charter of Research Vessel for Whale Research off South Georgia - LOT 2**

**If you are interested in both Lots please complete both UKSBS PR16282 Lot 1 and UKSBS PR16282 Lot 2.**

**1. Requirements for vessel/capabilities**

- Sailing yacht 18-30m length (enables close approach to cetaceans)
- Permit to sail in Antarctic waters and all environmental standards associated with working in South Georgia waters
- Able to support research personnel in charter party:
- Lot 1 Up to 6-7 [smaller boat] or Lot 2 8-9 [larger boat]
- Permit for operation in Government of South Georgia and South Sandwich Islands waters
- Freezer storage for biological samples and ethanol of  $\sim 0.5\text{m}^2$
- Storage space of  $>3\text{m}^2$  for scientific equipment
- Adequate heating and insulation to prevent condensation within storage areas
- 24-7 operation of vessel (to localize whales using acoustics at night; also power to run and charge equipment)
- Provide provisions for all personnel

**2. Safety criteria**

- The Vessel must comply in every respect with its requirements of class and be maintained in a manner to satisfy the requirements of the International Convention for the Safety of Life at Sea – Protocol 1978. All documents related thereto are to be carried on board and be available for inspection by the Charterers and must be in date.
- The Owners will provide a rescue boat with outboard motor.
- The outboard referred to above is to be inspected at the end of each watch and if considered necessary started up to see that it is in order. Care should be taken to see that fuel lines on independent fuel tanks are correctly connected. Fuel tanks are to be kept full.
- Safety drills shall be the responsibility of the Master and shall be carried out in accordance with extant regulations.
- The rescue boat shall be additional to the lifesaving equipment necessary to be provided under Class Rules.
- The rescue boat shall have an in date certificate supplied by an appropriate approved Servicing Station.
- Equipment to be carried in the boat shall be in accordance with the requirements of inflatable boats required for a Vessel of appropriate class.

**Desirable**

- Able to extend contract by up to 5 days to allow for unexpected eventualities out-with the contract of the contractor or charter party
- Ability to navigate waters in South Georgia

- Be able to sail in close proximity with whales (both skipper and vessel). Sufficient fuel to complete expedition without refuelling stop
- Permanent workstation for acoustic monitoring (laptop set up with radio receivers)
- Able to set up NMEA feed from GPS and other navigational instruments
- Able to mount dedicated VHF antenna on top of the mast (as high as possible) to receive sonobuoy signals
- Able to secure two -80C DEWAR flasks to the deck of the vessel
- Able to deploy hydrophone behind the boat

#### **Desirable for Lot 2 (only)**

- 4 -6m rigid-hull inflatable boat (easy to launch and retrieve) to enable close approaches to cetaceans

#### **What will the Charterer provide?**

- Logistic support from South Georgia. We will provide all of our own scientific equipment. All passengers will have ship safety certificates and permits required to conduct the science plan.
- Many of the team are experienced with small boats/sailing yachts and will be able to assist with standing watches as needed.
- The Charterers will be responsible for the provision of appropriate clothing and personal equipment for each member of its party embarking the vessel
- The Charterers will be responsible for ensuring that each member of its party has appropriate personal accident insurance.

#### **Hours of operation:**

Daylight hours, seven days a week to make close approaches to whales. Acoustic tracking to be done during the hours of darkness.

#### **Budget**

**UKSBS PR16282 Lot 1** - Smaller boat (i.e. berths 6-7 research personnel) is £50,000-£63,000

**UKSBS PR16282 Lot 2** - Large boat (i.e. berths 8- 9 research personnel) is £85,000-£93,000

Budget ranges for both Lots should include any applicable VAT and/or taxes

#### **Project Leader details**

- Jennifer Jackson, British Antarctic Survey

#### **Purpose of Charter (activities to be undertaken)**

- Conduct a genetic, satellite tracking and photo-ID survey of Southern right whales in South Georgia waters
- Deployment and retrieval of reusable DiFAR sonobuoys (via placement over the side of the boat) to locate right whales
- Towed hydrophone array to capture whale vocalisations
- Photography of right whales at close range
- Collection of skin biopsies from right whales at close range using a modified rifle biopsy system
- Deployment of satellite radio tags on right whales – requiring an approach of 4 -6m from the whale
- Deployment of AUV from the ships deck to collect overhead photographs of right

whales and to collect whale blow samples

## **APPENDIX 1: Scientific Equipment to be carried on board**

### **Photo-ID equipment:**

- 2 x DSLR cameras
- Camera cleaning supplies
- Camera memory cards

### **Biopsy equipment:**

- 2 x Modified rifle biopsy system, including tether system barrel
- Cleaning gear for biopsy system including WD40 and silicon
- Charges for biopsy system (nail gun charges e.g. Ramset)
- 30 x biopsy darts and cutting heads
- Fishing line for tether system
- Net for picking up biopsy samples
- Equipment for processing samples and cleaning biopsy darts: ethanol
- ddH<sub>2</sub>O, squeeze bottles, waterproof markers, waterproof paper and pencils, latex gloves, tweezers, scalpel blades
- 2 ml collection vials and sample boxes

### **Acoustic equipment:**

- 4 Directional frequency analysis and recording (DiFAR) sonobuoys
- Towed hydrophone array to be deployed behind boat
- VHF radio aerial at top of mast linked to receiver and processing computer
- Inside acoustic monitoring station (laptop, screen, radio receivers, sound card)

### **Whale photogrammetry, blow and scat equipment:**

- 2 x 70 day DEWARs (best to be stored on deck)
- 2 x unmanned aerial systems (require 110 or 220V AC or 12V DC to charge). Each in large pelican shipping case of 30x30x16 and 32x23x15 in.
- Chargers
- Base stations
- 2 cameras
- sampling supplies
- laptop
- external drives
- Net for scooping scat samples
- Ethanol and sample jars for storing scat samples

### **Satellite tagging equipment:**

- Modified pneumatic gun (2 units, including a back up)
- Tag carriers (2-3 units): these come with the gun and are used to carry the tags towards the whales
- Air compressed tanks (2 units): two standard dive tanks.
- Small video cameras (e.g. Go Pros, 2-3 units): used to document the deployments
- Safety gear: personal epi-rbs, self-inflatable life vests, 4 helmets

### **Data collection and storage:**

- Printed data sheets and plastic clipboards
- Laptop/s
- External hard drive for backing up data
- Hand-held GPS

## 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 ( $5+5+6 = 16 \div 3 = 5.33$ ))

Lot 1

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Selection	SEL1.2	Employment breaches/ Equality
Selection	SEL5.1	References
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
Quality	AW6.0	Charter of vessel and crew
Quality	AW6.2	Size vessel
Quality	AW6.3	Compliance to mandatory parts of the specification
Quality	AW6.4	Safety criteria – requirements of class
Quality	AW6.5	Safety criteria – drills
Quality	AW6.12	Harbour and Port duties
Quality	AW6.13	Housing of equipment

Lot 2

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Selection	SEL1.2	Employment breaches/ Equality
Selection	SEL5.1	References
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
Quality	AW6.0	Charter of vessel and crew
Quality	AW6.2	Size vessel
Quality	AW6.3	Compliance to mandatory parts of the specification
Quality	AW6.4	Safety criteria – requirements of class
Quality	AW6.5	Safety criteria – drills
Quality	AW6.12	Harbour and Port duties
Quality	AW6.13	Housing of equipment

## Lot 1

### 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 of 28 day charter	15%
Price	AW5.3	Price of extra 5 days	5%
Quality	AW6.1	Charter dates	20%
Quality	AW6.7	Workstation	5%
Quality	AW6.8	Navigational instruments	4%
Quality	AW6.9	VHF antenna	4%
Quality	AW6.10	-80C DEWAR flasks	4%
Quality	AW6.11	Hydrophone	3%
Project	PROJ1.0	Facilities on board for Scientists	10%
Project	PROJ1.1	Sailing with Whales	15%
Project	PROJ1.2	Sailing in South Georgia Seas	15%

## Lot 2

### 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 of 28 day charter	15%
Price	AW5.3	Price of extra 5 days	5%
Quality	AW6.1	Charter dates	20%
Quality	AW6.6	Rigid inflatable boat	10%
Quality	AW6.7	Workstation	3%
Quality	AW6.8	Navigational instruments	2%
Quality	AW6.9	VHF antenna	2%
Quality	AW6.10	-80C DEWAR flasks	2%
Quality	AW6.11	Hydrophone	1%
Project	PROJ1.0	Facilities on board for Scientists	10%
Project	PROJ1.1	Sailing with Whales	15%
Project	PROJ1.2	Sailing in South Georgia Seas	15%

### 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.
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 unless otherwise stated in the questions. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be moderated or where there is not agreement averaged (mean) to determine your final score.

The objective of this tender exercise will be to award one Lot dependant on vessel availability to cover the requirement. Each Lot will be evaluated separately and preference of choice on Lot award will be made on the following basis.

The highest scoring bid in each lot will be compared and the Lot that demonstrated the most economically advantages bid (highest score) will be awarded the contract. In the event that both Lots score equal then the award will be:

1<sup>st</sup> – Lot 1

2<sup>nd</sup> – Lot 2

### **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](#)