Invitation to Quote

Invitation to Quote (ITQ) on behalf of The Science & Technology Facilities Council

Subject UK SBS Radar Facility Components

Sourcing reference number PR150121

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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

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

Science and Technology Facilities Council

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

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

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

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

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.ac.uk

Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	Science & Technology Facilities Council Rutherford Appleton Laboratory Harwell Oxford OX11 0QX
3.2	Buyer name	Jonathan Smith
3.3	Buyer contact details	jonathan.smith@uksbs.co.uk phone : +44 (0) 1235 – 446394
3.4	Estimated value of the Opportunity	£80,000.00 - £100,000.00
3.5	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	14/01/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	28/01/2016 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	29/01/2016 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	01/02/2016
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	05/02/2016

3.12	Anticipated Award date	05/02/2016
3.13	Anticipated Contract Start date	08/02/2016
3.14	Anticipated Contract End date	25/03/2016
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Overview

The Natural Environment Research Council (NERC) Mesosphere-Stratosphere-Troposphere (MST) Radar Facility at Aberystwyth is a research station operated on behalf of the UK's atmospheric science community. It is managed by the Science and Technology Facilities Council (STFC). The MST Radar is a 46.5 MHz, Doppler Beam Swinging, pulsed Doppler radar, which is used for atmospheric profiling – http://mst.nerc.ac.uk.

The Facility is looking for a supplier to replace the following MST Radar components:

- the transmitters (see section 3)
- the receiver (see section 4)
- the radar control/data acquisition system (see section 5)

Technical details of the existing components, together with mandatory and desirable requirements for the replacement components, are given in the following sections.

The amount of money available for this procurement is in the range £80k - £130k.

Bids for supplying replacement components should

- indicate whether or not they can fulfil the mandatory requirements, which are labelled by letters in sections 2 – 5
- indicate whether or not they can fulfil the desirable requirements, which are labelled by Roman numerals in sections 2 – 5
- provide details of the full capabilities of their transmitters, receiver, and radar control/data acquisition system.
- Provide a scalable quote for the future provision of additional transmitter modules (see section 3).
- provide a quote for the for the installation of the new equipment, although this will not be carried out as part of the current procurement.

2. Common requirements

The new components MUST:

a) be delivered to the STFC Rutherford Appleton Laboratory by 25th March 2016
b) be capable of operation at a radio frequency of 46.5 MHz
c) be capable of being operated using values of pulse length, inter pulse period, range coverage, number of coherent integrations, and number of (spectral) incoherent integrations that are closely-comparable to those that are most-commonly used at present (see section 6) as a minimum requirement.
d) be capable of interacting with the current beam steering system (see section 7)
e) be capable of being powered from a 50 Hz/240 VAC electricity supply

It is DESIRABLE that the replacement components:

i. will allow the radar system to be operated using a wider range of parameter values than is currently possible (see section 6)

ii. will allow the receiver output to be sampled at 1 μs (or shorter) range gate intervals, even if a longer pulse, or longer complementary code baud length, is used.
iii. are capable of implementing complementary phase coding (transmitters) and decoding (data acquisition system)

3. Transmitters

The MST radar currently uses 5 Tycho Technology WPT-50 valve-based transmitters – one for each sub-section of the antenna array. These have a nominal combined peak output power of 160 kW. However, owing to their age (25 years), they are currently operated at a reduced output power in order to increase their reliability. The combined peak output power is estimated to be around 100 kW.

Each transmitter has two main inputs, which are accessed through BNC connectors:

- The "RF" input is fed with a low-power version of the desired transmitter output, i.e. a 46.5 MHz signal that has been phase-modulated (by 0º/180º) for the purpose of complementary coding and amplitude-modulated for the purpose of creating a series of pulses of the desired length and inter pulse period. This signal should have a peak-to-peak amplitude of 6.0 V and be suitable for a load of 50 ohms. It is currently derived from the receiver in response to the pulse envelope, phase encoding, and transmit/receive TTL signals from the radar control system.
- The "transmit/receive" signal is a TTL pulse that is high during transmission. It must switch high at least 2 μs before the beginning of the RF pulse and remain high until at least 1 μs after the end of it. Each transmitter contains its own transmit/receive switch, with the receiver output via a BNC connector.

The relevant input signals are generated by the existing radar control system and receiver.

A third (RS232) link is made to each transmitter through a 25 D-type connector. This allows the status to be interrogated and the state to be changed. This functionality has proved to be very useful and must be maintained if the existing transmitters are to be operated with the replacement radar control system and the replacement receiver/data acquisition system (see section 5).

The replacement transmitter components MUST:

a) provide at least 40 kW of peak output power
b) be designed for continuous operation at a duty cycle of at least 5%
c) allow equal power to be distributed to the 5 antenna feeds
d) be able to connect to the antenna feeds through 7/16 DIN connectors
e) include transmit/receive switch(es)
f) be modular so that the total output power can be increased as more money/modules become available. Bidders should provide quotes for a range of combined peak output powers up to 160 kW.

It is DESIRABLE that the replacement transmitter components:

i. provide status information in a format that can be accessed through a standard computer connection for the purposes of monitoring and trouble-shooting

4. Receiver

The MST radar currently uses a Tycho WPT-50 analogue receiver. As well as amplifying the radar return signals, this provides the amplitude and phase modulated 46.5 MHz "RF input" signal for the current transmitters (see section 3) in response to control signals from the radar control/data acquisition system.

The replacement receiver system MUST:

a) be capable of combining the inputs from the 5 subsections of the antenna array (see section 3)

5. Radar Control/Data Acquisition System

The radar control/data acquisition system is controlled by an in-house computer program, which

- allows the user to define the following for each dwell: the beam pointing direction (a number in the range 0 – 16), the pulse length, the complementary coding baud length, the inter pulse period, the range (from the radar) covered, the number of coherent integrations, the number of Doppler frequency/velocity bins, and the number of spectral incoherent integrations.
- activates an in-house-designed hardware unit that generates the synchronised signals for producing the "RF input" signal for the transmitters (see section 3), activates the the transmit-receive switches, and samples the receiver output (at 1 μs intervals, irrespective of the other observation parameter values). It also carries out coherent integration over 81.92 ms. This hardware unit was necessary in order to compensate for limited computer speed when the radar began operations in 1989. It restricts the permissible values of the pulse length, the complementary phase coding baud length, the inter pulse period, the range (from the radar) covered, and the number of coherent integrations – see http://mst.nerc.ac.uk/nerc_mstr_tech_spec.html.
- acquires the coherently-integrated receiver samples from the hardware unit
- applies additional coherent integration if required
- derives Doppler power spectra using either a Rectangular or Hanning data weighting window
- saves the Doppler power spectra for each dwell to a netCDF file together with appropriate metadata – see http://mst.nerc.ac.uk/file_format_mstr_spectra_netcdf.html . This format is dictated by the Natural Environment Research Council's data policy, which requires that the data are easily-accessible and self-describing.
- sequences the dwells through a user-defined cycle format
- activates the beam steering unit at the beginning of each dwell. A minimal example of computer code necessary to achieve this using the python language is given in section 7.
- allows the cycle format to be automatically changed at predetermined date-times
- allows the user to interrupt the observation schedule at the end of the current dwell or the current cycle

The replacement system MUST:

a) allow the user to define the following for each dwell: the beam pointing direction (a number in the range 0 – 16), the pulse length, the inter pulse period, the range (from

the radar) covered, the range gate interval, the number of coherent integrations, the number of Doppler frequency/velocity bins, the choice of data weighting window (which should cover at least the Rectangular and the Hanning windows), and the number of spectral incoherent integrations.

b) appropriately control the beam steering unit, the transmitters, the transmit-receive switch(es), and the receiver in order to implement these user-defined values
c) be capable of outputting Doppler power spectra to a an easily-accessible file
d) allow dwells to be sequenced through a user-defined cycle format (covering at least 12 dwells)
e) allow the user to interrupt the observation schedule at the end of the current dwell or the current cycle

It is DESIRABLE that the replacement system

i. can optionally be controlled through a command line interface from a networked computer
ii. allows the cycle format to be automatically changed at predetermined date-times
iii. is capable of outputting the Doppler power spectra to netCDF files using a file-naming convention and a format defined by the Facility. These will be broadly similar to those currently in use: http://mst.nerc.ac.uk/file_format_mstr_spectra_netcdf.html
iv. is capable of outputting the in-phase and quadrature receiver samples (after coherent integration and decoding for complementary phase coding have been applied) to netCDF files using a file-naming convention and a format that will be defined by the Facility.
v. Is capable of controlling the current transmitters. This would allow the current transmitters to continue to be used until additional replacement units can be purchased. There is no requirement for the replacement radar control/data acquisition system to be able to control the existing receiver.

Note that the replacement system does NOT need to be able to process Doppler spectra in order to derive signal and atmospheric parameters. This will be handled by the Facility's existing in-house processing software.

6. Most-Common Currently-Used Observation parameters

Replacement components are expected to allow the radar system to be operated using a wider variety of parameter values than is currently available: http://mst.nerc.ac.uk/nerc_mstr_tech_spec.html. They must be capable of allowing the radar system to be operated using values that are closely-comparable to the following most-common values.

Mode name	ST300	ST150	M300
Length of transmitter pulse (µs)	8	8	8
Complementary coding baud length (µs)	2	1	2
Inter Pulse Period (µs)	320	320	640
Lowest sampled range from radar (km)	1.6	1.6	58.0
Highest sampled range from radar (km)	21.0	21.0	92.0
Number of coherent integrations	512	512	128
Number of Doppler frequency/velocity bins,	128	128	128
Data weighting window	Hanning	Hanning	Hanning

Number of incoherent integrations	1	1	2

7. Beam Steering Control

The beam steering system was replaced in 2011. At the beginning of each dwell, the radar control system must send a signal to the beam steering controller, via an internet socket connect, in order to select 1 of 17 possible beam pointing directions. This operation takes approximately 1.5 s to complete. The minimal code shown below shows how this can be implemented using the Python programming language in order to select beam pointing direction number 0. The Facility can provide a more-complete implementation of this, which can be integrated into a replacement radar control system.

```
################################################
import socket
#
# The next few lines initiate the “socket” connection to the beam
# steering controller, which has IP address 10.0.0.46.
#
beam_steering_controller = socket.socket(
     socket.AF_INET,socket.SOCK_STREAM)
beam_steering_controller.settimeout(30.0)
beam_steering_controller.connect(("10.0.0.46",9000))
returned_message = beam_steering_controller.recv(128)
print "returned message: %s” returned_message
#
# The beam pointing direction number must be in the range 0 – 16
#
beam_pointing_direction_number = 0
#
# The following lines send the beam pointing direction number to
# the beam steering controller and wait for a response.
#
return_code = beam_steering_controller.send(
     "beam %i\n" % beam_pointing_direction_number)
returned_message = beam_steering_controller.recv(128)
print "returned message: %s” returned_message
#
################################################
```

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÷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	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement
In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	47.50%
Price	AW5.7	Prompt payment	2.50%
Quality	AW6.2	Technical Proposal	15.00%
Quality	AW6.3	Delivery	5.00%
Quality	AW6.4	Replacement component desirable requirements	5.00%
Quality	AW6.5	Replacement transmitter desirable requirement	5.00%
Quality	AW6.6	Replacement system desirable requirements	5.00%
Quality	AW6.7	Warranty	15.00%

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 x 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 x 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) ÷ 4 = 50

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.
All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

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

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

the lowest price.

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.

7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.

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