

Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research & Innovation (UKRI)

Subject: EU SST 3SST2016-17 CASTR System Validation Plan: Monopulse Detailed Design Study

Sourcing Reference Number: UK SBS PS18245



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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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Version 3.3

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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 Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

UK Research and Innovation

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

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

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

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

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation (UKRI) Polaris House North Star Avenue Swindon SN2 1SZ
3.2	Buyer name	David Church
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£70,000.00 Excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	21/08/2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	24/08/2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	28/08/2018 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	31/08/2018 14:00
3.10	Anticipated notification date of successful and unsuccessful Bids	05/09/2018
3.11	Anticipated Award date	06/09/2018
3.12	Anticipated Contract Start date	10/09/2018
3.13	Anticipated Contract End date	31/12/2018
3.14	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

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

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

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

RAL Space at the Rutherford Appleton Laboratory ([RAL](#)) carries out an exciting range of world-class space research and technology development. With significant involvement in over 210 space missions, we are at the very forefront of UK space research. Our expertise covers a wide range of disciplines including; astronomy, solar physics, planetary physics, fundamental physics, earth observation, atmospheric chemistry and radio propagation. Our engineering disciplines include space electronics, detector systems, thermal and mechanical engineering, optics design, software engineering and e-Science.

Our 240 staff are dedicated to supporting the programmes of the [STFC](#) and the Natural Environment Research Council ([NERC](#)), as well as undertaking a large number of space projects for UK and overseas agencies, universities and industrial companies. We work closely alongside the [UK Space Agency](#) (UKSA) who co-ordinate UK civil space activities.

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

Background to the Requirement

The EU SST Support Framework (<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0541>) is implemented by the EU SST Consortium in order to develop a European SST capability which consists of three functions: sensor function, processing function and service function. SST is an abbreviation for Space Surveillance and Tracking. In order to establish, operate, and evolve the three functions, there are two incremental projects funded by the Galileo, Copernicus and H2020 programmes. These are 1SST2016-17 (C&G) and 2-3SST2016-17 (H2020).

The 2-3SST2016-17 project consists of two parts: Part I and Part II. Part I (WPs 1-6) covers 2SST2016-17 activities and Part II (WPs 7-9) covers 3SST2016-17 activities. Within STFC, the project 2-3SST2016-17 is split into 2SST2016-17 and 3SST2016-17 projects and it has been agreed with UKSA to have two separate contracts to cover those. This ITQ relates to the 3SST2016-17 contract.

The 3SST2016-17 is a strategically important project for STFC RAL Space and UK (via UK Space Agency and UK Ministry of Defence) with key milestones which must be met if UK is to achieve its objectives and deliver its commitments in this international programme. The UK Government (with the UK Space Agency [UKSA] leading) is coordinating UK's activities. STFC has a subcontract with UKSA to provide, along with other UKSA subcontractors, support to Work Packages 1, 8 and 9 within 3SST2016-17.

3SST201617 EU SST objectives and aims

The objective of the Part II of 2-3SST2016-17 is to continue to support the SST evolution needs in line with the objectives and challenges of Horizon 2020 related to protecting Europe's investment made in space infrastructure. This will be performed by the improvement of the EUSST functions and capabilities, as well continuing the trade-off of future EUSST architecture and the upgrade or renewal of identified sensors (radars, telescopes and laser stations) controlled by the EUSST Consortium Member States.

Five EU Member States have formed a Consortium in order to bid for, and carry out, the tasks required to fulfil the EU SST Framework. These member States are the UK, Germany, France, Italy and Spain with the EU Satellite Centre (SatGen) providing additional capabilities.

The UK participation in the EU SST Framework is led by UKSA which is the UK Beneficiary to the Grant Agreement. The other UK participants are the MoD (as a Linked Third Party); together with STFC, Dstl and other entities who are all Third Party Subcontractors within the Grant Agreements and who are also subcontractors to UKSA.

There are three technical Work Packages in the 3SST201617 Project (7, 8 and 9). STFC co-ordinates a number of R& D activities to ensure that these are carried out as specified with respect to task scope, timeline and budget. STFC will also be undertaking several technical R&D activities. Some of these technical activities will be facilitated by external subcontractors (competitive tenders). This tender is concerned with support to an R&D study which will be carried out in WP9 "CASTR System Validation Plan Study" (Table 1) and covers the Monopulse Feed Design Study activity.

Monopulse Feed Design Study activity

During 3SST2015 a detailed document was developed and delivered "3SST2015 - D5.2 - Report of R&D Plan and Studies (including D5.4 Yearly Funding Plan)" with the final version at v1.9, dated 30th November 2017 and approved by Steering Committee (STC). This defined a research programme for EU SST within which the Grant Agreement made some modest changes. For contractual purposes, the Grant Agreement has precedent, but 3SST2015 D5.2 contains the technical details and some programmatic information. For this task the key points to note from 3SST2015 D5.2 are:-

Outline	Establishing a detailed plan to get the CASTR radar fully validated and verified in order to support SST operations.
Technical Description	Upgrades to the CASTR radar will be planned, designed and costed in order to upgrade CASTR from TRL 6 (End to end System demonstration) to TRL 8 (Full verification and validation)
Expected Outcomes & Benefits	Greater utilization of the CASTR radar for increased SST Information for EU end users. Clear definition of upgrade specifications ready to support procurement.
External Dependencies	Suppliers specification inputs
Key Milestones	Final Report
Assumptions	Upgrades can be defined that match the older parts of the system
Key Risks	Responsiveness of information providers
PA & QA Standard	Study

Aims and Objectives

The objective is to devise a practical monopulse feed structure given a limited available space. The available space may be approximately bounded by a cylinder of diameter 450 mm and depth approximately 1500 mm. The feed should feature dual orthogonal linear polarisations in the sum patterns and the difference patterns sets in azimuth and elevation.

The reflector antenna is a non-offset prime focus antenna with dish diameter of 25m and f/D ratio of 0.36.

The antenna, including feed structure, is intended for both transmit and receive, with a maximum transmit mean power (input to the structure) of 800 W and a maximum transmit peak power of 100 kW. Current frequency of operation is 3.0765 GHz, but there is a desire to operate between 2.7 GHz and 3.5 GHz.

The supplier shall identify the optimal feed system to meet the above requirements and simulate the field patterns for the sum beam and error beams from the feed. The supplier shall simulate the feed with the 25m diameter reflector and show the resulting sum beam and error beam patterns and gains. This shall include calculations of the output signals from the receive ports for targets off boresight to at least ± 0.1 degrees, ideally out to the point where the sum beam is 10dB down on the boresight gain.

The supplier shall fabricate a prototype of the feed elements. It shall then be tested and the measurements results compared with the simulations. Any differences shall be described

and where the performance does not meet the requirements an approach to correct the design shall be suggested.

This requirement for a monopulse feed system does not include a monopulse comparator. This function will be implemented in the SW processing rather than in waveguide at the feed. The feed system does include any parts such as circulators or OMTs (Orthogonal Mode Transducer) required to isolate the transmit paths from the receive paths or split the two linear polarisations.

Requirement

Work Breakdown Structure

There are four clearly defined work packages to be undertaken by a single dedicated UK contractor (WPs 1000, 2000, 3000 and 4000).

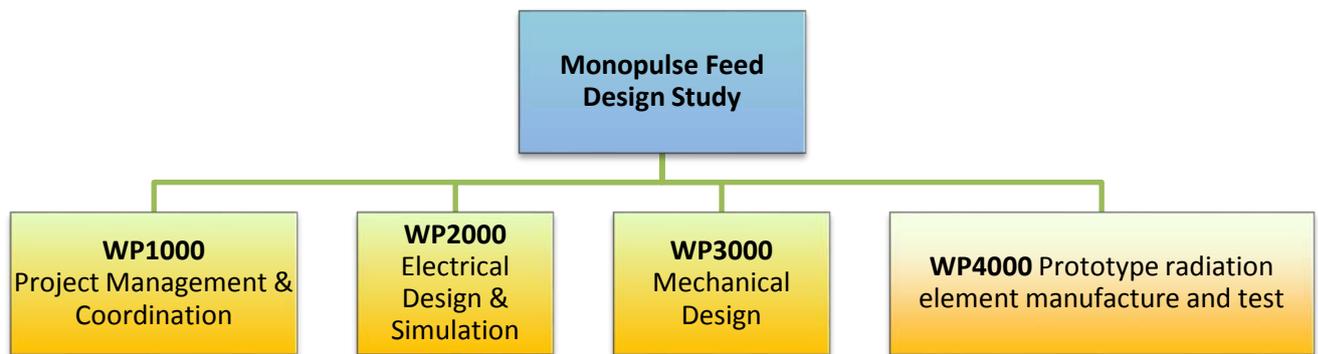


Figure 1. Work breakdown structure.

Work Package 2000: Electrical Design & Simulation

Identify the options for the monopulse radiating element arrangement. Simulate the dual linear polarisation radiating elements including any choke rings. Select the best solution from the identified options. If dielectrically loaded guides are to be used then the simulation shall include the transition from air filled waveguide to the dielectric filled guide. Suitable (Ortho-Mode Transducer) OMTs and circulators shall be identified.

Simulation shall show:

- The beam patterns from the feed system.
- The coupling between transmit and receive elements.
- The cross polar isolation performance.
- Illumination of the 25m reflector.
- Beam patterns for the main reflector including antenna gain in dBi.
- Outputs from the sum and error beams for a target off boresight.
- The losses in the feed system.

Assessments shall be made of:

- The maximum average power handling (including circulators, OMTs etc. used in the feed).
- The maximum peak power handling. (It would be beneficial if the sum beam of the monopulse feed could support weather radar operations. The weather radar operates with 600kW peak power, 0.5us pulses at 612Hz).

- The maximum useable bandwidth.

If no viable solution can be identified by the end of this work package then the contract shall be terminated with the payment of the associated milestone payment.

Work Package 3000: Mechanical design

This work package shall take the electrical design from WP1 and produce production drawings / 3D model suitable for manufacture of a prototype of the radiating elements for testing. The mechanical design shall demonstrate the feasibility of building the complete feed system, including the Chilbolton electro mechanical polariser, within the space available in the feed changer. It is thought unlikely that a conventional waveguide comparator can be made to fit within the available space. The contractor is invited to comment on the feasibility of this. It is the intention to place receiver protectors and LNA as close to the feed elements as possible. This will require mounting brackets included in the final design.

The mechanical design shall show:

- Overall dimensions;
- An estimate of the mass of the system;
- Possible mounting locations to fix the feed into the feed changer;
- Possible mounting positions for the receiver protectors and LNAs.

If no viable solution can be identified by the end of this work package then the contract shall be terminated with the payment of the associated milestone payment.

Work Package 4000: Prototype radiating element manufacture and test

In this work package a prototype of the feed system shall be produced and tested in an anechoic chamber. This shall include the radiating elements, choke ring and transitions to standard waveguide sections or coax feeds. Procurement and test of the selected OMT and circulators is not required. Data sheets indicating the performance across the band shall be sufficient for these components.

A test plan shall be produced and agreed with Chilbolton Observatory staff.

A comparison between measured and simulated results shall be made. Should there be any significant differences these shall be identified and proposals made for corrective measures.

An estimation of the cost for a complete feed system shall be included in the final report.

Technical Requirements

In this specification the use of the word 'shall' is deemed to indicate a mandatory requirement. The use of the word 'should' is deemed to indicate a highly desirable but not mandatory requirement.

- 1) The feed system shall be designed to operate with a 25m diameter 0.36 f/D prime focus reflector.
- 2) The feed should support transmission in both linear polarisations: Vertical and Horizontal.
- 3) The feed shall support simultaneous reception in both linear polarisations: Vertical and Horizontal.
- 4) The feed should operate over the frequency range 2.7GHz to 3.5GHz.
- 5) The supplier shall advise on the maximum bandwidth achievable if not the full range specified.
- 6) The feed system shall handle 100kW peak power in transmit.
- 7) The supplier shall advise on the maximum peak power level achievable.
- 8) The feed system shall operate with a mean power level of 800W in transmit.
- 9) The feed system should operate with a mean power level of 1kW in transmit.
- 10) The supplier shall advise on the maximum mean power level achievable.
- 11) The cross-polar isolation in transmit shall exceed 25dB, desirable 30dB.
- 12) The cross-polar isolation in receive shall exceed 25dB, desirable 30dB.
- 13) The port matched shall be better than 15dB across the operating band.
- 14) The isolation of the receive ports from the transmit signal shall be greater than 17dB, desirable 23dB.
- 15) The transmit ports shall be WR284 waveguide with UDR 10 bolt flanges.
- 16) The feed shall fit within a cylindrical volume of diameter 450 mm and length 1500 mm. The radiating element is at one end of the cylinder, and the transmit waveguide is at the other end.

Other Requirements

- ✓ The supplier shall attend KO Meeting at Chilbolton Observatory (includes familiarisation with the physical system requirements and specifications).
- ✓ The supplier shall support regular teleconferences/WebEx, as required by the PM. Updates on work completed, spending, new issues.
- ✓ The supplier shall support teleconferences on the completion of work packages (2000-4000) to present the technical results.

Scope

In-Scope

- Identification of possible monopulse feed element arrangements.
- Simulations of the feed elements to show the beam patterns.
- Simulations of the feed elements with the prime focus reflector to show antenna patterns.
- Identification of components such as circulators, OMTs etc. that would be required to build a complete feed system.

- Mechanical design including fixing locations for mounting the feed system in the Chilbolton fast feed changer and locations where limiters, low noise amplifiers / down converters could be mounted.
- Production and test of the radiating elements.

Should the output from the electrical design and simulation work package show that there is no viable solution then there is no point continuing to do the mechanical design, build and test of the feed then the contract will be terminated.

Equally, should the output from the mechanical design work package show that the feed cannot be made to fit within the available space then the contract will be terminated.

Please see the diagram below:

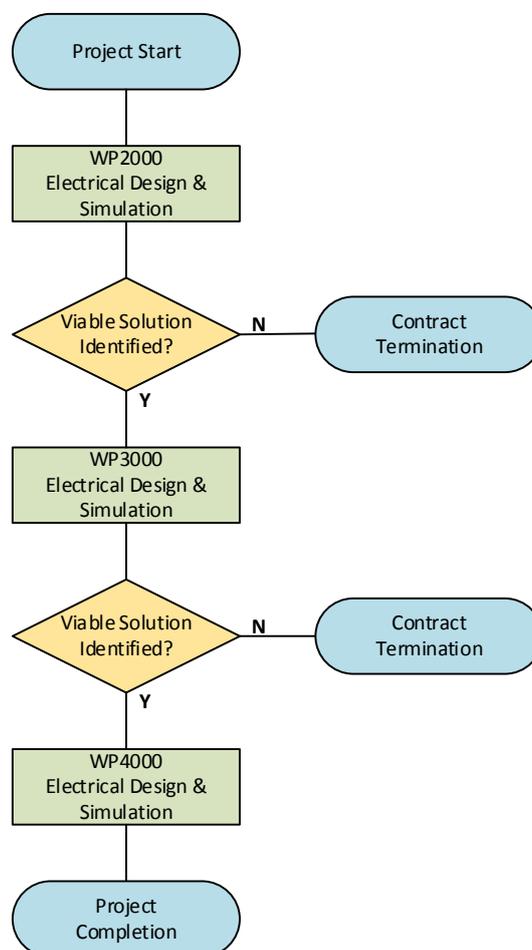


Figure 2. WPs Contractual Flow

Out of Scope

Purchasing of components such as circulators or OMTs.
Delivery of test hardware.

Deliverables and Key Milestones

Deliverable ID	Deliverable/Milestone	Deliverable submission deadline
MS1_KO	Kick-Off Meeting at Chilbolton Observatory	17th September 2018
STFC_D1	Monopulse Feed Simulation Report (see WP2000 outputs description)	19th October 2018
STFC_D2	Mechanical Design (see WP3000)	16th November 2018
STFC_D3	Test Plan	30th November 2018
STFC_D4	Final Report	31 st December 2018

All of the deliverables (D1-D4) will be reviewed by the STFC's technical team and deemed acceptable or a defined list of improvements and updates with an agreed timescale will be provided to bring the deliverables to the required standards.

Bidders are invited to propose the dates for the completion of STFC_D1 and STFC_D2 in their bids.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.3	Maximum Budget
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 the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%

Quality	PROJ1.1	Methodology and Technical Challenges	50%
Quality	PROJ1.2	Project Plan and Timescales	30%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score}/\text{Total Points} \times 50$ (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.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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

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

Some additional guidance notes

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

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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