



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Biotechnology and Biological  
Sciences Research Council**

**Subject UK SBS Bioeconomy evidence review on growth  
opportunities**

**Sourcing reference number BLOJEU-CR150100BBSRC**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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**UKSBS**  
  
*Shared Business Services*

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

### 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](#).

## Our Procurement ambition

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

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

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

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

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

UK SBS Procurement’s unique selling points are:

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

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

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

The Biotechnology and Biological Sciences Research Council (BBSRC) has an annual budget of around 500M (2012-2013) invests in some of the most exciting and innovative bioscience research projects on behalf of the UK public, supporting around 1,600 scientists and 2,000 research students in universities and institutes across the UK. BBSRC's guiding mission is to further scientific knowledge, promote economic growth, wealth and job creation, and improve quality of life in the UK and beyond. BBSRC funds research in:

- plants (we are the principal public funder of plant science in the UK)
- microbes
- animals (including humans)
- tools and technology underpinning biological research

### Examples of funded research

- Spinout company Tissue Regenix<sup>16</sup>, founded by 2009 Innovator finalists Professors Eileen Ingham<sup>17</sup> and John Fisher<sup>18</sup> from the University of Leeds, uses a novel technique to remove living cells from tissues, leaving a scaffold that can be transplanted between different people without risk of rejection.

[www.bbsrc.ac.uk](http://www.bbsrc.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	Lynne Guppy Innovation and Skills Group BBSRC Polaris House North Star Avenue Swindon SN2 1UH
3.2	Buyer name	Rebecca Fish
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£50,000 - £70,000 excluding VAT
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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	15/12/2015 – Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	31/12/2015 – 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	05/01/2016 – 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	08/01/2016 – 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	12/01/2016
3.11	Anticipated rejection of	20/01/2016

	unsuccessful Bids date	
3.12	Anticipated Award date	20/01/2016
3.13	Anticipated Contract Start date	22/01/2016
3.14	Anticipated Contract End date	05/05/2016
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### Overview

1. The Biotechnology and Biological Sciences Research Council (BBSR.C) and the Department for Business Innovation and Skills (BIS) wish to commission a project that will provide an evidence base on the UK bioeconomy. The outputs from this project will enable an evidence-based understanding of the opportunity the bioeconomy presents to the UK, and the prospect for growth and increased productivity. It will also outline the role Government is currently undertaking in realising this. Furthermore, the intention is that the dataset produced through the project will be published for use as an evidence base by stakeholders.

### Background

2. The bioeconomy is becoming an area of increasing focus for UK Government. The European Commission estimates that the EU bioeconomy (including agriculture and food) already has a turnover of nearly €2 trillion and employs more than 22 million people, 9% of total employment in the EU.<sup>1</sup> As such the UK bioeconomy presents a unique opportunity to promote economic growth and increase productivity, build UK based supply chains and boost exports. It also encourages the transition towards a low carbon economy through increased take up of bioenergy and biofuels and increased use of biowaste and alternative feedstocks, e.g. to produce speciality chemicals, plastics and other high-value products, as part of the circular economy.
3. A number of Government departments, the Research Councils, Innovate UK, Devolved Administrations and other agencies are engaged in securing a strong bioeconomy for the UK, as evidenced by the significant levels of publicly funded research investment made collectively by these organisations which underpins the UK bioeconomy. The direct bioeconomy is estimated to contribute over £36 billion gross value added to the total UK economy.<sup>2</sup>
4. The evidence base on the bioeconomy available to UK Government and its stakeholders is not comprehensive and does not provide a holistic picture of the UK's standing internationally. This is a barrier to understanding the size and nature of the economic opportunity the UK bioeconomy presents.
5. In order to better understand the opportunity presented by the UK bioeconomy, this tender seeks to contract organisation(s) that can run an evidence review on the UK bioeconomy, to inform an assessment of the extent of the opportunity the bioeconomy presents to the UK, the prospect for growth and greater productivity, and the role Government is undertaking in realising this.
6. The outputs of the study will be used to raise Ministerial interest in the bioeconomy, through highlighting the size and nature of the opportunity in this

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<sup>1</sup> [http://europa.eu/rapid/press-release\\_IP-12-124\\_en.htm](http://europa.eu/rapid/press-release_IP-12-124_en.htm)

<sup>2</sup> <http://www.bbsrc.ac.uk/documents/capital-economics-british-bioeconomy-report-11-june-2015/>



area and the role Government is currently fulfilling in realising this. The report will also be used as a source of evidence to support in assessing where public intervention could help industry realise the 'high-value' growth potential which would not be achieved otherwise.

## **Objectives (The Project)**

7. To contract organisation(s) to run an evidence review on the UK bioeconomy, drawing together existing literature, analysis and data sources around an evidence framework to inform an assessment of the opportunity the bioeconomy presents to the UK, the prospect for growth and productivity, and highlighting the role Government is currently undertaking in realising this.
8. The project will focus on five main areas:
  - i. What contribution does the bioeconomy make to the UK economy?
  - ii. What is the level of investment in the UK bioeconomy?
  - iii. How does the UK bioeconomy compare internationally?
  - iv. What is the contribution of the bioeconomy to UK economic growth and productivity?
  - v. What role does Government (including local Government) currently play in supporting the UK bioeconomy?
9. Feedstocks is recognised as an important topic to include in the project and should be considered a cross-cutting theme across all five main areas. In particular, BIS and BBSRC are interested in understanding UK feedstock flows and uses, how feedstocks are managed across the bioeconomy, and what opportunities exist for balancing use and enhancing economic growth and productivity. In the context of this review the definition of feedstocks is wider than bio-feedstocks.
10. A draft evidence framework for the project is presented at Annex 1. The framework identifies the key data and evidence which the project should seek to provide. The BBSRC and BIS recognise the framework is ambitious and may need to be refined to enable the contract organisation(s) to deliver the project within the desired timeframe.

## **Definition of the bioeconomy**

11. The bioeconomy can have a range of different definitions depending on the study and country of interest. The Chairs of UK's three bioscience-associated Leadership Councils, comprising the Industrial Biotechnology Leadership Forum (IBLF), the Agri-Technology Leadership Council (ATLC) and the Synthetic Biology Leadership Council (SBLC), have developed the following high-level definition of the bioeconomy, which should be used as a working definition for this study:

*'The UK Bioeconomy - All economic activity derived from bio-based products and processes which contributes to sustainable and resource-efficient solutions to the challenges we face in food, chemicals, materials, energy production, health and environmental protection.'*<sup>3</sup>

## **Selecting sectors to cover in the study**

12. To effectively map out the key evidence on the bioeconomy by sector, a more specific definition of the bioeconomy may be needed.
13. The 2015 IEEP *International review of bioeconomy Strategies* discusses a range of common definitions used to describe the bioeconomy in ten Countries which could form the basis for a more specific definition.<sup>4</sup> *The British Bioeconomy* report identifies five 'core components' that could also be included (Industrial biotechnology and bioenergy, Forestry and logging, Agriculture and fishing, Water supply and Manufacture of food products).<sup>5</sup> However, it will be important for any definition to also capture other areas in the growing bioeconomy, including but not limited to healthcare and the development biopharmaceuticals.
14. As part of the project it will be important for the contract organisation(s) to work with BBSRC and BIS to develop a more specific definition of the bioeconomy

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<sup>3</sup> Communicating the Bioeconomy, Bioscience Leadership Councils, 2015:

<https://connect.innovateuk.org/documents/2826135/26197541/Communicating+the+Bioeconomy+2015.pdf>

<sup>4</sup> International review of Bioeconomy Strategies with a focus on waste resources, IEEP, 2015:

[http://www.ieep.eu/assets/1780/IEEP\\_2015\\_International\\_review\\_of\\_Bio-economy\\_Strategies\\_with\\_a\\_focus\\_on\\_waste\\_resources.pdf](http://www.ieep.eu/assets/1780/IEEP_2015_International_review_of_Bio-economy_Strategies_with_a_focus_on_waste_resources.pdf)

<sup>5</sup> <http://www.bbsrc.ac.uk/documents/capital-economics-british-bioeconomy-report-11-june-2015/>

## **Methodology**

15. The project should use systematic review methods to search and critically appraise existing available evidence in the public domain. The report should acknowledge any bias in the data, make explicit reference to these limitations and provide further lines of enquiry or sources of evidence that may be considered in the future. The review should be limited to research published in the last 15 years.
16. The review should abide by the following criteria:
  - Clear protocols for searching and critical appraisal of evidence identified.
  - Transparency of the inclusion and exclusion criteria for evidence within the review.
  - Transparent extraction and analysis of data from this evidence.
  - A summary of what the evidence is and what is missing from it.
17. International comparisons should be restricted to world leaders / main competitors / selected countries which are active in the bioeconomy. A clear rationale for the inclusion and exclusion of countries should be included in the methodology published as part of the Final Report. Contract organisation(s) may wish to include a draft list of countries in their tender for the project.
18. The high-level definition of the bioeconomy developed by the Chairs of three of the UK's Bioscience Leadership councils should be used as the working definition for this study.<sup>6</sup> A more specific description will be required to effectively map out key evidence by sector; this should be developed with a clear set of criteria for the inclusion and exclusion of sectors.
19. It is not anticipated that this project will support any elements of primary research by the contractor(s).

## **Outputs of the study**

20. The intention is that the output of this project will be quantitative and qualitative data and evidence on the bioeconomy, with an overall coherent narrative on the UK and international bioeconomy; including brief discussion on how the UK bioeconomy has developed into its current form, and a detailed look at opportunities for growth, development and increased productivity. An annex to the final report should also outline any gaps that were identified in the evidence landscape and suggest approaches to addressing these gaps in the future.

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<sup>6</sup> Communicating the Bioeconomy, Bioscience Leadership Councils, 2015:  
<https://connect.innovateuk.org/documents/2826135/26197541/Communicating+the+Bioeconomy+2015.pdf>

## **Key outcomes**

21. The key outcomes from the project will be:

- **Interim Report** detailing the work conducted to date and setting out the preliminary findings against the themes identified, including a draft narrative on the areas of economic opportunity presented to the UK by the bioeconomy.
- **Final Report** setting out the full findings by theme, with an overall coherent narrative on the UK and international bioeconomy, including brief discussion on how the UK bioeconomy has developed into its current form, and a detailed look at opportunities for growth and development and productivity. Evidence gaps should also be highlighted in an annex to the final report, including outlining approaches to addressing these gaps outlined.
- A set of short **Case Studies** that illustrate specific aspects of the bioeconomy e.g. world-leading sectors UK bioeconomy, overseas best practice, feedstocks use and management, opportunities for growth and productivity.
- **A robust dataset** of evidence on the bioeconomy that can be published and used as an evidence base and updated in future, if required. A detailed methodology and quality assessment that also outlines any limitations (bias) in the data set.
- **Excel database** setting out numerical data on the bioeconomy by theme, sector, region and country that could be reanalysed, as appropriate.
- **High-level summary** containing the key facts and highlighting the opportunities the bioeconomy presents for the UK, suitable for Ministers / Senior Government policy makers.
- **Presentation of results** to BBSRC, BIS and other stakeholders.

## **Project management / milestones**

22. BBSRC and BIS expect on-going regular contact with the contract organisation(s) including appropriate updates on progress throughout the project. BBSRC and BIS will establish a small steering group to oversee the progress of the project and a project lead within BBSRC who will be the point of contact for the contractor.

- I. Project Initiation Meeting (Month 0)
- II. Interim report to the project team (Month 2)
- III. Progress report to the project team (Month 3)
- IV. Draft final Report (Month 4)
- V. Final Report (Month 4)
- VI. Presentation of Final Report to BIS, BBSRC and other appropriate stakeholders (Month 5)

**Expected delivery date for the report**

23. The tender is expected to be let by January 2016 and the final report is expected to be delivered within 4 months. In the event that only components of this report can be delivered in the stated time period BBSRC and BIS will negotiate with the contractor(s) on the priority data to be provided.

**All potential bidders will be required to submit a 10 minute presentation based on the following scenario. This scenario will be presented on 12<sup>th</sup> January 2016.**

**Scenario:**

The bioeconomy is becoming an area of increasing importance for the UK and international governments, but the evidence base available to Government is not comprehensive. This is a barrier to understanding the size and nature of the economic opportunity the UK bioeconomy presents and in developing evidence-based policy for strengthening the UK bioeconomy.

You've been tasked with developing an evidence base that could be used for developing strategy and identifying opportunities for growth and increasing productivity in the UK bioeconomy. Drawing on your previous experience, please describe how you would approach and deliver this task.

This should include but is not limited to describing the environment, the methodology and approach you would use to deliver the evidence review and the potential barriers and risks to delivering the work.

## ANNEX 1

The following data and evidence will be required as part of this project:

### 1. What contribution does the bioeconomy make to the UK economy?

#### a. **Data on the UK bioeconomy** (sector and geographic breakdown):

- i. *Employment,*
- ii. *Turnover,*
- iii. *Gross Value Added.*

#### b. What **upstream and downstream activities** generated by the bioeconomy are **associated with each sector** (e.g. employment, GVA)?

#### c. What does the UK currently **import and export, by good/service**?

#### d. **How sustainable is the UK bioeconomy?** (e.g. financial, feedstock, and environmental sustainability and resilience).

### 2. What is the level of investment in the UK bioeconomy?

#### a. **Data on the UK bioeconomy** by sector:

##### i. What is the **historical trend** in investment levels?

##### a) Do any assessments exist for future investment levels?

##### b) Do any sectors experience difficulty in attracting investment?

##### ii. What is the split between **public** and **private** investment?

##### iii. **What is investment going towards** – e.g. capital vs R&D?

### 3. How does the UK bioeconomy compare internationally?

#### a. **International comparison** by sector:

##### i. *Employment*

##### ii. *Turnover*

##### iii. *Import and export*

##### iv. *Level of investment in bioeconomy (public and private)*

##### v. *What is investment going towards (capital vs R&D)*

- vi. *Growth projections*
- b. *How is the **UK bioeconomy developing** compared to other countries?*
  - i. *What areas of the bioeconomy is the UK a **world-leader in**?*
  - ii. *What is the **UK comparative advantage** on the bioeconomy?*
- c. *How have **International Government policy positions** on the bioeconomy developed, compared to the UK?*

**4. What is the contribution of the bioeconomy to UK economic growth and productivity?**

- a. *How has the UK bioeconomy **grown historically** (employment, GVA by sector and region)?*
- b. *What is the **outlook for growth** by sector?*
  - i. *What assessments on growth exist in the literature?*
  - ii. *Where will growth in future come from?*
- c. *What are **the barriers to growth** e.g. infrastructure, regulation, standards or investment?*
- d. *What are the **key existing** and **emerging technologies or innovations** that could accelerate growth and productivity?*
- e. *What is the potential impact of growth in the UK bioeconomy on **productivity of upstream and downstream sectors** e.g. feedstock management and sustainability?*

**5. What role does Government (including local Government) currently play in supporting the UK bioeconomy?**

- a. *What **public sector support** mechanisms / interventions (including subsidies) exist?*
- b. *What **Government Policy support** exists?*
- c. *What **Government strategies** exist that have an impact on the bioeconomy?*
- d. *What **EU policies** impact on the UK bioeconomy?*
- e. *What **evaluations** exist of Government interventions/policy on the bioeconomy – UK or other countries?*
- f. *What **market failures** have been identified in the literature which could support a role for Government in the bioeconomy*

## References

- [http://europa.eu/rapid/press-release\\_IP-12-124\\_en.htm](http://europa.eu/rapid/press-release_IP-12-124_en.htm)
- <http://www.bbsrc.ac.uk/documents/capital-economics-british-bioeconomy-report-11-june-2015/>
- [Communicating the Bioeconomy, Bioscience Leadership Councils 2015: https://connect.innovateuk.org/documents/2826135/26197541/Communicating+the+Bioeconomy+2015.pdf](https://connect.innovateuk.org/documents/2826135/26197541/Communicating+the+Bioeconomy+2015.pdf)
- International review of Bioeconomy Strategies with a focus on waste resources, IEEP, 2015: [http://www.ieep.eu/assets/1780/IEEP\\_2015\\_International\\_review\\_of\\_Bioeconomy\\_Strategies\\_with\\_a\\_focus\\_on\\_waste\\_resources.pdf](http://www.ieep.eu/assets/1780/IEEP_2015_International_review_of_Bioeconomy_Strategies_with_a_focus_on_waste_resources.pdf)

## Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
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	10.00%
Quality	PROJ1.1	Understanding of the requirement	20.32%
Quality	PROJ1.2	Methodology	20.32%
Quality	PROJ1.3	Project Plan and Risk Management	19.44%
Quality	PROJ1.4	Project Team and Capability to Deliver	19.92%
Presentation	PROJ1.5	Presentations	10.00%

## 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 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

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

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

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

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

#### **Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 50

Evaluator 4 scored your bid as 50

Your final score will  $(60+60+50+50) \div 4 = 55$

**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:  $\text{Score/Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

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](#)