

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The National Oceanography
Centre, Southampton for PAT Testing Services**

Subject: UK SBS FM17025 PAT Testing Services NOC

Sourcing reference number: FM17025

UK Shared Business Services Ltd (UK SBS)
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
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS
Shared Business Services

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About our Customer</u>
3	<u>Working with UK Shared Business Services Ltd.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	A FM10725 Price Schedule

Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, 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 Customers.

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

Section 2 – About Our Customer

Natural Environment Research Council (NERC)

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

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

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

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

Examples of funded research

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

NERC also runs six organisations of world renown:

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

www.nerc.ac.uk

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	National Oceanography Centre, Southampton
3.2	Buyer name	Gavin Thurston
3.3	Buyer contact details	Gavin.Thurston@uksbs.co.uk 01793425065
3.4	Estimated value of the Opportunity	Year 1 £10,000 Year 2 £10,000 Year 3 £10,000 Year 4 £10,000 (optional) Year 5 £10,000 (optional)
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	30/01/2017
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	27th February 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	3rd March 2017 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	10 th March 2017 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of	17 th March 2017

	unsuccessful Bids date	
3.12	Anticipated Award date	24 th March 2017
3.13	Anticipated Contract Start date	03 April 2017
3.14	Anticipated Contract End date	27 th March 2020
3.15	Bid Validity Period	90 Days

Section 4 – Specification

Specification FM17025 Provision of Portable Appliance Testing for NOC Southampton 2017 – 2019

Background

The National Oceanography Centre, Southampton site is a collaborative partnership between the Natural Environment Research Council and the University of Southampton. The Centre was opened in 1995 and constructed with a design life of 125 years. The campus is an international centre of excellence, primarily in ocean and earth science, and marine technology. A significant level of scientific research is undertaken throughout the campus. Approximately 1700 persons are based at the site, employed by the Natural Environment Research Council, the University of Southampton and a number of associated tenants.

The centre was purpose-built between 1992 and 1995 and occupies a quayside site within the Associated British Ports operational port area in Southampton. The site was previously used as a dock facility and generally the ground is reclaimed. The mainly six-storey building houses offices, research laboratories, engineering workshops and associated facilities. The heavily serviced building uses vertical service risers internally with horizontal mechanical and electrical distribution areas (intermediate 'MEDA' plant room floors) to service occupied areas. A number of separate single storey buildings are also constructed on the site mainly housing stores, workshops and support facilities.

The items present onsite subject to Portable Appliance Testing (PAT) by an external contractor are sub divided as follows:

Category	Equipment
1	Portable equipment, which is held in the hand while in use. Examples: Electric drills, saws, soldering irons, inspection lamps, vacuum cleaners, floor polishers domestic irons, hot air guns etc.
2	All equipment used in wet or hazardous locations like laboratories, workshops, kitchens or which is moved frequently. Examples: Lab equipment such as hotplates, shakers, ovens, refrigerators, centrifuges, vacuum pumps, electronic instrumentation; kitchen equipment such as mixers, slicers, microwave ovens, kettles, freezers; portable heaters, extensions leads.
3	Electrical equipment in offices. Examples: IT equipment/PCs, photocopiers, fax machines, video and audio equipment, laptop power supplies, task lighting.
4	All other electrical plant and equipment including 3-phase equipment and items permanently connected to the supply without plug and socket connectors

The total number of devices falling into each category changes over time, reflective of the changing requirements and total staff numbers onsite. Based upon the most recent data from the incumbent PAT contractor the number of devices is approx.17,000 The majority of these items fall into Category 1 and Category 2.

Portable Appliance Testing occurs annually however different categories of equipment are

subject to different testing intervals. In addition, category 3 items are subject to a formal visual inspection every 2 years. For each category of equipment the details of interval, year of last test and next test date are detailed below:

Category	Type of service	Last test year	Next test year
1	Annual test	2016	2017
2	Annual test	2016	2017
3	3 yearly test	2015	2018
3	2 yearly visual inspections only	2015	2017
4	5 yearly inspection and test	2015	2020

Brief description of the Works

Contract for the provision of Portable Appliance Testing, in accordance with HSG107 (Third edition) Maintaining Portable Electrical Equipment and the Electricity at Work Regulations 1989, for the period April 2017 – March 2020.

Overview of Requirements

All PAT testers working for the contractor would be required to attend site in May each year for site induction and familiarization on a date mutually agreed by the client and contractor. The cost of these site visits are to be incorporated in the bidders proposal.

The annual testing shall be carried out across the whole of NOCS by the appointed contractor, over a period of 6 to 8 weeks, during June and July, as follows:

Weeks 1 & 2 – Level 1, Level 2, Ancillary Buildings, Containers in Yard

Weeks 3 & 4 – Level 4, Level 5, Energy Centre,

Weeks 5 & 6 – Level 6, Aquarium, Small Boats, Specialist Areas

Weeks 7 & 8 – Contingency weeks, if required.

Testing is to take place during working hours as follows:
Monday – Friday, 0800 – 1800hours

One month prior to the start of testing NOC will circulate a briefing to building occupants regarding the testing process and arrange access as required.

A further email shall be circulated when the end of the testing period is approaching to pick up any missed items. Onsite PAT testers will be directed by the Estates Operations Supervisor for the period of the works and required to report in on a daily basis.

A testing schedule will be issued on a weekly basis to the PAT contractor by NOC. As areas are completed, they are to be highlighted by the contractor on the schedule, which is to be submitted to the Estates Operations Supervisor at the end of each working day as hard copy for office records to be updated. Any issues are to be written on the schedule and will be dealt with accordingly. This could include, but is not limited to, repeatedly being unable to access areas or critical equipment not being able to be switched off during test period.

Should there be any rooms where the contractor is unable to gain access for any reason, this is to be reported to the Estates Operations Supervisor as soon as possible so that access can be arranged. Any areas that the testers were unable to access during the

allocated periods must be noted on the schedule so an alternative date can be allocated.

Items to be tested

All portable appliances located within the NOCS building, ancillary buildings and small boats areas are to be tested as per PAT guidelines.

Please note that NOC does not take responsibility for the PAT of rented or hired equipment or equipment on loan, Student's equipment or contractor's equipment. These items are out of the scope of this contract.

Room occupants are to be advised in advance by the client to make all portable appliances that require testing easily accessible when their area is due to be tested. Under no circumstances are contractors to open drawers or cupboards to look for items.

All existing PAT labels are to be removed from items by the contractor prior to testing, where the item passes a new sticker is affixed to the item detailing the test date and date of next test.

PC's and monitors are on a three year testing cycle, so labels must reflect this on the test dates, i.e. tested June 2015, next test date June 2018. All PC's and monitors in areas must still be checked in case any are new since the previous round of testing and are to be tested and labelled.

Recording of data

The recording of data **must** be accurate and consistent on daily work sheets. If it is not obvious what an item is, then this must be confirmed at the time of test with the room occupant. Guidance below details the number system to be used on these sheets is detailed below:

Room numbers must be recorded in the following format, to include any letters, numbers and forward slashes:

- Rooms in main building to be recorded as per door number e.g. 104/04;
- Ancillary buildings to be recorded as per door number e.g. A101/01;
- Areas along the workshop corridor to be recorded as per door number e.g. W1/02;
- Stores and Hanger areas to be recorded as per door number e.g. S1/55;
- Small boats area to be recorded as SMALL BOATS;
- Containers to be recorded as per container number.

Annual reporting

In addition to the daily sheets, a summary report at the end of the testing period each year and issued to the client. This report is to include, but is not limited to:

- The number of items tested, by category
- The number of items which passed, by category
- The number of items which failed, by category
- General observations
- Recommendations

The contractor key contact is to attend site following the main testing period each year to undertake a review this summary with the Estates Operations Supervisor.

General

Welfare to be provided by client is set out in the NOC Code of Practice.

All contractors are to have completed the NOC H&S and Environment Questionnaire. This is to be returned with the quotation for the works, unless previously provided to NOC in the past year. This information is to be updated annually or sooner if required.

Contractors are required to hold valid public liability insurance for a minimum value of **£10**

million; this is a precondition for all contractors undertaking works at NOC.

Before working onsite all contractors must have been inducted and signed the NOC Code of Practice. This will be provided prior to the start of works.

Any PPE required is to be supplied by the contractor. Bump hats are required when in plant areas. High visibility jackets are required to be worn at all times by all operatives working on quayside.

Risk assessments and method statements must be provided and signed off by the client before initiation of works. This is to be provided to the client at least one working week before the start of work.

Price

Contract to run for a period of **3 years**, with an option for a 2 year extension at the quoted price, however, this will be subject to an annual performance review. The contract will initiate on 3rd April 2017.

A schedule of rates is to be provided in question AW5.2. The rates are to detail the cost on a 'per item' tested/visually inspected Basis

The schedule of rates to remain valid for the period of the contract without adjustment or uplift

The fee for providing the whole of the PAT service described above and performed in connection with the contract will be expressed in the form of a lump sum fee inclusive of all expenses including travel and subsistence.

The fee will be expressed as a lump sum fee for the 3 year contract based upon the estimated number of items in each category detailed above. NOC will not pay any aborted visit fees of any type.

A further breakdown of costs is to be provided in question AW5.2 and this breakdown should provide the Total Cost

All prices submitted will be taken as exclusive of VAT.

Contractual Compliance

Terms and Conditions

Your ITQ response should comply with the defined requirements within the ITQ and its appendices and the NEC3 TSSC Conditions.

Particular attention should be paid to the following:

- Prices are to be fixed for the three-year period
- Additional charges for aborted visits will not be accepted
- Contractors are to hold a minimum of £10 million public liability insurance

- Contractors to complete the Estates Approved Contractor Questionnaire (enclosed) and provide a completed copy with the quotation return
- Full risk assessment and method statement to be provided and approved by the client before any works

All those quoting for the above works are **strongly recommended** to attend site to view the works. Allocated visit dates are Wednesday 1st & Thursday 9th February 2017, 0800 – 1600 hours.

To book a site visit please send a message through the Emptoris system

Any questions or correspondence regarding this opportunity should be raised through the message system of Emptoris

Terms and Conditions

Bidders are to note that any requested modifications to UK SBS 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, 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	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	AW4.1	Contract Terms
Quality	AW6.1	Technical Compliance to the Specification
Quality	PROJ1.4	Site Visit
-	-	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	60.00%
Quality	PROJ1.2	Systematic approach to the Programme Including Consistency and Continuity of Testing Staff and Procedures	25.00%
Quality	PROJ1.3	Effective Communication between stakeholders	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 ($60/100 \times 20 = 12$)

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

Once the evaluation process and due diligence is complete, should the result of the process result in a tied place(s) then the supplier(s) who scored the highest total in the Price criterion AW5.2 shall be considered the successful supplier and shall be awarded the opportunity.

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

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

the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.

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

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

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

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

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

USEFUL INFORMATION LINKS

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