

# Invitation to Quote



## Department for Science, Innovation & Technology

Invitation to Quote (ITQ) on behalf of **Department for Science Innovation and Technology (DSIT)**

**Subject: Data Economy Research**

**Sourcing Reference Number: PS23407**

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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](#).

## **Privacy Statement**

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

1. We will keep your data safe and private.
2. We will not sell your data to anyone.

3. We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

## **Privacy Notice**

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

### **YOUR DATA**

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;  
Names and contact details of employees proposed to be involved in delivery of the contract;  
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

#### *Purpose*

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

#### *Legal basis of processing*

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

#### *Recipients*

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

#### *Retention*

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

### **Your Rights**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

### ***International Transfers***

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area. Where your personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses.

### **Complaints**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

### **Contact Details**

The data controller for your personal data is:

Department for Science Innovation and Technology of 100 Parliament Street, London SW1A 2BQ

You can contact the Data Protection Officer at:

DSIT Data Protection Officer, Department for Science Innovation and Technology of 100 Parliament Street, London SW1A 2BQ. Email: [John.Deene@beis.gov.uk](mailto:John.Deene@beis.gov.uk)

## Section 2 – About the Contracting Authority

### Department for Innovation, Science & Technology (DSIT)

The Department for Science, Innovation and Technology (DSIT) brings together the relevant parts of the former Department for Business, Energy and Industrial Strategy and the former Department for Digital, Culture, Media and Sport. It drives innovation that will deliver improved public services, create new better-paid jobs and grow the economy.

DSIT is a ministerial department, supported by [14 agencies and public bodies](#).

#### Our responsibilities

1. positioning the UK at the forefront of global scientific and technological advancement
2. driving innovations that change lives and sustain economic growth
3. delivering talent programmes, physical and digital infrastructure and regulation to support our economy, security and public services
4. R&D funding

## 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	Department for Science Innovation and Technology (DSIT) 100 Parliament Street, London SW1A 2BQ
3.2	Buyer name	Kallista Thomas
3.3	Buyer contact details	<a href="mailto:Professionalservices@uksbs.co.uk">Professionalservices@uksbs.co.uk</a>
3.4	Maximum value of the Opportunity	£80,000.00 excluding VAT.
3.5	Process for the submission of clarifications and Bids	<p><b>All correspondence shall be submitted within the Messaging Centre of the Jaggaer eSourcing portal. Guidance on how to obtain support on using the Jaggaer eSourcing portal can be found in Section 7.25.</b></p> <p><b>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, unless formally advised to do so by UKSBS.</b></p>

Section 3 - Timescales		
6. 3.6	Date of Issue of Contract Advert on Contracts Finder	Wednesday, 22 November 2023
7. 3.7	Latest date / time ITQ clarification questions shall be received through the Jaggaer eSourcing Portal	Thursday, 30 November 2023 11.00
8. 3.8	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the Jaggaer eSourcing Portal	Monday, 04 December 2023
9. 3.9	Latest date and time ITQ Bid shall be submitted through the Jaggaer eSourcing Portal ( <b>the Deadline</b> )	Friday, 08 December 2023 14:00
10.3.10	Anticipated notification date of successful and unsuccessful Bids	Thursday, 21 December 2023
11.3.11	Anticipated Contract Award date	Friday, 05 <sup>th</sup> January 2024
12.3.12	Anticipated Contract Start date	Monday, 08 January 2024
13.3.13	Anticipated Contract End date	Friday, 29 March 2024
14.3.14	Bid Validity Period	90 Days



## Section 4 – Specification

### **State Threats to Data External Research Project**

#### **INTRODUCTION & PURPOSE**

- The Department for Science, Innovation and Technology (DSIT) leads work across government on data-related policy issues.
- We are seeking market intelligence on companies that possess bulk data and their ultimate beneficial owners.
- The purpose of this procurement exercise is to find evidence to support answers to the following questions:
  1. How significant is the presence of bulk data companies associated with foreign countries in the UK economy?
  2. Which sectors that possess bulk data have the most investment from foreign countries?
  3. Are there identifiable trends that indicate whether foreign country ownership of bulk data companies in the UK economy is likely to change in future, and if so, how?

#### **SCOPE OF REQUIREMENTS**

##### **Specification and Delivery:**

The delivery of the market assessment we are procuring will be completed in two phases:

- **Phase One:** The supplier will identify sources of information and refine search criteria to produce an **initial dataset** of bulk data companies in scope of this research, and create a **delivery plan** for the rest of the project.
- **Phase Two:** The supplier will cross reference the list of companies identified in phase one with ownership information to identify associations with foreign countries. Once bulk data companies associated with foreign countries have been identified, the supplier will analyse the data and provide insights into the sectors with the greatest presence of foreign ownership in the **final market assessment**.

For this research, we are defining “bulk data” as large volumes of data or data a scale and we have provided examples of sectors that contain many “bulk data companies” below.

##### **Phase One:**

We expect the **initial dataset** to include the following at a minimum:

- A dataset of companies based on credible sources of information, produced using bespoke industrial classifications that match the scope below.

We expect the **delivery plan** to include the following at a minimum:

- A project plan detailing how the supplier will deliver the rest of the project to within the timeline and budget.
- Any delivery risks and ways to mitigate these, for example, by amending the scope.
- An outline of how the supplier suggests presenting this information to HMG.

We expect the supplier to primarily use existing sources of information (e.g. foreign direct investment databases) and conduct minimal primary research due to time and budgetary constraints. However, we are open to receiving alternative suggestions for information gathering if they can be completed within the timescale and budget.

### **Phase Two:**

We expect the **final market assessment** to include the following at a minimum:

- Insights based on robust evidence and analysis of companies that possess bulk data operating in the UK associated with foreign countries\*, including:
  - A sectoral breakdown of investments and companies based on existing data bases, including data visualisation and interpretation where relevant. The primary sectors of interest are set out below.
  - As much information as possible on the ownership structures and shareholders of, as well as investments into, major bulk data companies. Where possible, this will include Ultimate Beneficial Ownership (UBO) identification.
  - Identification of trends in investment that indicate the future direction of travel of foreign investment into bulk data companies.

\*For the purposes of this research, we will include foreign companies and companies whose ultimate beneficial owner is a foreign national and those where there is significant foreign investment or stakeholders in the company (this includes parent companies).

### **Bulk data companies in scope:**

Companies **in scope** of the research will meet the following requirements:

- The company operates in the UK and the company's business model means they possess data at scale (both personal and non-personal).
  - This includes companies that provide online services to their customers or use online platforms to sell goods to customers via applications or websites that have large user bases (DSIT will design a threshold for large users bases in partnership with the supplier within Phase One). For example, social media and chat applications, video game applications, healthcare and fitness applications and travel websites, fintechs, and online marketplaces.
  - This also includes companies that possess bulk data, even if they do not deliver their good/services online. For example, traditional finance companies, some consumer sectors (e.g. supermarkets), real estate companies, hospitality, transport, and health companies.

We are interested in other examples of companies or sectors that possess bulk data and we are open to the supplier identifying these examples, with the exception of [Critical National Infrastructure](#) (CNI) sectors, Data Centres and Cloud Service Providers, and the supply chains of these companies.

## **OUTPUTS REQUIRED**

### **Phase One:**

- DSIT requires the initial dataset in Excel along with an explanation of research methodology, data sources and limitations (either included in the Excel file or as a separate document in Word/PDF format).
- Delivery plan for the rest of the project (either as document in Word/PDF or slides in PowerPoint).

**Phase Two:**

- DSIT requires the **final market assessment** in Word/PDF format (we estimate needing approximately 20-40 pages for the main report, excluding appendices) which is intended for a non-technical audience, including:
  - Executive Summary.
  - Outline of findings in response to the research questions and conclusions.
  - Explanation of research methodology, data sources and limitations.
  - Technical appendices: including relevant methodological information, reference material/sources and analysis.

And separately:

- A high-level summary slide pack of the main findings in PowerPoint.

Please note that where **commercially sensitive information** is addressed within the report the contract manager and successful tenderer will agree on how this is to be presented.

**TIMETABLE**

*Please note that dates are indicative and subject to change.*

Description	Date
Start-up meeting <ul style="list-style-type: none"><li>• <b>Placeholder Meeting (09th December)</b></li></ul>	w/c 8 <sup>th</sup> January 2024
Design research methodology and agree analysis plan	w/c 15 <sup>th</sup> January 2024
Initial dataset + delivery plan	w/c 29 <sup>th</sup> January 2024
Phase two delivery meeting [if agreed]	w/c 5 <sup>th</sup> February 2024
Final market assessment and presentation of findings	w/c 11 <sup>th</sup> March 2024

**SERVICE LEVELS AND PERFORMANCE**

The Supplier must have one lead project manager responsible for all components of the project. A member of the Data Infrastructure, Security and Resilience Team will act as lead project manager for DSIT and will provide advice and guidance on any questions arising from the Supplier during the project.

Where comments or input are required from DSIT, the Supplier should allow sufficient time for turnaround and give advance notice where possible. As a general guide DSIT will aim to turn around minor requests within 3 working days and major requests (e.g. commenting on the draft report) in 1-2 weeks.

**Reporting arrangements:**

The Supplier will be expected to:

- Meet initially with the DSIT lead project managers for a set up meeting; and after the delivery of the draft report, to discuss findings prior to its finalisation.
- Hold regular contact meetings during the project.
- Attend and present the final report to DSIT.
- Meetings may be held virtually or in London as per the supplier's preference, all costs associated with meetings will be at the supplier's expense.

#### **Milestones and KPIs:**

- To ensure delivery of the final product on time and to specification, the Supplier will be expected to:
  - Attend and run a design research methodology and analysis plan session on w/c 15th January 2024.
  - Produce and deliver the initial dataset and delivery plan by w/c 29th January 2024. DSIT will assess the quality of the dataset against the research objectives and whether the delivery plan is viable. A Deputy Director decision will be made as to a) whether the Phase One materials adequately meet the specifications and b) whether to proceed with Phase Two of the project.
  - Attend and run a phase two delivery meeting on w/c 5th February 2024 [if agreed].
  - Deliver an interim presentation of findings w/c 4th March 2024.
  - Deliver the final report and presentation of findings and complete the project, including invoicing, by the w/c 11th March 2024. The final report will be signed off at Deputy Director level within DSIT.

#### **BUDGET**

The budget allocated for this project is up to £80k for a two-phase project delivery. We anticipate between £10k-£30k will be allocated to the delivery of the first phase, and between £30k-£50k for the second phase. Please note that, while not the only criteria, pricing is a key element of our evaluation criteria.

#### **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 of Bids

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.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL1.2	Employment breaches/ Equality
Qualification	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Qualification	SEL1.10	Information security requirements
Qualification	SEL2.12	General Data Protection Regulations (GDPR) Act and Data Protection Act 2018
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Qualification	AW4.3	Contracts with suppliers from Russia or Belarus
Commercial	AW5.3	Firm and Fixed Price
Commercial	AW5.4	Maximum Budget
Technical	AW6.1	Compliance to the Specification
Technical	AW6.2	Variable Bids
Technical	AW6.3	Non-Disclosure Agreement
-	-	Invitation to Quote response received on time within the Jaggaer eSourcing Portal
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

## 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.

Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	20%	20%
Technical	PROJ1.1	Approach / Methodology	80%	20%
Technical	PROJ1.2	Subject matter expertise		40%
Technical	PROJ1.3	Project and Risk Management		10%
Technical	PROJ1.4	Social Value		10%

## Evaluation of criteria

### Non-Commercial 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 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.
<p>All questions will be scored based on the above mechanism. As there will be multiple evaluators their individual scores and commentary will be recorded, then a consensus meeting will be convened by the evaluators to determine your score. Note this will include a chairperson or lead and all evaluators are of equal status.</p> <p><b>Example</b>  Evaluator 1 scored your bid as 60  Evaluator 2 scored your bid as 60  Evaluator 3 scored your bid as 40</p> <p>The convened meeting came to a consensus that the final recorded score to given to your submission against this question should be 60, with the justification and reasons for this score recorded.</p> <p>Once the consensus process has been finalised, all justifications recorded and all non-priced scores are agreed, this will then be subject to an independent commercial moderation review.</p>	
<b>Commercial Elements</b> will be evaluated on the following criteria.	
<p>Price will be evaluated using proportionate pricing (lowest bid / bid * mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.</p> <p>For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:</p> <p>(Maximum marks available in this example being 12.5)</p> <p>Bidder A Score = <math>50000/50000 \times 12.5 = 12.5</math></p> <p>Bidder B Score = <math>50000/80000 \times 12.5 = 7.81</math></p> <p>Bidder C Score = <math>50000/100000 \times 12.5 = 6.25</math></p> <p>This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.</p> <p>The lowest score possible is 0.</p>	

## Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
Receipt and Opening	<ol style="list-style-type: none"> <li>1. ITQ logged upon opening in alignment with UK SBS's procurement procedures.</li> <li>2. Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UK SBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.</li> </ol>
Compliance check	<ol style="list-style-type: none"> <li>3. Check all Mandatory requirements are acceptable to the Contracting Authority.</li> <li>4. Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.</li> </ol>
Scoring of the Bid	<ol style="list-style-type: none"> <li>5. Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.</li> </ol>
Clarifications	<ol style="list-style-type: none"> <li>6. The Evaluation team may require written clarification to Bids</li> </ol>
Re - scoring of the Bid and Clarifications	<ol style="list-style-type: none"> <li>7. Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.</li> </ol>
Moderation meeting (if required to reach an award decision)	<ol style="list-style-type: none"> <li>8. To review the outcomes of the Commercial review</li> <li>9. To agree final scoring for each Bid, relative rankings of the Bids</li> <li>10. To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response</li> </ol>
Due diligence of the Bid	<ol style="list-style-type: none"> <li>11. the Contracting Authority may request the following requirements at any stage of the Procurement: <ol style="list-style-type: none"> <li>1. Submission of insurance documents from the Bidder</li> <li>2. Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder</li> <li>3. Taking up of Bidder references from the Bidders Customers.</li> <li>4. Financial Credit check for the Bidder</li> </ol> </li> </ol>
Validation of unsuccessful Bidders	<ol style="list-style-type: none"> <li>12. To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.</li> </ol>



## **Section 6 – Evaluation Response Questionnaire**

Bidders should note that the evaluation response questionnaire is located within the **Jaggaer eSourcing Portal**.

Guidance on how to register and use the Jaggaer eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

**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 Section 3 of 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 the eSourcing portal 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 Jaggaer eSourcing 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.
- 7.10 Do complete all questions in the evaluation response 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 the Jaggaer eSourcing portal. 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 eSourcing portal and problems with functionality within the portal must be submitted to Jaggaer eSourcing Helpdesk

**Phone** 08000 698 632

**Email** [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

Please note; Jaggaer is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. 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 Response 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 / UK SBS.
- 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 the Jaggaer eSourcing Portal.
- 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 90 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 Jaggaer eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliance checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliance 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 the Jaggaer eSourcing Portal.
- 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 revised its Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> April 2014 to replace the previous 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

1. [Contracts Finder](#)
2. [Equalities Act introduction](#)
3. [Bribery Act introduction](#)
4. [Freedom of information Act](#)

## **8.0 Freedom of information**

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 8.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 8.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 8.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 8.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

## **9.0. Timescales**

- 9.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. The Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

## **10.0. The Contracting Authority's Contact Details**

- 10.1 Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants, and advisers) during the period of this

procurement must be directed through the eSourcing tool to the designated UK SBS contact.

- 10.2 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the Jaggaer eSourcing portal. Failure to follow this requirement will result in disqualification of the Response.

## Appendix A – Glossary of Terms

TERM	MEANING
<b>“UK SBS”</b>	means UK Shared Business Services Ltd herein after referred to as UK SBS.
<b>“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”</b>	means the Bidders formal offer in response to this Invitation to Quote
<b>“Bidder(s)”</b>	means the organisations being invited to respond to this Invitation to Quote
<b>“Central Purchasing Body”</b>	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
<b>“Conditions of Bid”</b>	means the terms and conditions set out in this ITQ relating to the submission of a Bid
<b>“Contract”</b>	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
<b>“Contracting Bodies”</b>	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
<b>“Contracting Authority”</b>	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
<b>“Customer”</b>	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
<b>“Due Diligence Information”</b>	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
<b>"EIR"</b>	mean the Environmental Information Regulations 2004 together with any guidance and / or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
<b>“FoIA”</b>	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
<b>“Invitation to Quote” or “ITQ”</b>	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. <b>NOTE:</b> This document is often referred to as an Invitation to Tender within other organisations
<b>“Mandatory”</b>	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
<b>“Named Procurement person ”</b>	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
<b>“Order”</b>	means an order for served by any Contracting Body on the Supplier
<b>“Supplier(s)”</b>	means the organisation(s) awarded the Contract
<b>“Supplies / Services / Works”</b>	means any supplies/services and supplies or works set out at within <u>Section [4] Specification</u>