



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Medical Research Council

Subject: UK SBS CON17003 Town Planning Advisor

Sourcing reference number: UK SBS CON17003

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

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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

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

Medical Research Council (MRC)

The Medical Research Council is a publicly-funded organisation dedicated to improving human health.

The organisation supports research across the entire spectrum of medical sciences, in universities and hospitals, in its own units, centres and institutes in the UK, and in our units in Africa.

Supporting scientists

- Around 5,700 research staff are supported by the MRC, either employed directly in our institutes and units or funded through grants and fellowships.
- We spent £86m on training awards for postgraduate students and fellows in 2011/12, including those in the MRC's own institutes and units.
- At March 2012 there were around 1,900 MRC-funded PhD students and around 400 MRC fellows in higher education institutes and MRC research establishments.

Research examples

- The benefits of MRC research have a national and global impact; from infections in Africa, stem cell advances that can potentially combat brain and heart diseases and improvements in the design of tests for treatments. As well as more and better healthcare, medical research can lead to wider impacts; many millions more lives saved, a vastly improved quality of life and hence a more productive workforce and economic benefits to nations.
- MRC researchers have found markers for cancer cells that may help detect thousands of new cases of cancer a year. The markers are already part of an MRC-developed device that screens for cancer of the oesophagus, are being trialled for cervical cancer screening and could potentially be used in a test for bowel cancer.
- The NHS newborn hearing screening programme, introduced in 2002, improves the early detection of hearing impairment in babies, allowing earlier and more effective treatment for the 900 babies born each year in the UK with permanent hearing loss.
- An estimated 73,000 adults are living with HIV in the UK, according to 2006 figures, but around a third of those people haven't been diagnosed and don't know they're infected. Black and ethnic minority populations accounted for just over half of all 7,000 new cases in 2006. Among many other aspects of HIV research, such as the molecular basis of the condition, treatments and diagnosis, MRC scientists are also researching social and behavioural factors.

<http://www.mrc.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	Medical Research Council
3.2	Buyer name	Gavin Thurston
3.3	Buyer contact details	FMPProcurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£25,000.00
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	16/02/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	24/02/2017 14:00PM
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	06/03/2017 14:00AM
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	13/03/2017 11:00AM
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	24/03/2017
3.12	Anticipated Award date	27/03/2017

3.13	Anticipated Contract Start date	28/03/2017
3.14	Anticipated Contract End date	31/03/2021
3.15	Bid Validity Period	90 Days

Section 4 – Specification and Scope of Works

Town Planning Advisor

LMS BUILDING PROJECT

New Facility for the MRC London Institute of Medical Science (LMS) at the Hammersmith Campus

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1. Introduction

The Medical Research Council (MRC) (<http://www.mrc.ac.uk/>) improves human health through world-class medical research. We fund research across the biomedical spectrum, from fundamental lab-based science to clinical trials, and in all major disease areas. Our research has resulted in life-changing discoveries for over a hundred years.

We are a non-departmental public body funded through the government's science and research budget. We invest in research on behalf of the UK tax payer. Scientists apply for funding for their research and applications are reviewed by panels of independent experts.

To enable innovative science of the highest standard the facilities must be maintained and upgraded as required. This project is seeking to provide the MRC London Institute of Medical Science (LMS) with a new facility, which will serve it's science for the next 20-35 years.

2. Background Information MRC LMS

The MRC LMS aims to be at the forefront of innovative biomedical research and in partnership with Imperial College London and others, to promote the translation of its research for maximal benefit. The institute trains and mentors the next generation of clinical and non-clinical scientists and strives to enhance the public's interest, understanding and trust in science.

The MRC LMS (formerly the MRC Clinical Sciences Centre) is a core-funded MRC Institute. Located on the Imperial College Hammersmith Hospital campus, it has strong partnerships with Imperial's Faculty of Medicine, as well as with the Faculties of Engineering and Natural Sciences. This access to medicine, physics, chemistry and engineering affords the Institute superb support for delivering on its multidisciplinary remit to strengthen the interface between clinical and basic science. LMS is located in close proximity to Imperial's White City Campus development which will provide local access not only to academic chemists and engineers, but also to industrial collaborations and expertise in entrepreneurship and innovation. The first phase of Imperial West hosts space for spin-outs and more than 70 start-ups, while the Research & Translation Hub will contain research and incubator space for 1000 researchers alongside 50 spin-out companies, designed to accelerate the commercialisation of research. This exceptional environment underpins the world-leading fundamental and translational biomedical research at LMS and at Imperial College.

LMS pioneers the study of gene regulation and gene-environment interactions, capitalising on its unparalleled strengths in basic epigenetic mechanisms, physiology and metabolism, genomics and imaging, combined with bioinformatics, biostatistics and imaging. The Institute's strap line, "Genes in discovery, inheritance and health" summarises both its strengths and ambition. It reflects LMS's commitment to fundamental science, its application for understanding disease and its determination

to use this knowledge to improve human health across generations. The Institute currently comprises c.35 investigator-led groups supported by eight research facilities.

At the most recent review by the MRC, the quality of the Institute's research and its proposals for the future were strongly endorsed, with research funding of £89.2M awarded for the period April 2016-March 2021. Among the institute's noted strengths were:

- world-leading research programmes and outstanding examples of strengths in epigenetics, genomics, metabolic homeostasis and cardiovascular disease;
- the establishment of a new, interdisciplinary Integrative Biology Section, bringing together computational and experimental expertise and showing a promising focus on single cells and molecules;
- involvement of leading international collaborators in the Institute's programmes; productive links with Imperial College, which promote and enhance interdisciplinary training and research;
- innovative clinical science training programmes, producing clinicians with a strong foundation in basic research; innovative basic science career pathways;
- and field-leading public engagement.

2.1. *Institute's mission and organisation*

The CSC aims to be at the forefront of innovative biomedical research and in partnership with Imperial College London and others, to promote the translation of its research for maximal benefit. The institute trains and mentors the next generation of clinical and non-clinical scientists and strives to enhance the public's interest, understanding and trust in science.

At Hammersmith Campus, the CSC based on a site, which contains two major teaching hospitals. It is therefore ideally placed to work with on-site partners to facilitate translational pull-through of its work. CSC scientists also exploit multidisciplinary opportunities with colleagues from Imperial College London combining biological sciences with other disciplines, in particular engineering, physics, mathematics and computer science.

At full strength, the CSC comprises over 35 research groups organised into the three research sections Epigenetics, Integrative Biology, Genes and Metabolism. The research groups are also part of the Institute of Clinical Sciences (ICS), which is a Department in the Imperial College London Faculty of Medicine with the two divisions Imaging Sciences and Molecular Sciences.

2.2. *The Institute's vision*

Each of the MRC Units and Institutes undergo a strict review process, in which the scientific output of the last five years and the strategic plans for the future are reviewed by a panel of international specialists, who are leading in the field of the respective research. These Reviews (QQR) determine the future of the Unit/Institute and the relevant funding required.

The MRC Clinical Sciences Centre has consistently been very successful in these reviews, gaining approval for new science directions, additional research groups, new equipment, etc. In the recent QQR it was acknowledged that the Institute is in need of more presence and an improvement of facilities to cater for the future research needs.

One of these areas is the increasing contribution by and focus on the potential provided by new imaging equipment and the importance of bioinformatics. New types of imaging equipment (Super Imaging Microscopy, Cryo Electron Microscopes, etc.) have demands on the facilities, which the current laboratories cannot provide.

One of the most important aspects of this project is to provide facilities, which are flexible for future developments, change of science directions and opportunities for collaborations.

2.3. MRC CSC existing facilities, issues and opportunities

Figure 1 shows the facilities currently occupied by the MRC CSC. Some of these are new facilities. These are spread over the Hammersmith Campus and hence do not provide a HOME for the Institute.

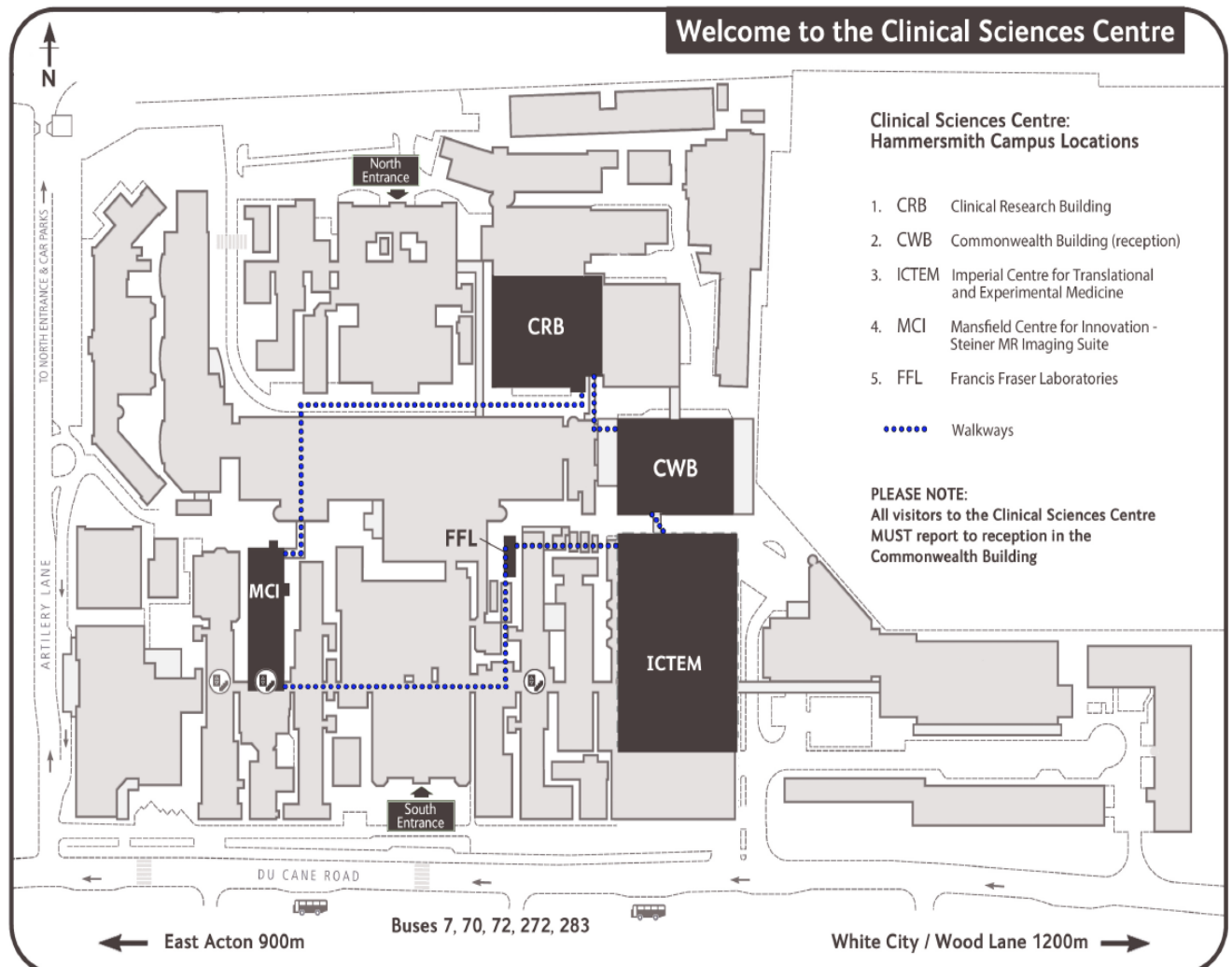


Figure 1 - Locations of CSC facilities at Hammersmith Campus

The Institute is currently located within 4 buildings on the Hammersmith Campus. The Clinical Research Building (CRB) forms the hub for the Epigenetics Section, as well as housing about half the groups from the Genes and Metabolism Section and the Integrative Biology Section.

The remainder of the Genes and Metabolism Section is housed on the second floor of the Imperial Centre for Translational and Experimental Medicine (ICTEM). Groups working on innovative imaging technologies are located within the Mansfield Centre for Innovation, which includes facilities for 1.5T and 3T MR imaging, as well as next generation microscopy (including PALM-STORM, SIM and STED). Administration and the main data centre are located in the Commonwealth Building (CWB). Imperial College's experimental animal facility (H1), which is critical for the work of many of the LMS research groups, is located on the lower floors of CRB.

Across the CSC, accommodation is now extremely cramped with no available space for expansion of activities or for hosting the innovative interdisciplinary collaborations which are increasingly important to the institute's ability to deliver. Furthermore, adoption of new technologies,

particularly new imaging modalities, is critical to the Institute's long term success, but is currently inhibited not only by lack of space, but also by power constraints to several of the buildings and by lack of ground floor accommodation for vibration sensitive instruments. The CRB and Mansfield Centres are particularly problematic due to the age of the buildings and the infrastructure. Furthermore, access to modern experimental animal facilities is critical for approximately half of the research programmes at the CSC, but is currently severely hampered by a lack of space for modern procedure rooms within the existing H1 facility.

Procedure rooms, with adjacent facilities for long term holding, are critical for longitudinal metabolic, neurological and behavioural monitoring facilities as well as for state-of-the-art in vivo imaging equipment (photoacoustics, bioluminescence, ECHO-MRI, 2-photon microscopy etc). The some of the current facilities are aged and the areas struggle with sufficient air supply, cooling, etc. Insufficient flexible space to house modern technology, such as Super-Imaging Microscopes and Cryo-Electron Microscopes as well as lack of procedure room and facilities for longitudinal studies is holding the Institute back from delivering and developing their research to their full capability.

In 2012 the MRC undertook the decommissioning and demolition of the Cyclotron Building (see Figure 2). Building was raised to the ground (ground floor slab level) and is now available for re-development.

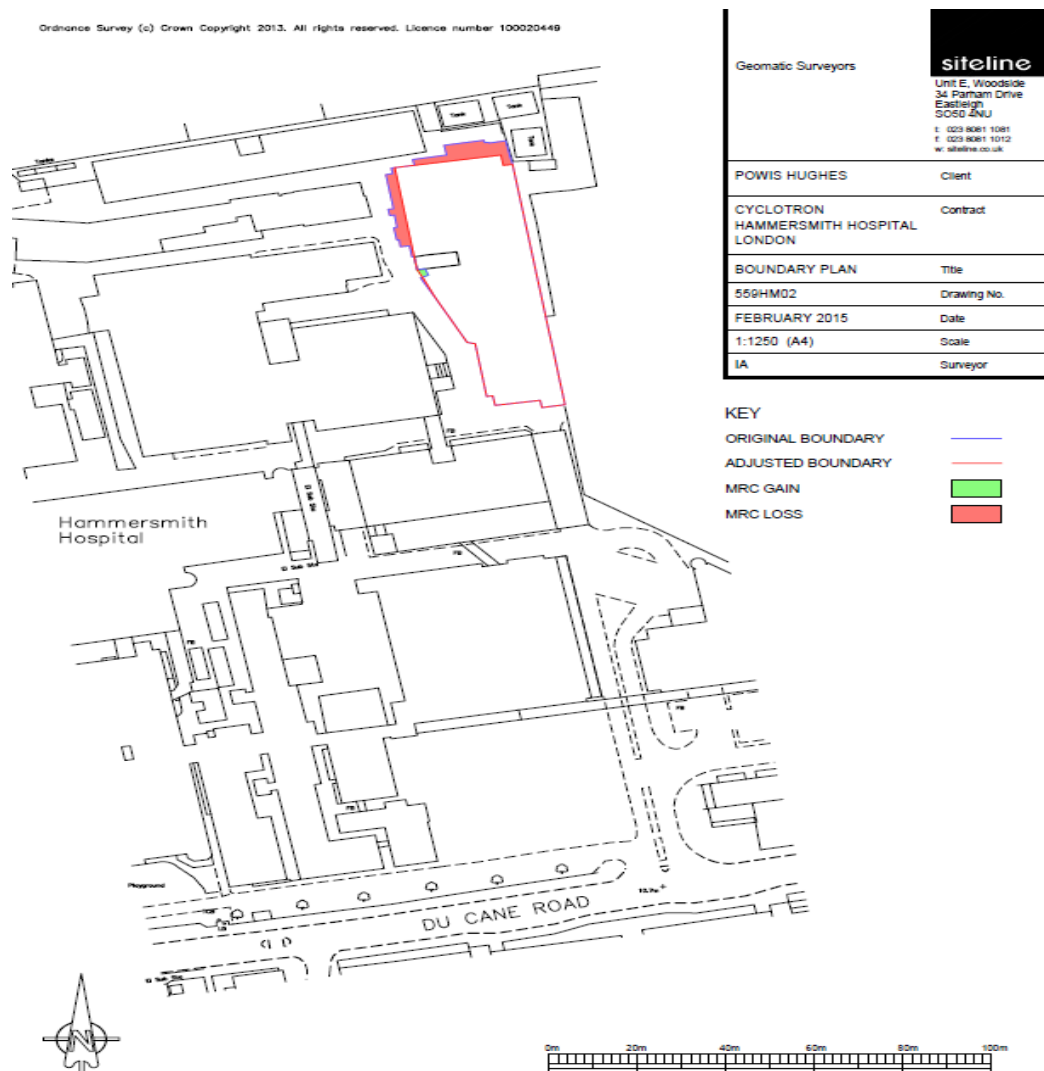


Figure 2 - Site outline Cyclotron Plot

The MRC has a remaining lease of 34 years for this site and is potentially seeking to undertake the negotiations with the Imperial College Healthcare Trust (ICHT) in order to use the opportunity for a new build which will cater for the institute's future needs and provide the infrastructure required to maintain and increase its scientific impact.

Priorities for the institute include the provision of a fit for purpose experimental animal facility which will meet LMS's future needs, and a new in vitro imaging centre, which will bring together the Institute's existing imaging equipment and, crucially, provide additional high quality space for the incorporation of new state-of-the-art imaging technologies such as cryo-EM.

The new building also provides an opportunity to consolidate LMS researchers, ideally within a single building, but certainly within fewer locations than at present, which will provide a more conducive environment for communication and collaboration across the institute. Release from leases/SLAs on existing space may provide for some "return" by saving of costs of the current estates set up. Provision within the new build of additional space to relieve the current cramped conditions in LMS and to provide flexible collaborative space for interactions with partner organisations, including with Imperial College, are also important considerations.

2.4. Partnership with Imperial College

Imperial College is one of the world's leading universities, consistently rated in the top ten. It is the only UK University to focus exclusively on science, technology, engineering, medicine and business and the only one to have had the application of its work to industry, commerce and healthcare central to its mission since its foundation.

Imperial has committed £25M to the new build, and is currently scoping options for use of the building, to determine the research discipline/s to be based there. One attractive possibility is to use the new build as part of an initiative to consolidate Imperial's substantial community of researchers working in Infections and Immunity onto the Hammersmith campus. This would offer new scientific opportunities, particularly in the areas of emerging infections and antimicrobial resistance, which have been recognized as critical research priorities for the MRC and the UK more generally.

Partnership with LMS provides an opportunity for the College to invest in new, state-of-the-art facilities on the Hammersmith campus, as well as the potential for subsequent redevelopment of space vacated by LMS. The new building will serve as a focus for interdisciplinary research involving academics and industrial partners across the Hammersmith and White City campuses. The shared occupation of the new development by LMS and Imperial provides new opportunities for collaboration and underlines the College's commitment to working in long term partnership with MRC and in particular LMS, to deliver a world leading programme of biomedical and translational research.

In the recent capital funding round the UK Government has ring-fenced £50m for the design and construction of a new laboratory facility for the MRC CSC including a long term solution for an appropriate provision for Central Biological Services. In combination with the potential contribution by ICL this project will have a value of app. £75m, however the MRC and ICL are currently actively seeking additional funders to maximise the space and consequently the science that is to be taking place in the new facility.

3. Scope of this appointment

This appointment is for the service of planning advice throughout the project.

3.1. Project Governance

The Project is led and managed by the MRC Major Projects Department. The governance of the project has been established with the current stakeholders and is defined in the Terms of Reference of the Project Board and is structured as shown in Figure 3.

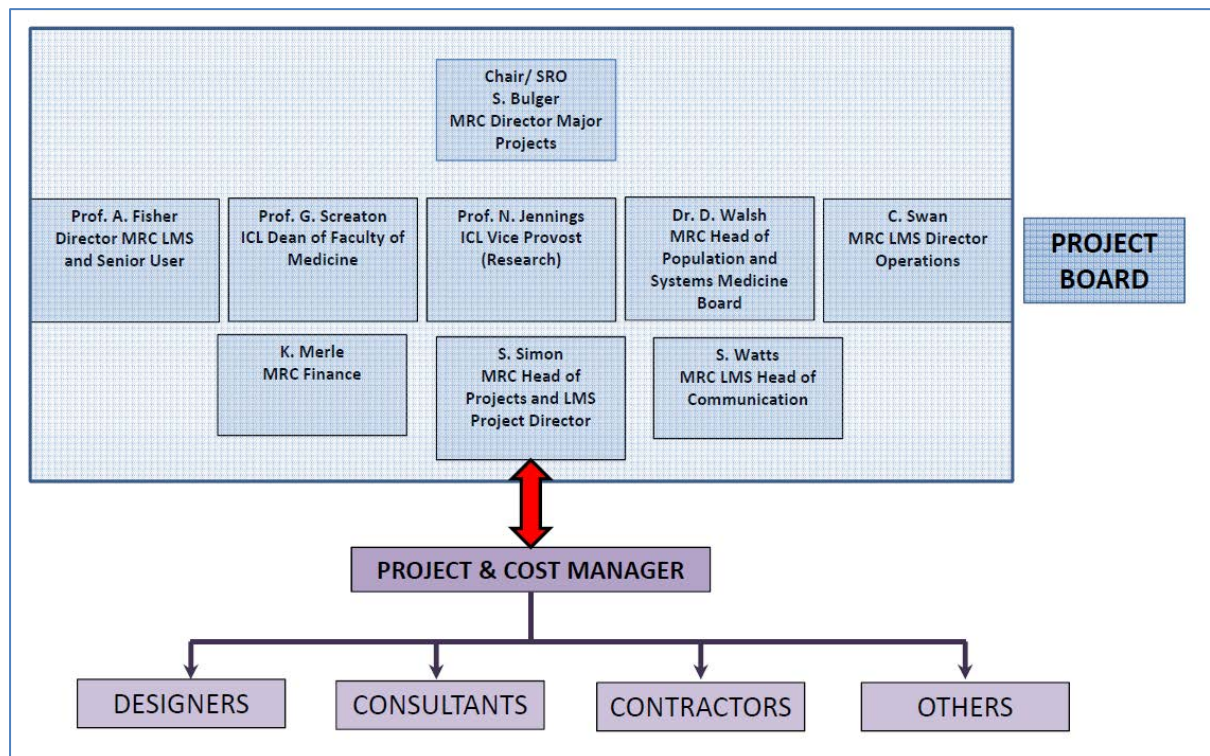


Figure 3 - Project Governance

The successful bidder will be liaising with the Project & Cost Managers and the appointed designers (procurement in progress) but will be contracted directly by the MRC and reporting to the Project Director.

3.2. Generic

The Medical Research Council is seeking to appoint a technical advisor in the subject of planning advice for the LMS Building project with the following responsibilities:

The Town Planning Advisor is a technical advisor to the client and will be required to support and inform the design team (to be appointed) with reference to requirements and strategy for gaining the planning approval from the local authority for this project.

The appointed Town Planning Advisor will facilitate the planning process for this project through close communication and liaison with the local Planning authorities, support in stakeholder engagement and later on the closing out of planning conditions. It is expected to comment and/or contribute to the various documentation to planners (correspondence and reports) as well as reviewing design development with regards to sensitivities by the local planning authority.

It should be noted that the responsibility for gaining planning permission sits with the design team and the role of the Town Planning Advisor is seen to make this process smoother and de-risk it.

The following details the responsibilities of the Town Planning Advisor under this contract:

- Advising on the broad planning submission strategy and timescale for the overall project (eg local planning authority (LPA) pre-application engagement and outline/detailed planning application stages that are required, as applicable)
- Providing an initial town planning policy and site context analysis review note, for use by the client and the design team
- Working with the client and design team on a suitable scheme masterplan, outline sketch plan concepts and subsequent detailed design approaches as required
- Liaising and engaging with LPA planning and design officers , highways engineers and local interest groups, Ward Councillors etc. as required at the pre-app and detailed application stages, with possible ref. to the GLA officers if required
- Preparing and submitting any required pre-application scheme submission packages to the LPA and seeing those submissions through to a conclusion on the detailed scheme approach
- Undertaking any required background and planning application stage local engagement work involving local stakeholders , community groups and LPA political reps.
- Preparing and submitting possible outline and detailed planning applications to the LPA, negotiating the scheme through the town planning approval stages , attending Planning Committee etc. as required and providing feedback on the application decision and future Conditional submission requirements
- Advising on S106 Agreement matters that may be involved in the process, liaising with the client's legal advisors etc.
- Preparing and submitting any required applications for Conditional matter discharge at the pre-commencement stages ,as required.

NOTE: The rights for all documentation produced by the planning advisor in relation to this appointment will be owned by the MRC

4. Programme / Milestones

The project has the following programme and milestones to achieve (subject to various approvals). Some of these may be due before appointment under this service can be made.

Task / Milestone	Start	End
Tender for Design Team	15.03.2017	15.06.2017
RIBA 0 – 3 including Planning Submission	01.07.2017	31.01.2018
RIBA 5 (Construction)	01.10.2018	31.03.2021

The Project will undergo Gateway reviews at appropriate times during the above programme. The dates and scope of these reviews will be defined by the SRO and the Project Board.

5.Pricing

Please See Appendix A - AW5.2 Price Schedule for Pricing Information

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 ($5+5+6=16 \div 3 = 5.33$))

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	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	30%
Quality	PROJ1.1	Identify Top 5 Risks	30%
Quality	PROJ1.2	Benefits from Lessons learned	40%

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 then the supplier who scored the highest total in the following quality Criteria shall be considered the successful supplier and shall be awarded the opportunity

Quality question PROJ1.1

Quality question PROJ1.2

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 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](#)