Invitation to Quote

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

Subject: RE18291 MRC Vacuum Evaporator

Sourcing Reference Number: RE18291

UKSBS
Shared Business Services

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

Version 3.3

Table of Contents

Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

Our Contracting Authorities who have access to our services and Contracts are detailed here.

Section 2 – About the Contracting Authority

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

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

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

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

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation Polaris House Swindon, Wiltshire SN2 1FL
3.2	Buyer name	Rosie Clarke
3.3	Buyer contact details	research.tenders@uksbs.co.uk
3.4	Estimated value of the Opportunity	£120,000 GBP excluding. Vat
3.5	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**
Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Monday 17th September 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Wednesday 3rd October 2018 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 5th October 2018 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 12th October 2018 14.00
3.10	Anticipated notification date of successful and unsuccessful Bids	Monday 29th October 2018 14.00
3.11	Anticipated Award date	Tuesday 30th October 2018
3.12	Anticipated Contract Start date	Tuesday 6th November 2018
3.13	Anticipated Contract End date	Tuesday 5th November 2019
3.14	Bid Validity Period	60 Days

Section 4 – Specification

The LMB wish to purchase a new advanced vacuum evaporator to allow the deposition of Gold, Silver, Carbon, Chromium, Aluminium, Palladium, and Platinum and other novel thin films not possible in the current systems for use in the development of new specimen supports and the processes for their manufacture.

Base unit - Vacuum chamber will have an automated pumping system. The main vacuum chamber to be mounted on a steel painted cabinet type frame and should incorporate access doors and

The turbomolecular pump port should be located on the rear wall of the chamber.

The chamber, electronics, control and power supplies should sit within a footprint 125 cm × 90 cm (not including the backing pumps)

High-vacuum process chamber:

Vacuum chamber of approx. 80 litres internal volume.

Stainless-steel front-loading box chamber with D-shaped back and aluminium hinged front door, finished to UHV standards, and capable of << 1 × 10-7 Torr without deposition fixtures.

The front width of the chamber should be at least 400 mm, depth at least 400 mm and height 570 mm

The design should be capable of allowing long working distances of > 40 cm for high-quality, good uniformity deposition from evaporation sources and minimised substrate radiation damage.

Design should ensure minimised 'dead' volume that would otherwise adversely affect pumping performance.

The chamber baseplate and top-plate to be fitted with various ports for tooling and sources, and contain additional redundant, blanked-off ports to allow for future system upgrades.

Chambers must be easy to clean

Chamber should be leak tested to better than 1 × 10-9 mbar.

An ISO160 port on the rear for fitting of the turbomolecular pump.

The unit should have one front door o ring seal, and additional 3 units provided for spares.

The unit should have a load lock port

Chamber customisations

4 x additional NW63CF ports around the side of the chamber with centres at the height of the sample platen

2 x additional NW40CF ports on the top of the chamber

Baseplate with 2 x spare 1” bolt feedthroughs (blanked) in addition to those used for the deposition hardware.

Front door viewports:

The chamber has at least two 90 mm diameter viewports to allow for process observation, including stage and source operations.

The viewports must be fitted with shutters so that their interior surfaces are protected from deposition material when not in use.

Suggested layout would be for one viewport to cover the substrate stage, another allowing for monitoring of the sources.

Final positioning will be determined through post-order customer consultation.

Chamber internal wall liners:

The process chamber should be fitted with easy-to-replace internal shielding liners for all sides (except the bottom plate). A second set of shielding should be provided as spares.

Fully-automated pumping system and pressure measurement for process chamber:

The process chamber should be pumped via an automated turbomolecular pump capable of at least 400 L/sec

The turbomolecular pump will be backed by dry scroll-type pump of 10 m3/hr capacity.

The entire pumping and venting system must be fully automated and designed to provide rapid pump-down cycles.

Pressure measurement and monitoring via wide-range gauge that operates from atmosphere to 10-9 mbar.

Cold trap:

Mounted on the main chamber roof, liquid nitrogen hollow cylindrical “finger” type protruding into the chamber protrusion distance approx. 150 mm, tube diameter approx. 30 mm

Liquid nitrogen during pumping 100 mL capacity, that allows for enhanced pump-down curves and better base pressures.

Vacuum-facing parts must be copper surfaces for most effective heat transfer (i.e., best absorption of in-vacuum species).

Process chamber vacuum specification and pumping performance:

Base pressure better than 5 × 10-7 mbar for routine, conditioned use. Once conditioned should reach pressures of 5 × 10-6 mbar in approximately 30 minutes of initiating pumping routine, and 5 × 10-7 mbar within 2 hours.

Safety interlocks:
Interlocks provided for coolant water (flow sensors), chamber and vacuum, for protecting users and system. System designed to revert to safe state in event of a power cut, ready for easy power restart.

Electron-beam source:

High power evaporation source, 6 kW power rating, water-cooled.

Suggested pocket configuration is 6 × 7 cc, but 8 x 4 cc should also be made available

Should contain a rotating turret, 270° focusing permanent magnet and beam sweep coils that allow for coverage of entire crucible.

Fitted with shielding appropriate for protection of sensitive parts from deposition contamination.

Pockets not in use must be covered.

Pocket changing is via an automatic indexation system

Electron-beam power supply and controller

The electron beam source powered by a solid-state power supply/controller package A 5 kW three-phase HV 10 kV power supply capable of 0-500 mA emission current; a filament supplies 8–50 A output 230/50 VAC input

Evaporation controller with x and y sweep (i.e., double-axis), emission input, 6 opto-isolated digital inputs, 2 relay contact outputs, 2 x RS232 serial ports

At least 20 process configurations.

Electron-beam source automatic pocket indexation:

System should be fitted with an indexer that rotates multi-pocket electron beam sources through a rotary vacuum feedthrough.

The device should be direct-drive, and positions calibrated electronically, eliminating the need for mechanical adjustments and settings.

The unit should be both operated manually and automatically to allocate the correct crucible pocket to the required layer during fully-automated multi-layer film deposition.

Carbon deposition

Carbon rod resistive evaporator. The source should have cross contamination shielding, static carbon and spring loaded active carbon rods, 400 A rated feedthroughs and 100 A rated connection cables.

Ability to switch to carbon string arrangement would be desirable

Carbon deposition source connected to a solid-state power supply and control unit. Power for the source by 25 A/33 V supply with manual and automatic control

Thermal evaporation

One thermal evaporation boxed source with water-cooled power feedthroughs, for effective material heating, less stray IR that could affect samples, and better base pressures during deposition for high-quality coating. Source should be suitable for accepting industry-standard boat, wire, basket and crucible supports.

Source to be connected to a solid-state power supply and control unit that is mounted in the system Power for the source 100 A/8 V supply with manual and automatic control

Source positioning

Sources will be positioned for minimised distance between vertical axes of substrate stage and source centres. Suggested configuration is with electron-beam source to be located centrally with thermal evaporation source slots on either side BUT that final source positioning should flexible post-tender CAD modelling and customer consultation.

Source shutters:

Three pneumatically-actuated source shutter, to operate discretely over the deposition sources (one allocated to each source). Allow for protection of substrates from deposition material while sources are being set up. Controlled manually or automatically and can be automatically shut once a required deposition thickness is attained

Substrate shutter:

Pneumatically actuated shutters to be positioned just beneath the substrate stage and capable of protects the substrate from deposition material while the evaporation source is being set up.

This shutter controlled manually or automatically and shut once a required deposition thickness is attained

Rotation/cooling substrate stage (6”/150 mm substrate area):

Substrate stage consists of stainless-steel reservoir with copper (for best thermal contact) front plate against which samples may be mounted (6”/150 mm diameter mounting area).

Mounting tooling must be flexible and will be determined through customer consultation.

Reservoir should be fitted with baffled channels that allow for routing of coolants including liquid nitrogen, from outside the vacuum environment.

The stage to be mounted on a shaft that passes through a rotation feedthrough in the top of the chamber.

Must be capable of simultaneous stage rotation and cooling

Feedthrough should be fitted with heater jacket assembly to prevent over-cooling issues

Stage should be connected to a motor allowing for variable-speed rotation that is controlled manually or automatically.

Quartz crystal sensor heads

Two adjustable-position quartz crystal sensor heads with oscillator and cable sets.

Positioned in the chamber to allow for monitoring of deposition rates and thicknesses from the deposition sources.

Sensor-heads water cooled for minimised temperature influences on collected data.

10 of spare crystals to be supplied

Process monitoring and software

Software should be intuitive but powerful and flexible, allowing for pumping system monitoring and control, substrate rotation and system logs and diagnostics. Deposition control will be automatic

System should have rate monitoring and automatic shutter operation when user-defined thickness set points are achieved (as determined by the connected quartz crystal sensor heads). The thickness resolution of the unit is 0.0368 Å and collect data with a frequency of up to 10 Hz

Software included for data-logging of deposition rate data.

Factory acceptance visit: Customer will be invited to inspect and receive basic training on the system, prior to its shipping, demonstrating the required specification is achieved.

Warranty: The Supplier is to offer a minimum 12 month warranty, valid from the delivery of the goods.

Delivery Date: The Supplier must be able to deliver the goods before the 31st January 2019.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

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

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
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 Part 1
Commercial	AW4.2	Contract Terms Part 2
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.5	Carbon Deposition

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30%
PROJ1.1	PROJ1.1	System Overview and Drawings	40%
PROJ1.2	PROJ1.2	Port Lock Systems	10%
PROJ1.3	PROJ1.3	LN2 Stage Temperature	10%
PROJ1.7	PROJ1.7	Risks and Mitigations	10%

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 = {weighting percentage} x {bidder's score} = 20% x 60 = 12

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

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

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

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

Example
Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will (60+60+40+40) ÷ 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 x 50 = 40)

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

Section 6 – Evaluation questionnaire

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

Guidance on completion of the questionnaire is available at http://www.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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.

7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.

7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.22 Do not exceed word counts, the additional words will not be considered.

7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.

7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.

7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.29 We do not guarantee to award any Contract as a result of this procurement

7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.

7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.32 If you are a Consortium you must provide details of the Consortiums structure.

7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public

7.35 Your bid will be valid for 60 days or your Bid will be rejected.

7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.

7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

7.38 If you fail mandatory pass / fail criteria we will reject your Bid.

7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

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

7.41 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.

7.42 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

- Emptoris Training Guide
- Emptoris e-sourcing tool
- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act