



UK Biobank Limited

Procurement Name:  
Managed Informatics Platform for  
Research Access to Data

Procurement Reference Number:  
UKBB009

Procurement Procedure:  
Open

Invitation to Tender (ITT)

Volume 1:  
Process Overview and Guidance to  
Bidders

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# **1 Background and Selection / Award Methodology**

## **1.1 Introduction**

UK Biobank is issuing this tender to invite Bids to supply a Managed Informatics Platform for Research Access to Data.

UK Biobank is a major national health resource, and a registered charity in its own right, with the aim of improving the prevention, diagnosis and treatment of a wide range of serious and life-threatening illnesses – including cancer, heart diseases, stroke, diabetes, arthritis, osteoporosis, eye disorders, depression and forms of dementia.

UK Biobank recruited 500,000 people aged between 40-69 years in 2006-2010 from across the country to take part in this project. They have undergone measures, provided blood, urine and saliva samples for future analysis, given detailed information about themselves and agreed to have their health followed. Over many years this is building into a powerful resource to help scientists discover why some people develop particular diseases and others do not.

In addition to information collected during the baseline assessment, many participants have also completed detailed web-based questionnaires on their diet, cognitive function and work history. All data, including genetic, biochemistry and imaging data, are being made available for research as they become ready.

UK Biobank was established by the Wellcome Trust medical charity, Medical Research Council, Department of Health, Scottish Government and the Northwest Regional Development Agency.

For further information about UK Biobank please refer to: <http://www.ukbiobank.ac.uk>

## **1.2 Enquiries regarding the Invitation to Tender (ITT)**

Enquiries regarding this Invitation to Tender must be directed through the dedicated e-mail address as described further in Section 4.

## **1.3 This Procurement**

UK Biobank is seeking a supplier that can offer a managed service for the provision of an informatics platform to provide access to, and analysis of, UK Biobank data by its registered researcher community.

The initial contract term will be 3 years, with the option to extend on 3 occasions in annual increments, with the contract starting in May 2020.

Full details of the services required are included within the specification.

## **1.4 Selection Criteria**

Bidders will only be considered during this Tender where the Bidder has met UK Biobank's required minimum standards for economic and financial standing, and technical and professional ability. In the event that, for whatever reason, UK Biobank does not believe that the Bidder has sufficient financial resources to undertake the contract value for which it has Bid UK Biobank will determine, in its sole discretion, whether or not the Bidder will be able to proceed any further in respect of this procurement. UK Biobank shall rely on the financial information provided by the Bidder (including audited financial statements or equivalent financial documents that can be attested to provide a true and fair view of the financial position of the Bidder) to assess the financial standing of the Bidder.

Compliance with the minimum selection assessment is an ongoing requirement, and Bidders must notify UK Biobank without delay should changes in circumstances arise which could impact on a Bidder meeting the minimum selection thresholds set down.

Whilst at tender stage Bidders are able to self-declare compliance, verification checks will need to be undertaken on the successful Bidder, with failure to pass this verification stage leading to the Bidder being excluded.

For the selection questions, UK Biobank uses the Crown Commercial Service Standardised Pre-Qualification Questionnaire, as required by the Public Contracts Regulations 2015 (as amended). Details of the minimum standards are below. Where a Bidder does not meet those minimum standards, that Bidder will be excluded from the process and the Bid of that Bidder will not be evaluated.

The Bidder's response to the selection questions will be evaluated, and the minimum standards will be applied, as follows:

Section	Criterion	Minimum Standard
1	Not scored	For information only
2 3	N/A	Where any of the mandatory or discretionary grounds for rejection in the Public Contracts Regulations 2015 (as amended) apply to a Bidder, UK Biobank will determine, in its sole discretion, whether or not the Bidder will be able to proceed any further in respect of this procurement (taking into account where exceptions to the Regulations apply (e.g. Reg 57 (5), (6) and (7) and the self-cleaning provisions in Reg 57(13)-(17)).
4 5 7 8	Yes / No	If Bidders answer 'No' to these questions UK Biobank will determine whether or not the Bidder will be able to proceed any further in respect of this procurement, following on from any remedial action that has taken place. Section 4 – the threshold for minimum level of economic or financial standing to be applied is a minimum yearly turnover of £2M. Section 5 – parent company guarantees may be required if a parent company/third party is relied upon by a bidder to meet the relevant economic and financial standing threshold. Section 7 – any organisation that answers "yes" to question 7.1 and "no" to question 7.2 should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place and effectively "self-cleans" the situation. If such evidence is considered by UK Biobank as sufficient, the organisation concerned shall be allowed to continue in the procurement process. Section 8 – insurance levels given are considered to be reasonable and proportionate against the nature and cost of the contract.
6	Pass/ Fail	Bidders must provide evidence of technical and professional ability. If relevant contract experience cannot be provided UK Biobank reserves the right, at its sole discretion, to disqualify a Bid.

## 1.5 Award Criteria

Any bid that fails to score 40% (the equivalent of 4 or below) on either of the sub-criteria relating to Technical Requirements or Demonstration may be considered not to have met the minimum satisfactory requirements and may, at UK Biobank's sole discretion, be excluded from the process.

Bids from Bidders who meet the minimum satisfactory standards will be evaluated on the basis of how they score in terms of the following criteria:

Criteria	Weighting	No	Sub-criteria	Sub-weighting
Technical Requirements	20%	1.1	Access and Analysis Services	5%
		1.2	Storage Services	5%
		1.3	Compute Services	5%
		1.4	Platform Support Service	5%
Implementation	15%	2.1	Governance / Project Management	2%
		2.2	Timescales and Phasing	10%
		2.3	Testing	3%
Service Management and Support	10%	3.1	Service Management	4%
		3.2	Service Support & Helpdesk	4%
		3.3	Service Documentation	2%
Price	30%	4.1	Price to UK Biobank	20%
		4.2	Price to Researchers	10%
		4.3	Long term charging models	Not scored
Demonstration	25%	5.1	Security & Control	11%
		5.2	Administrative Processes	2%
		5.3	Data Management	8%
		5.4	Data Analysis	4%

Responses to award criteria questions for Technical Requirements, Implementation, and Service Management and Support will be scored out of 10, and the scores shall have the following meanings:

Score	Meaning
0	No answer provided by the Bidder
1	Very poor – does not demonstrate an ability to meet the requirements of the specification
2	Poor – provides very limited demonstration of an ability to meet the requirements of the specification
3	Not satisfactory - does not satisfactorily demonstrate an ability to meet the requirements of the specification
4	Satisfactory - Adequate information provided to give confidence in ability to deliver the specification
5	Satisfactory (better) - information and/or proposals provide more detail, giving more confidence in ability to deliver the specification
6	Good - information and/or proposals provide more detail, giving more confidence in ability to deliver the specification
7	Good (better) - information and/or proposals provide more detail, giving more confidence in ability to deliver specification
8	Very good - information and/or proposals are of a high quality with more detail, giving more confidence in ability to deliver the specification
9	Very good (better) - information and/or proposals are of a high quality with more detail, giving more confidence in ability to deliver the specification
10	Excellent - information and/or proposals are of such a high quality that there is little

	or no room for improvement giving significant confidence in ability to deliver the specification
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### **Basis of Demonstration Evaluation and Demonstration Scoring**

UK Biobank requires Bidders to be able to evidence their ability to meet the technical requirements by participating in an interactive demonstration evaluation as part of the procurement process. UK Biobank is making available a synthetic dataset to support this evaluation and has implemented several technical web services that it expects a Bidder to integrate with as part of the evaluation. A set of use cases that it expects the Bidder to be able to demonstrate are outlined within the separate ITT Demonstration Evaluation document.

The demonstration of each use case will be scored out of 10, and the scores shall have the following meanings:

<b>Score</b>	<b>Meaning</b>
0	Not demonstrated
1	Very poorly demonstrated and did not give confidence of the ability to deliver within the required timelines
2	Poorly demonstrated and gave limited confidence of the ability to deliver within the required timelines
3	Not satisfactory as only partially demonstrated (e.g. not including link to UK Biobank web services and/or requiring inclusion of a workaround) giving limited confidence of the ability to deliver within the required timelines
4	Satisfactory as partially demonstrated (e.g. link to UK Biobank web services incompletely incorporated and/or minor workaround required ) giving some confidence of the ability to deliver within the required timelines
5	Satisfactory (better) as partially demonstrated (e.g. link to UK Biobank web services incompletely incorporated or minor workaround required) giving more confidence of the ability to deliver within the required timelines
6	Good demonstration (including link to UK Biobank web services) giving confidence of the ability to deliver within the required timelines
7	Good (better) demonstration (including link to UK Biobank web services) giving more confidence of the ability to deliver within the required timelines
8	Very good demonstration (including link to UK Biobank web services) giving more confidence of the ability to deliver within the required timelines
9	Very good (better) demonstration (including link to UK Biobank web services) giving significant confidence of the ability to deliver within the required timelines
10	Excellent demonstration (including link to UK Biobank web services) with little or no room for improvement and giving significant confidence of the ability to deliver within the required timelines

### **1.6 Basis of Pricing and Pricing Scoring**

Pricing is scored as detailed below, using Bidders' responses to questions to give a Total Cost of Ownership for the initial 3 year contract period, and will take into account UK Biobank's evaluation of any assumptions or limits made in the pricing provided by the Bidder. Please note that these assumptions or limits are not inviting limitations on liability or other changes to the draft contract.

The costs to UK Biobank will be initially funded from a 5 year grant (totalling £20M) that has been approved. This funding also has to cover UK Biobank's own related staffing and capital costs, so only a proportion of this total is available to cover UK Biobank's costs associated with the initial 3 year contract period.

All prices submitted must be quoted in Pounds Sterling (exclusive of VAT) with the price firm for the duration of the Contract including any extensions periods (adjusted at the start of each extension period, using the CPI rate for March of that year) and not be subject to any variation unless provided for in the Contract Terms. UK Biobank will not accept any bid in US dollars or any other currency.

Please note, no projected forecasts of storage data are either warranted or guaranteed by UK Biobank.

The evaluation methodology for the pricing takes into account both a) the costs to UK Biobank (in terms of implementation, monthly service charges and data ingress/egress) and b) the costs to researchers (in terms of storage, compute and data ingress/egress).

The long term objectives for the charging model are to ensure that a) the relevant incentives (for UK Biobank, the Service Provider and the researchers) are all aligned such that usage of the Platform is facilitated and optimised, and b) the ongoing operating costs for the Platform are essentially met by researcher use. A high-level view as to how this could be achieved is invited but will not be scored as part of the evaluation.

The prices of bids meeting the minimum satisfactory requirements set out in section 1.5 will be evaluated as set out in the table below.

<b>Costs</b>	<b>Maximum Points Available</b>	<b>Volume 2 Award Questions</b>	<b>Comments</b>
<b>Costs to UK Biobank for provision &amp; operation of the Platform</b>  <b>(Weighting 20%)</b>		4.1	Any implementation charges for Phase 1 and Phase 2, as applicable.
			Bidders should set out any implementation charges, allocated equivalently, by Milestone (Contract Signature, Phase 1 Beta Release, Phase 1 Production Release, Phase 2 Pilot Release, and Phase 2 Production Release).
			The sum of the monthly service charge over the three year contract period.
			For the purposes of evaluation, this will be calculated as 6 months of the Phase 1 monthly service charge and 28 months of the Phase 2 monthly service charge.
			Note that UK Biobank does not wish to disadvantage Bidders who deliver early, and they will be able to levy the appropriate Phase 1 and Phase 2 service charges once the relevant milestones have been reached; the actual period for which these charges are paid may therefore be different from the above.
			The sum of the storage costs for UK Biobank data (in line with the data volumes outlined in Table 1 of the specification) over the three year contract period.
			The sum of any charges for the ingress of UK

<b>Costs</b>	<b>Maximum Points Available</b>	<b>Volume 2 Award Questions</b>	<b>Comments</b>
			Biobank data (in line with data volumes outlined in Table 1 of the specification) over the three year contract period, plus any charges for the egress of an assumed 1.5 Petabytes of data at contract end.
			The sum of the compute costs based on a hypothecated usage profile (500 cores per month of compute time over the initial 3 year contract period, allocated between small, medium and large machines on a 40:20:40 split and assuming 80% of use from pre-emptible / spot instances vs 20% being on demand instances)
			Any one off cost at contract expiry, if applicable.
	<b>10</b>	<b>TOTAL</b>	<b>The sum total of the above UK Biobank costs over the period of the initial 3 year contract</b>
<b>Costs to Researchers for their utilisation of the Platform</b>  <b>(Weighting 10%)</b>		4.2	The sum of the storage costs for aggregated Researcher data (which is assumed for evaluation purposes to increase evenly to 2.5, 5, and 10 Petabytes of data by the end of years 1, 2 and 3 respectively).
			The sum of any charges for the ingress of Researcher data (which is assumed for evaluation purpose to be 10, 20 and 30 Terabytes per month in years 1, 2 and 3 respectively), plus any charge for the egress of 10 Petabytes of data at contract end.
			The sum of the compute costs based on a hypothecated usage profile (20,000 cores per month of compute time over the initial 3 year contract period, allocated between small, medium and large machines on a 40:20:40 split and assuming 80% of use from pre-emptible / spot instances vs 20% being on demand instances)
	<b>10</b>	<b>TOTAL</b>	<b>The sum total of the above Researcher costs over the period of the contract</b>
<b>Long term charging models</b>	<b>0</b>	<b>4.3</b>	Bidder views on alternative pricing models – note this question is <b>not scored</b> .
<b>TOTAL (30%)</b>	<b>20</b>		

Points for each element of the table above will be assigned as follows:



Bid	Score Assigned
Lowest cost bid	Maximum 10 points
Other bids	$= \frac{(\text{Lowest bid})}{(\text{Bid})} \times \text{maximum 10 points}$

Worked example, where 3 bids are received					
Bid A		Bid B		Bid C	
Price	£100	Price	£200	Price	£500
Score	Lowest bid = 10 pts	Score	$100/200 \times 10 = 5 \text{ pts}$	Score	$100/500 \times 10 = 2 \text{ pts}$

## 2 ITT Documentation

### 2.1 Overview

The ITT consists of the following documents:

- ITT Volume 1: Process Overview and Guidance to Bidders
- ITT Volume 2: Bidder Questionnaire
- Specification, including the technical requirements for the supply of a Managed Informatics Platform for Research Access to Data
- ITT Demonstration Evaluation
- Expression of Interest Form
- UK Biobank Terms and Conditions

### 2.2 Volume 1: Process Overview and Guidance to Bidders

ITT Volume 1 (this document) has the following sections:

Section	Section title	Description
1	Background information and selection/award methodology	Provides general background information in respect of this procurement, and also explains the application of the selection and award criteria
2	ITT Documentation	Provides an overview of all the ITT documentation
3	Procurement Timetable and Process	Provides an overview of the Procurement process from ITT issue to contract signature
4	Instructions for Bidders	Provides instructions for Bidders on how to compile and submit a Bid
5	UK Biobank Procurement Rules	Provides details of the rules in respect of this procurement
6	Glossary of terms and abbreviations	Provides a glossary of terms and abbreviations for ITT Volumes 1 & 2

### 2.3 Volume 2: Bidder Questionnaire

ITT Volume 2 contains the specific questions and submission requirements that Bidders must respond to as part of their Bid.

These questions and submission requirements are split between Bidder selection and award questions. The Bidder selection questions and submission requirements relate to economic and financial standing, and technical and professional ability. The award questions and

submission requirements relate to the ability to meet technical requirements, implementation, service management and support, price and a demonstration.

## **2.4 Specification**

This document contains the specification for the tender covering the criteria by which the tender will be awarded. It includes aspects relating to the technical requirements, implementation, and service management and support.

## **2.5 Demonstration Evaluation**

This document contains details for the demonstration evaluation exercise including details of the synthetic dataset that UK Biobank is making available to support the evaluation, and the list of use cases that the Bidder will need to demonstrate using their proposed Platform.

## **3 Procurement Timetable and Process**

### **3.1 Procurement Process Overview**

This procurement is being conducted under regulation 27 of the Public Contracts Regulations 2015 (as amended) as an Open procedure.

Bidders are requested to submit Bids for the whole service, as detailed in the specification.

### **3.2 Procurement Timetable**

The following table sets out a summary of the UK Biobank procurement process and indicative timetable:

<b>Stage</b>	<b>Date</b>
OJEU notice despatched and ITT made available online	Thur 20 <sup>th</sup> Feb 2020
Final date for clarification questions/requests for information	Weds 18 <sup>th</sup> Mar 2020
Bid submission date	Noon on Fri 27 <sup>th</sup> Mar 2020
ITT Bid evaluation of written responses	Mon 30 <sup>th</sup> Mar – Fri 24 <sup>th</sup> Apr 2020
Demonstration Video Conference Sessions	Wed 15 <sup>th</sup> – Fri 17 <sup>th</sup> Apr 2020
Questions for Bidders (if required)	Fri 3 <sup>rd</sup> – Weds 22 <sup>nd</sup> Apr 2020
Review completed and selection of successful Bidder	Wed 29 <sup>th</sup> Apr 2020
Notification to Bidders (award decision notice)	Fri 1 <sup>st</sup> May 2020
Standstill period	Sat 2 <sup>nd</sup> – Tue 13 <sup>th</sup> May 2020
Contract start	Fri 15 <sup>th</sup> May 2020

UK Biobank reserves the right, at its sole discretion, to amend the above indicative timetable or extend any time period.

### **3.3 Procurement Process**

#### **3.3.1 ITT issued to Bidders**

The ITT will be available to download to all Bidders, through the “mytenders” website [<http://www.mytenders.co.uk>] as detailed in Section 4.

### **3.3.2 ITT Bidder Clarification/ Further Information**

Bidders must submit any clarification questions and requests for further information via the e-mail address '[tenders@ukbiobank.ac.uk](mailto:tenders@ukbiobank.ac.uk)'. Bidders should note that clarification questions and requests for further information received by any other means will not receive a response. In order to enable UK Biobank to respond before the Bid submission date, clarification questions and requests for information must be submitted at least 6 days before the Bid submission date.

UK Biobank will endeavour to respond to each clarification question received within 3 working days of receipt. On receipt of a clarification question or request for further information, UK Biobank may, at its sole discretion, endeavour to respond to the Bidder and provide such Bidder with any additional information to which UK Biobank has access, but UK Biobank shall not be obliged to comply with any such request and does not accept any liability or responsibility for failure to provide any such information (and absence of a response from UK Biobank shall not entitle a Bidder to make any particular assumptions about the matters sought to be clarified).

Subject to the following, in order to treat Bidders fairly, UK Biobank will distribute an anonymous copy of all clarification questions and requests for information raised by Bidders, and UK Biobank responses, to all other Bidders on a rolling basis.

Where Bidders consider that a question or request and/or the response is commercially confidential, that question or request must be indicated "Commercial in Confidence" and Bidders should specify, where possible, such redactions as would render the question or request and any response non-confidential. UK Biobank will consider the request for confidentiality. However, UK Biobank reserves the right, at its sole discretion, to act in what it considers to be the best interests of a fair procurement process. Where any question or request, or UK Biobank's response thereto, contains information that should, in the interests of a fair procurement process, be disseminated to all Bidders, UK Biobank shall be free to disseminate such information to all Bidders, with or without any amendments proposed by a Bidder. Before doing so, UK Biobank will inform the Bidder of its intention to do so and offer the Bidder the opportunity to withdraw the question or request before such dissemination. Where a Bidder does not respond within 5 days of being informed, UK Biobank are permitted to assume that the Bidder is content for the response to be issued to all Bidders.

On no account are Bidders to contact or communicate with **any** person involved in work concerning this ITT, or any employee of UK Biobank, about any aspect of this tendering exercise other than through the dedicated e-mail account. Failure to comply with this requirement could result in disqualification from this procurement.

### **3.3.3 ITT Bidder Response Stage**

This is the period in which Bidders must compile a Bid response to the ITT.

Failure to return a Bid by the due date or in the required format (see Instructions for Bidders in Section 4) may disqualify Bidders from this procurement.

UK Biobank reserves the right to seek clarification from Bidders on their proposals at any stage during the evaluation process.

### **3.3.4 ITT Bid Evaluation Stage**

Initially, all Bids will be reviewed for completeness and compliance with the provisions of this ITT. UK Biobank reserves the right, at its sole discretion, to reject any Bid that is incomplete or not in compliance with the provisions of this ITT.

Bidders will be evaluated against the selection criteria to determine if they meet the minimum standards of the selection questions as detailed in Section 1.4. Bidders that fail to do so will be excluded and their Bids will be rejected.

The Bids that have met the minimum standards will be evaluated according to the award criteria detailed in Section 1.5.

The Bids will be evaluated by a team of appropriately experienced and qualified staff from UK Biobank supplemented, for all the award question evaluation scoring besides the demonstration evaluation, with the following nominated individuals from its Expert Working Group:

- Matt Hurles, Head of Human Genetics, Wellcome Sanger Institute
- Jeffrey Reid, Head of Genome Informatics, Regeneron Pharmaceuticals Inc.

Scoring will be by a consensus score (rather than individual scoring and averaging).

Conflict of Interest declarations will be taken from all evaluators. Any attempt to contact any member of the review team about this tender will lead to the disqualification of the Bidder.

### **3.3.5 Demonstration Evaluation**

A 'Proof of Concept' demonstration evaluation forms part of this tender, and full details are contained in the 'Demonstration Evaluation' document in the ITT pack. One-to-one demonstration video conference calls will be held between Wednesday 15<sup>th</sup> and Friday 17<sup>th</sup> April 2020, for which bidders will be asked to make themselves available. These video conferences will be recorded. Final dates and times will be notified as soon as possible after the bid submission deadline.

For further information about the Demonstration evaluation, please see the Demonstration Evaluation document that forms part of this tender.

### **3.3.6 Questions for Bidders**

In the event that there are questions for Bidders, these will be sent following evaluation, and Bidders will be given sufficient time to respond. UK Biobank reserves the right to request a conference call or meeting with Bidders, if required, during the evaluation process.

### **3.3.10 Notification of unsuccessful Bidders of ITT evaluation outcome**

Once a Bidder is selected to proceed to contract award, the unsuccessful Bidders shall also be informed of the outcome of the ITT Bid evaluation stage in accordance with the requirements of the Public Contracts Regulations 2015 (as amended).

### **3.3.11 Contract Signature**

UK Biobank and the selected Bidder will sign the contracts, using UK Biobank's Terms and Conditions, as provided in the tender documents.

UK Biobank reserves the right, at its sole discretion, not to select a Bidder to take forward to contract award, or where a Bidder has been selected, not to award a contract.

## **4 Instructions for Bidders**

### **4.1 Overview**

Bidders should thoroughly familiarise themselves with this ITT before compiling and submitting their Bid.

### **4.2 General Instructions**

#### **4.2.1 ITT Question Format**

The selection and award questions are contained in ITT Volume 2.

Questions in ITT Volume 2 require full written and specific responses from Bidders. There may also be specific guidance for Bidders for some questions, as to what should be included in their responses. Again, Bidders are encouraged to read this guidance carefully before completing their responses to the questions.

In completing their response to the questions, Bidders should provide their response in the box provided below each question. Boxes may be expanded to allow responses to fit.

Where Bidders are requested in a question to complete a specific form or schedule, Bidders should complete that form or schedule in the format provided, name the form or schedule as a separate document by reference to the question number and cross-refer to that document in their response.

#### **4.2.2 Obtaining help with the ITT**

The website address for accessing and downloading the ITT pack and submitting your tender is: [www.mytenders.co.uk](http://www.mytenders.co.uk).

The e-mail address for raising questions is: [tenders@ukbiobank.ac.uk](mailto:tenders@ukbiobank.ac.uk).

On the website you will find all of the ITT documents, along with an Expression of Interest form. You need to download all the documents to allow you to complete them. You need to complete and return the Expression of Interest form as soon as possible to the dedicated e-mail address. This is so that appropriate credentials can be provided to support the demonstration evaluation, as well as ensuring that any updates or Question and Answer documents that are circulated can be sent to you as well.

Once your Bid is complete, and before the deadline for responses, you need to upload your full response to the website. Full details of how to do this are included on the website.

Although the website and e-mail address are considered by UK Biobank to be reliable, technical problems may occur, before or on the Bid submission date. In the event of such a problem, Bidders should inform UK Biobank's Head of Procurement, Andrea Howard, immediately (by e-mail to [andrea.howard@ukbiobank.ac.uk](mailto:andrea.howard@ukbiobank.ac.uk) or by telephone on 0161 475 5386) of the fact that there is a technical problem, and the nature of it. UK Biobank will then co-ordinate a response.

#### **4.2.3 Responses and Attachments**

Bidders should submit a full, concise response to all of the award questions. Bid responses are not permitted to cross-refer to responses to other questions, and each question will be evaluated on a standalone basis.

Where a question asks the Bidder to provide a copy of any other document, that document should be included separately in the Bidder's Bid and should be clearly named by reference

to the relevant question number, and the Bidder's response to that question should clearly cross-refer to that document.

#### **4.2.4 Answering all Questions**

Bidders must answer all ITT Volume 2 questions. Bidders must also ensure they submit any relevant and referenced additional or supporting information and completed schedules. In particular, Bidders should ensure that their Bid contains a Declaration of Consent, Contract Confirmation Declaration and a Conflicts of Interests Declaration in the form included in this ITT, signed by an Authorised Signatory.

Where Bidders believe a question in ITT Volume 2 is not applicable, or cannot be answered, this should be clearly stated and an explanation must be provided. No response should be left blank.

Where applicable, the terms "Not known", "Not available" or "Not applicable" should be used and an explanation as to why the question is "Not known", "Not available" or "Not applicable" is required.

If Bidders are unclear as to whether or not a question is applicable to them, then use should be made of the ITT Clarification/Further Information mechanism.

#### **4.2.5 Question Numbering**

Bidders must not change the question numbering that is in ITT Volume 2.

#### **4.2.6 Inclusion of Other Information**

The inclusion of general marketing and company literature or any separate statement of reasons for selection is not required and will not be considered in the evaluation of Bids. Bidders should not include in their Bid any information beyond that requested in this ITT.

#### **4.2.7 Prior Knowledge of Bidder**

When evaluating Bids, UK Biobank will only consider information provided in response to this ITT.

In compiling their Bid, Bidders should assume that UK Biobank has no prior knowledge of the Bidder, its practice or reputation, or its involvement in existing services, projects or procurements.

#### **4.2.8 Accuracy of Bid Information**

Bidders are responsible for the accuracy of all information submitted within their Bids.

#### **4.2.9 Bid Deadline**

Bidders must submit their Bid by **noon (UK time) on Noon on Friday 27<sup>th</sup> Mar 2020** or such other date and time as UK Biobank may determine at its sole discretion and notified to Bidders.

Bidders must submit their Bid via the website given – <http://www.mytenders.co.uk>. Bids submitted via any other route / method may be rejected at the sole discretion of UK Biobank.

Bidders are encouraged to plan the completion of their Bid reasonably in advance of the deadline and not to leave it to the last minute.

Failure to submit a Bid by the deadline and in the required format may disqualify a Bidder from this procurement.

The date and time when the Bid is received will be recorded.

#### 4.2.10 Format of Bid

All files that have been used to create the Bidders' answers to ITT Volume 2 must be submitted by Bidders in the formats specified in the table below:

File Type	Software Package
Text based documents	Adobe Acrobat PDF, or alternatively Microsoft Word HTML (Version 2010 compatible)
Spreadsheet based documents	Microsoft Excel (Version 2010 compatible)
Project programme files	Microsoft Project (Version 2007 compatible)
Graphics files	Microsoft PowerPoint (Version 2010 compatible)
Reports and accounts	Adobe Acrobat PDF or Microsoft Word HTML (Version 2010 compatible)
Documents on which a signature is required (Declarations)	Scanned and reproduced in Adobe Acrobat PDF or Microsoft Word HTML (Version 2010 compatible) with an electronic signature

Bidders should name each of the documents in the Bid in the following format:

"[insert Bidder name] – [Insert Document name]"

Failure to provide the Bid in the required format may lead to a Bidder's Bid being set aside without evaluation and the Bidder's exclusion from further consideration in this procurement.

If submitted Bid documents are corrupted, UK Biobank reserves the right to seek clarification from the Bidder and to exclude the Bidder from the procurement process if appropriate clarification is not received.

Bids must be signed where requested. Electronic signatures are acceptable, but names typed into signature boxes are not acceptable. Documents may also be printed, signed by hand, and scanned back in an appropriate format detailed in the table above.

#### 4.2.11 Consortia

In the case of a Bidder consisting of a consortium of more than one legal entity, that consortium will be treated as a single Bidder for the purposes of this procurement, except that each member of the consortium must complete and sign a completed Part 1 and Part 2 of the selection questions, Declaration of Consent, Contract Confirmation Declaration and Conflicts of Interests Declaration.

If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you must provide a response to the selection questions in ITT Volume 2 Part 3 on behalf of the consortium and/or any sub-contractors (as if references to "the Bidder" were references to the consortium member). The Bidder should provide a single combined response to the award questions.

Bidders should note that UK Biobank may require an unincorporated consortium or joint venture to form a legal entity immediately prior to award of any contract, or alternatively, where a contract is to be entered into with each of the consortium members, each member will be required to undertake joint and several liability.

## **5 UK Biobank Procurement Rules**

### **5.1 General**

Bidders must comply and ensure that their Bid response complies with the provisions set out in this Section 5. Any Bid which fails to comply with the provisions of this ITT and any amendments and/or supplementary information issued subsequent to it, may be disqualified and the provisions of Section 5.10 shall apply.

UK Biobank reserves the right, at its sole discretion, to reject any Bidder that fails to comply fully with the requirements of the process set out in this document, or which makes any misrepresentation in supplying any information requested.

### **5.2 Specific Bid Requirements**

All Bids shall be in English, and all prices should be quoted in Pounds Sterling. Supporting documents should be in English or, alternatively, accompanied by an English translation.

All Bids submitted shall remain valid for acceptance by UK Biobank for a period of three months from the Bid submission date. Submission of a Bid shall be deemed to constitute acceptance of this requirement.

By signing the Declaration of Consent, the Bidder accepts that any selection of a Bidder as the successful Bidder does not constitute a binding agreement or contract unless and until a formal written contract or contracts have been executed, and agrees that, in the event of their selection as a successful Bidder, the Bidder will complete all necessary steps and execute all documentation as agreed with UK Biobank.

### **5.3 Bidder Eligibility**

By signing the Declaration of Consent, the Bidder warrants that, save as disclosed in writing to UK Biobank, any information supplied by it remains true, and that the Bidder has not, its directors have not, and other persons (if any) having powers of representation, decision or control of the Bidder have not, been convicted of any of the offences listed in the ITT Volume 2, Part 1 Section 2 - Grounds for mandatory exclusion.

If the Bidder makes a misrepresentation in any part of its dealings with, or responses to, UK Biobank such Bidder will be disqualified.

### **5.4 Non-Collusion, Canvassing and Contact**

Any Bidder who, in connection with this procurement:

- a) enters into any agreement or arrangement with any other person with the aim of preventing Bids being made or as to the fixing or adjusting of the amount of any Bid or the conditions on which any Bid is made;
- b) offers any inducement, fee or reward to any employee or officer of UK Biobank or any person acting as an agent, consultant or adviser for UK Biobank in connection with this procurement;
- c) informs any person other than UK Biobank of the amount or the approximate amount of the Bid, except where the disclosure, in confidence, of the amount of the Bid was necessary to obtain quotations necessary for the preparation of the Bid for insurance or for professional advice required for the preparation of the Bid;
- d) causes or induces any person to enter into such an agreement or arrangement as is mentioned in a), b) or c) above or to provide information about the amount or the approximate amount of any rival Bid;
- e) commits any offence under the Bribery Act 2010 in connection with this procurement;



- f) offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, causing or having caused to be done, any act or omission in relation to any other Bid or proposed Bid;
  - g) canvasses or solicits any other persons referred to in b) above in connection with this procurement; or
  - h) contacts any employee or officer of UK Biobank about any aspect of this procurement, except as permitted by this ITT,
- will be disqualified (without prejudice to any other civil remedies available to UK Biobank and without prejudice to any criminal liability that such conduct by a Bidder may attract).

Unless expressly permitted, no attempt should be made to contact UK Biobank, or UK Biobank's employees, officers, agents, consultants or advisers as part of this UK Biobank procurement process. Any enquiries made to persons other than through the correct channels may be regarded as prima facie evidence of canvassing.

## **5.5 Confidentiality and Announcements**

This ITT is intended for the exclusive use of the Bidder and is provided on the express understanding that this ITT and the information contained in it, or in connection with it, will be regarded and treated as strictly confidential. This ITT may not be reproduced in whole or in part nor furnished to any persons other than the Bidder save for the purposes of:

- Taking legal and/or professional advice in connection with completing a Bid; and/or
- Obtaining the input from any other parties that will provide information relevant to their Bid, provided that in each case Bidders obtain from such parties prior to such disclosure, confidentiality undertakings of at least equivalent strength to this Section 5.5.

Upon written request from UK Biobank, Bidders shall promptly provide evidence to UK Biobank that such undertakings have been provided.

All Bids received by UK Biobank will be treated as confidential in their entirety and will not be disclosed to any other party. UK Biobank may disclose detailed information relating to Bids to its officers, employees, agents, consultants or advisers where required by the tender process.

Bidders must not make, or permit any person to make, any public announcement concerning this procurement without the prior written consent of UK Biobank (which shall not be unreasonably withheld) except as required by law or any governmental or regulatory authority (including, without limitation, any relevant securities exchange).

## **5.6 Conflicts of Interests**

In order to ensure a fair and competitive procurement process, UK Biobank requires that all actual or potential conflicts of interests are resolved to UK Biobank's satisfaction prior to the submission of Bids. The concept of a conflict of interest includes any situation where relevant staff members, partners, advisers/ consultants or any member of their proposed supply chain have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Bidders should notify UK Biobank of any actual, potential or perceived conflicts of interests (in respect of the Bidder, partners, advisers/ consultants and any member of their proposed supply chain) in their Bid. If the Bidder becomes aware of an actual, potential or perceived conflict of interests following submission of the Bid it should immediately notify UK Biobank.

Such notifications should provide details of such actual, potential or perceived conflict of interests.

Without limitation, such conflicts of interests may be perceived by UK Biobank to arise in circumstances where:

- Members of the Bidder's staff, partners, advisers/ consultants or any member of their proposed supply chain are related to officers or employees of UK Biobank; or
- A Bidder (or its advisers/ consultants or any person employed or engaged by it) is potentially providing services for more than one Bidder in respect this procurement process; or
- A Bidder employs or engages, or has employed or engaged, any person currently or formerly employed or engaged by or otherwise connected with UK Biobank, or any other individual who was involved in the preparation or otherwise of another Bidder's response to this ITT.

A conflict of interests shall not be deemed to arise solely by virtue of a person's employment or engagement by UK Biobank. However, Bidders are requested to disclose such relationships to UK Biobank for information purposes only.

Under grounds for discretionary exclusion, UK Biobank reserves the right, at its sole discretion, to exclude at any time any Bidder from the process should any actual or potential conflict of interests be identified but not resolved to the satisfaction of UK Biobank.

The Conflicts of Interests Declaration must be completed and signed.

## **5.7 Bidder Changes**

Bidders are subject to an ongoing obligation throughout the procurement to notify UK Biobank of any material changes in their financial or other circumstances. This includes, but is not limited to, changes to the identity of supply chain members or the ownership or financial or other circumstances and solvency of the Bidder. UK Biobank should be notified of any material changes as soon as they become apparent.

Failure to notify UK Biobank of any material changes or to comply with any of these provisions may lead to a Bidder being disqualified at the sole discretion of UK Biobank (in which case the provisions of Section 5.10 shall apply).

UK Biobank reserves the right, at its sole discretion, to return to any matters raised in the selection criteria, at any stage of the process, to determine whether or not to continue with the evaluation of a Bid, and whether or not to enter into a contract with a Bidder, where circumstances have changed in some material respect.

Any new information provided to UK Biobank will be evaluated in accordance with the selection criteria.

## **5.8 Changes to the Procurement Process**

Bidders are reminded that UK Biobank, at its sole discretion, reserves the right to vary this procurement process, or to suspend the process, at any time.

Without prejudice to the generality of Section 3.2, UK Biobank reserves the right, at its sole discretion, to:

- Change dates and times for each stage of the procurement process set out in Section 3.2; and
- Modify any aspect or stage of the procurement process itself and/or to introduce additional steps or stages into the procurement process.

UK Biobank shall notify Bidders by e-mail of any such changes.

Should UK Biobank elect to suspend this procurement process, instructions will be issued to Bidders regarding the expected duration of the suspension and other relevant matters.

UK Biobank reserves the right, at its sole discretion, to issue amendments or modifications to this ITT at any time before the Bid submission date. These will be issued by e-mail and Bids will be assumed to take account of any such modifications and amendments. It shall be each Bidder's sole responsibility to ensure that they have understood all of the requirements, instructions and information issued under this ITT. No additional time in relation to Bid submission deadlines will be granted following notification of any such amendments or modifications unless UK Biobank shall expressly notify the Bidders in writing otherwise.

## **5.9 Disclaimer**

UK Biobank reserves the right, at its sole discretion, to change the basis of, or the procedures (including the timetable) relating to, the procurement process, to reject any, or all, of the Bids, not to invite a Bidder to proceed further and not award contracts for the service.

UK Biobank shall not be obliged to appoint any of the Bidders, and UK Biobank reserve the right not to proceed with the procurement, or any part thereof, at any time.

Under no circumstances will UK Biobank be liable for any costs or expenses incurred by a Bidder arising directly or indirectly from the procurement process or termination or suspension thereof, including, without limitation, any changes or adjustments made to the procurement process or documentation (see Section 5.8) or disqualification of a Bidder (see Section 5.10).

Nothing in the ITT and supporting documentation is, nor shall be relied upon as, a promise or representation as to any decision by UK Biobank in relation to this procurement. No person has been authorised by UK Biobank, or its employees, officers, agents, advisers or consultants to give any information or make any statement not contained in this ITT otherwise than as described in this ITT, and, if such other information or statement is given or made, it shall not be relied upon as having been so authorised.

The information contained in the ITT and supporting documentation is presented in good faith and does not purport to be comprehensive or to have been independently verified.

Neither UK Biobank nor any of their employees, officers, consultants, agents or advisers make any representation or warranty as to, or accept any responsibility or liability (except in the case of fraud or fraudulent misrepresentation) in relation to, the adequacy, accuracy, reasonableness or completeness or information which has been, or which is subsequently, made available to any Bidder in connection with this ITT, orally or in writing or in whatever media.

Bidders must take their own steps to verify the accuracy of any information which they consider relevant and are not entitled to rely on any statement or representation made by UK Biobank or any of their advisers.

Bidders considering entering into a contractual relationship with UK Biobank should make their own enquiries and investigations of UK Biobank's requirements beforehand.

The subject matter of this ITT shall only have contractual effect when it is contained in the express terms of an executed contract.

## 5.10 Disqualification of Bidders

Bidders acting in contravention of the provisions set out in the ITT or any other information provided by UK Biobank may, at UK Biobank's sole discretion, be disqualified from further participation in this procurement (without prejudice to any other civil or legal remedies available and without prejudice to any criminal liability which such conduct by a Bidder may attract).

For the avoidance of doubt, disqualified Bidders will be excluded from any further participation in this procurement process and in no circumstances will UK Biobank be liable for any costs or expenses incurred by the disqualified Bidder as a result, directly or indirectly, of such disqualification.

## 5.11 Bidders' Advisors

Bidders will be responsible for obtaining all information and independent advice that they consider necessary for the preparation of their respective Bids. Bidders must make their own independent assessment of the procurement after making such investigation and taking such professional advice as they deem necessary.

## 5.12 Sub-Suppliers

Where a Bidder intends to use sub-suppliers, it will be the responsibility of the Bidder to provide all supply chain members with all necessary information (subject to the provisions relating to confidentiality at Section 5.5 above).

## 5.13 Costs and Expenses

All Bidders shall be responsible for all costs incurred by them in connection with all stages of this procurement.

## 5.14 Copyright

The copyright in this ITT is vested in UK Biobank. This ITT may not be reproduced, copied or stored in any medium without the prior written consent of UK Biobank other than strictly for the purpose of preparing a Bid.

# 6 Glossary of Term and Abbreviations (ITT Volume 1 and 2)

This section contains a glossary of terms and abbreviations for ITT Volume 1 and ITT Volume 2 for all terms and abbreviations that are not defined elsewhere in the text.

Term	Description
<b>Authorised Signatory</b>	An individual who has the legal authority to sign documentation on behalf of the Bidder
<b>Authority</b>	UK Biobank - the public sector contracting authority inviting suitable Bidders to participate in this procurement process
<b>Bid</b>	A submission in response to this ITT
<b>Bidder</b>	An economic operator that has submitted a Bid and, where the context requires, an economic operator that has obtained this ITT and is considering submitting a Bid
<b>E-mail address</b>	Means the dedicated ITT e-mail address for raising questions about this tender: tenders@ukbiobank.ac.uk
<b>Gigabytes (GB)</b>	10 <sup>9</sup> bytes, as defined by the IEC

<b>Term</b>	<b>Description</b>
<b>ITT</b>	The contents of this Invitation To Tender as detailed in Section 2.1 and all supporting documentation provided to Bidders
<b>Website</b>	Means the web portal for finding information about, registering for and submitting this tender: <a href="http://www.mytenders.co.uk">www.mytenders.co.uk</a>