

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Science & Technology
Facilities Council**

Subject **UK SBS FM17004 Manufacture & Delivery of 2 Support
Frame Assemblies**

Sourcing reference number **UK SBS FM17004**

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS
Shared Business Services

Table of Contents

Section	Content
1	About UK Shared Business Services Ltd.
2	About our Customer
3	Working with UK Shared Business Services Ltd.
4	Specification
5	Evaluation model
6	Evaluation questionnaire
7	General Information
Appendix A	Shutter Panel Support Frame Layout Guide (Left Handed)
Appendix B	Shutter Panel Support Frame Layout Guide (Right Handed)
Appendix C	Shutter Panel Layout Guide (outgoing terminal rail top mounted)
Appendix D	Shutter Panel Layout Guide (outgoing terminal rail bottom mounted)
Appendix E	Drawing SI-9723-029-01
Appendix F	Drawing SI-9723-029-02
Appendix G	Drawing SI-9723-029-03
Appendix H	Drawing SI-9723-029-04
Appendix I	Drawing SI-9723-029-05
Appendix J	Drawing SI-9723-029-08
Appendix K	Drawing SI-9723-029-09
Appendix L	Drawing SI-9723-029-10
Appendix M	Drawing SI-9723-029-11
Appendix N	Drawing SI-9723-029-12

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

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.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	STFC Rutherford Appleton Laboratory Chilton Didcot Oxon OX11 0QX United Kingdom
3.2	Buyer name	Rhedyn Griffiths
3.3	Buyer contact details	FMPurchase@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	Estimated £65k – £85k plus 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 <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	03/02/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	08/02/2017 14:00PM
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	13/02/2017 14:00PM
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	17/02/2017 14:00PM
3.10	Anticipated rejection of unsuccessful Bids date	24/02/2017
3.11	Anticipated Award date	24/02/2017

3.12	Anticipated Contract Start date	27/02/2017
3.13	Anticipated Contract End date	TBC
3.14	Bid Validity Period	90 Days

Section 4 – Specification

This requirement is for the manufacture and delivery of 2 Support Frame Assemblies for ISIS Project at the Science & Technology Facilities Council, Rutherford Appleton Laboratory, Harwell, Oxford, OX11 0QX, UK.

1.0 Introduction

The shutter system on Target Station 1 consists of 9 shutters on the south of the target and 9 shutters on the north of the target. At present each shutter has a control panel housing a direct on line (DOL) reversing contactor arrangement, which is controlled via a remote Programmable Logic Controller (PLC) control system.

During the proposed upgrade to the shutter control system it has been decided to replace the DOL reversing contactor with variable speed drive systems. We will require 2 support frame assemblies, (One for the north side and one for the south). Each support frame will consist of nine shutter control panels, 1 x 12 way 250A distribution board Triple Pole (TP) + Neutral (N) (TPN), one panel housing remote I/O equipment and cable management for power and control cables.

1.1 Location

The two control panel support frames will be mounted on separate mezzanine floors, (one on the south side and one on the north side) inside the Target Station 1 building.

2.0 General Specification

2.1 Introduction

This specification details the requirements for the upgrades to the STFC ISIS Target Station1 Shutter Control System.

2.2 Multiple Metal Control Panel Metal Constructed Support Frames

2 off multiple control panel support frames are required. The support frames will need to be built left and right handed as shown on the appendix A and B layout guide. In real terms this will require the distribution board to be mounted at opposite ends to suit the incoming supplies.

Note:

- Refer to Appendix A – Shutter Panel Support frame Layout Guide (Left Handed)
- Refer to Appendix B – Shutter Panel Support frame Layout Guide (Right Handed)

2.3 Scope of Works

2.3.1 The contractor will build and supply **2 off** multiple control panel metal support frames. Each support frame will consist of 9 shutter control panels, a 12 way 250A Type B distribution board TPN, one panel housing remote I/O equipment and top, bottom and central cableways.

Each support frame will need to be built in more than one section for the purpose of ease of

transportation and manual handling. Each section must be able to be craned into its final position.

The works to be carried out by the appointed contractor for **each** support frame will be.

- a) Submission of full mechanical engineering layout drawings of the support frame construction assemblies for approval prior to manufacture. Separate drawings for left and right handed support frame assemblies should be submitted.
- b) Submission of detailed Shutter Drive Panel component layout drawings for approval prior to manufacture. Separate drawings for top and bottom mounted terminal strips should be submitted.
- c) Submission of a detailed Remote I/O / Ethercat switches panel component layout drawing for approval prior to manufacture.
- d) Build nine shutter drive control panels, wired in accordance with the customers supplied wiring diagrams.
- e) Build one remote I/O / Ethercat switch panel, wired in accordance with the customers supplied wiring diagrams.
- f) Supply of all control equipment within control panels including trunking and wiring.
- g) Supply a 12 way Type B distribution board TPN.
- h) The nine shutter drive control panels, the remote I/O panel and the 12 way distribution board should be mounted on a suitable floor mounted metal support frame. The support frame construction should include for the provision of top, bottom and central steel cable ways or trunking.
The metalwork will need to be corrosion protected by an appropriate coating which is to be galvanised/zinc plated.

Note: One support frame will need to be left handed, while the other will need to be right handed.

- **Refer to Appendix A – Shutter Panel Support frame Layout Guide (Left Handed)**
 - **Refer to Appendix B – Shutter Panel Support frame Layout Guide (Right Handed)**
 - **Refer to Appendix L – S1-9273-029-10**
 - **Refer to Appendix M – S1-9273-029-11**
- i) Supply of all network cables between Ethercat switches and inverter drives and control wiring from each drive panel to the remote I/O / Ethercat panel.
 - j) All associated mechanical works to be carried out by the contractor including wiring containment.
 - k) The contractor shall also be responsible for all associated wiring including power wiring to the individual control panels from the 12 way mains distribution board including containment / harnessing.

2.3.2 The maximum size footprint of each support frame should **not** exceed:

3750mmW x 2100mmH x 400mmD

2.4 Tender Bidding and Design Development

2.4.1 The Contract Administrator (CA) should ensure that all the information necessary for the control panel support frame design is made available to the contractor. This will include layout guides and wiring diagrams.

2.4.2 The bidding contractor should provide conception drawings of proposed support frame layouts, (for both left and right hand) as well as conception drawings of proposed shutter

control panel component layouts (for both top and bottom mounted terminal rails) to support their tender, these shall be provided within PROJ1.2.

The conception drawings of the proposed support frame layout assemblies should confirm that the proposed design fits within the maximum permitted floor area space of 3750mm(W) x 2100mm(H) x 400mm(D)

2.4.3 The appointed contractor must submit full engineering drawings for approval before commencement of manufacture as detailed in section 2.3.1 (suffix a – c) above.

2.4.4 The CA shall be responsible for supplying the contractor with a required component listing, detailing the part numbers of the variable speed drives and their associated components along with the part numbers for the emergency stop relays, Ethercat switches and remote I/O equipment. These components should be adhered to, while all other components maybe to the discretion of the contractor.

2.4.5 The CA shall provide the contractor with all wiring schematic diagrams.

2.5 Shutter Drive Control Panel

2.5.1 Construction

Panel enclosures shall be protected to IP66 and constructed from sheet steel with welded joints and stiffening angles/channels as necessary. Enclosures must be finished with a protective coating. (Powder coat / epoxy coat). This should be a grey finish, RAL 7035 or similar. All the internal equipment must be mounted on a matching chassis plate.

Access shall be from the front via doubled hinged doors with dished edges; gasket sealed onto the complementary dished return edges of the case.

2.5.2 Shutter Control Panel Components

Each panel should house

Component	Manufacturer	Part No.	Qty
Enclosure	Contacteur Choice		1
Chassis mounting plate	Contacteur Choice		1
Inverter 7.5/11KW 3Ph Drive	Omron	3G3MX244075E	1
Inverter footprint filter	Omron	AXFIM303RE	1
Inverter Ethercat option card	Omron	3G3AXMX2ECT	1
AC Output Reactor	Omron	AXRA003600160DE	1
Power Supply 24VDC 2A	Contracteur Choice		1
Relay Base	Contracteur Choice		5
4PDT 24V DC Plug in Relay	Contracteur Choice		5
Mini Contactor (Brake)	Contracteur Choice		1
Contacteur relay 24VDC 3N/O, 1N/C	Contracteur Choice		2
Contacteur relay Aux (Top) 2N/O	Contracteur Choice		2
Omron Prog Safety Controller	Omron	G9SP-N10S	1
Phase Failure Relay	Contracteur Choice		1

2 Pole 2A MCB type D	Contractor Choice		1
1 Pole 2A MCB type D	Contractor Choice		2
32A Door interlocked Isolator 5 pole	Contractor Choice		1
Red illuminated pushbutton	Contractor Choice		1
Terminal 6mm ²	Contractor Choice		4
Earth Terminal 6mm ²	Contractor Choice		1
Terminal 2.5mm ²	Contractor Choice		33

Note: Part numbers shown must be adhered to. Other components may be contractors' preference.

Omron is the mandatory manufacturer and part numbers shown must be adhered to due to compatibility reasons. STFC possess the necessary software, software license and communication cables for programming.

2.5.3 Shutter Control Panel Layout

A proposed shutter control panel layout drawing should be submitted to the (CA) for approval. Please note that any approval by the CA shall not absolve the contractor of their sole responsibility for meeting the specification.

The handle of the door interlocked isolator and the red illuminated pushbutton should be mounted on the door of the cabinet. These should be located no less than 700mm above floor level.

2.5.4 The outgoing terminal strip should be so arranged so that the outgoing cables from the top row of control panel's, on the support frame, (Shutter panel's 1 to 5) leave the panels from the top. Likewise the terminal strips in the bottom row of control panel's, on the support frame (Shutter panel's 6 to 9) leave the panels from the bottom.

Note:

- **Refer to Appendix C – Shutter Panel Layout Guide (outgoing terminal rail top mounted)**
- **Refer to Appendix D – Shutter Panel Layout Guide (outgoing terminal rail bottom mounted)**
- **Refer to Appendix J – S1-9273-029-08**
- **Refer to Appendix K – S1-9273-029-09**

2.5.5 Cable access into the panels from the trunking, both top and bottom must be provided for incoming and outgoing cables.

2.5.6 Although each shutter is normally only operated a couple of times a day, thermal management must be utilised and the tender response must show this condition will be met. Louvres or some other form of air inlet should be included for the sides of each panel.

Although each shutter is normally only operated a couple of times a day, thermal management must be utilised and the tender response must show this condition will be met.

2.5.7 Terminals of all electrical components used inside the enclosures must be to at least IP2X. In the case of larger terminal points, where this may not be possible, those terminals must be fully shrouded / enclosed, with warning labels applied.

2.5.8 Cable Size

The panel wiring shall be in accordance with the current edition of the I.E.E. Wiring Regulations. Cables shall be sized to take account of all de-rating factors required for the chosen design.

2.5.9 Cable Type

Tri-Rated (often known as panel wiring)

415V / 240V Power Wiring – 2.5mm² (minimum size)

24VDC Control Wiring - 0.5mm² (minimum size)

2.5.10 Cable Colour

The cables shall be colour coded in accordance to the latest legislation as follows: -

415V Power Phase 1 - Brown

415V Power Phase 2 - Black

415V Power Phase 3 - Grey

240V Power - Phase Colour

Neutral - Light Blue

Earth - Green/Yellow

DC Control Circuit - Blue

2.5.11 Cable Marking

All cables should be labelled so that their origin and destination points are easily recognisable. Individual cores must be numbered or colour coded in conjunction with customer's electrical wiring diagrams. All terminal strips should also be numbered in conjunction with customer's wiring diagrams.

2.5.12 Door Wiring

Wiring from the chassis plate to the panel doors shall be run through proprietary flexible plastic tubing. The tubing shall be supported at both ends and have sufficient loop to avoid damage to conductors and allow unrestricted opening of the panel door.

Wiring to components on the door shall be neatly cleated and supported to relieve the strain on the terminals.

2.5.13 Wire Connections

The use of insulated boot lace terminals, or similar, must be used on all wire connections.

2.6 Remote I/O / Ethercat Switch Panel

2.6.1 Construction

Panel enclosures shall be protected to IP66 and constructed from sheet steel with welded joints and stiffening angles/channels as necessary.

Access shall be from the front via doubled hinged doors with dished edges; gasket sealed onto the complementary dished return edges of the case.

Each Remote I/O / Ethercat switch panel should be to the same size, construction and finish as the shutter control panels.

2.6.2 Remote I/O / Ethercat Switch Panel Components

Each panel should house

Component	Manufacturer	Part No.	Qty
Enclosure. (Size & type to match shutter panels)	Contractor Choice		1
Mounting chassis plate	Contractor Choice		1
Ethercat Slave	Omron	NX-ECC202	1
16 way digital input unit	Omron	NXID5442	9
24VDC 2A power supply	Contractor choice		1
24VDC 4A power supply	Contractor choice		1
1P 2A MCB type D	Contractor choice		2
1P 4A MCB type D	Contractor choice		2
6 way Ethercat switch	Omron	GXJC06	2

Note: Part numbers shown must be adhered to. Other components may be contractor's preference.

Omron is the mandatory manufacturer and part numbers shown must be adhered to due to compatibility reasons. STFC possess the necessary software, software license and communication cables for programming.

2.6.3 Remote I/O/Ethercat Switch Panel Layout

A proposed Remote I/O/Ethercat switch panel layout drawing should be submitted to the (CA) for approval. Please note that any approval by the CA shall not absolve the contractor of their sole responsibility for meeting the specification.

2.6.4 All internal components must be built on to a matching chassis plate.

2.6.5 All Wiring should comply with those detailed for the main shutter control panels in section 2.5 above.

2.7 12 Way TPN Mains Distribution Board Type B

A 12 way 250A TPN type B distribution board should be supplied at the end of the support frame. The distribution board should include

- 1 x 250A incomer,
- 9 x 3 pole Type D 20A Miniature Circuit Breakers (MCB's), to supply the shutter control panels and
- 1 x 1 pole Type D 10 MCB to supply the power supplies in the Remote I/O/Ethercat switch panel.

Note: All MCB's must be able to be padlocked in the OFF position.

2.8 Constructed Metal Support Frame

The control panels and distribution board need to be mounted on a suitable metal support frame. A Unistrut type construction is acceptable, provided it is stable enough to be secured to the floor. There is no provision for anything to be wall mounted.

A cableway should be designed through the centre between the top and bottom rows of control panels. It is desired that 2 runs of steel trunking run through the central cableway and these should be concealed by cableway removable covers.

One of the central cableway trunking routes should be used for the mains cables from the distribution board, while the other should be used for control cables between the shutter control panels and the remote I/O panel as well as all of the Ethercat communication cables.

All Control panels and cableways should be earth bonded to the support frame and the support frame provided with a suitable earth point.

Space needs to be available for trunking to be installed top and bottom, for outgoing cable routes. This should be considered when adhering to the maximum height shown below.

2.8.1 Maximum Support Frame Floor Area

The overall support frame including all control panels and distribution board should fit into a floor space area not exceeding 3750mm(W) x 2100mm(H) x 400mm(D)

2.8.2 Thought should be given to handling management for both transit and reassembling at the customer's premises. It is suggested that each support frame should be designed in such a way that it can be broken down into sections to allow ease of transportation and installation. A minimum of 3 sections is suggested.

Consideration should also be given, to the practicality of crane use at the customer's premises, to lift the support frames into their final positions. The use of lifting eyes or sling / lifting points should be considered.

3.0 Technical Specifications

3.1 The shutter control panels should comply with the Low Voltage and Control gear assembly's standard BS EN 61439-1.

3.2 The requirements for Electrical Installations laid out in IEE Wiring Regulations Sixteenth Edition BS7671 should be adhered to.

3.2 Programming of inverter drives and programmable safety relay do not need to be quoted for as this will be the responsibility of STFC personnel.

4.0 Inspection

4.1 The appointed contractor should initially build just one shutter panel and one remote I/O, which must be approved by the customer, before commencing with the build of the other panels.

4.2 On receiving notice from the contractor that the shutter control panel is ready for inspection the customer should arrange a date to inspect the panel at the contractor's premises. This should be no longer than 3 – 5 working days from the contractor's notification date.

The customer should carry out a visual inspection as well as a point to point wiring inspection.

4.3 The appointed contractor should initially build just one complete support frame. This must be approved by the customer, before commencing with the build of the other support frame.

4.4 On receiving notice from the contractor that the complete support frame is ready for inspection the customer should arrange a date to inspect the support frame at the contractor's premises. This should be no longer than 3 – 5 working days from the contractor's notification date.

The customer should carry out a visual inspection as well as point to point wiring inspections.

4.5 Final factory acceptance tests by the customer, for each of the completed support frame assemblies will need to be carried out before the breakdown and shipment of the support frames.

4.6 On receiving notice from the contractor that the completed support frames are ready for final inspection, the customer should arrange a date to inspect the completed support frames at the contractor's premises. This should be no longer than 3 – 5 working days from the contractor's notification date.

5.0 Deliverables

The following deliverable target points should meet and these are the stages where stage payments may be applied.

- 1) Complete multiple shutter control panel support frame (Left hand) delivered to customer's premises.
- 2) Complete multiple shutter control panel support frame (Right hand) delivered to customer's premises.
- 3) All up to date engineering drawings in AutoCAD (.DWG) format issued to customer.

6.0 General Conditions

6.1 The contractor shall be responsible for the delivery of all deliverables to the STFC site. The contractor shall supply written confirmation of the proposed date and time of all deliveries of the equipment to STFC, to the CA for approval giving a minimum notice of 10 working days.

6.2 All prices should be quoted exclusive of Value Added Tax (VAT), which should be charged in accordance with the prevailing rates at the time of order.

6.3 Re-connection of the electrical wiring and Installation of the support frames at the customer's premises will be the responsibility of STFC personnel. When broken down for shipment any disconnected cables must have their destinations clearly labelled for ease of re-connection by the customer.

7.0 Drawings Reference

Drawing. No	Appendix	Description
--------------------	-----------------	--------------------

S1-9723-029-01	E	Shutter Drive Panel Mains Wiring
S1-9723-029-02	F	Shutter Drive Panel Control Wiring
S1-9723-029-03	G	Shutter Drive Panel Incoming Mains Distribution
S1-9723-029-04	H	Remote I/O and Ethercat Panel Mains Wiring
S1-9723-029-05	I	Remote I/O and Ethercat Panel Control Wiring
S1-9723-029-08	J	Shutter Drive Panel Top Outgoing Panel Layout Guide
S1-9723-029-09	K	Shutter Drive Panel Bottom Outgoing Panel Layout Guide
S1-9723-029-10	L	Shutter Control Panel Support frame Layout Guide (Left Hand)
S1-9723-029-11	M	Shutter Control Panel Support frame Layout Guide (Right Hand)
S1-9723-029-12	N	Ethercat Distribution Block Wiring Diagram

Warranty Period

Under the Warranty Period the Client requires the Contractor to replace faulty parts on a like for like basis. The Client will supply the Contractor with the faulty part in exchange for a new Part.

Payment Schedule

- Receipt of first Support frame at STFC and its written acceptance by STFC – 45%
- Receipt of second Support frame at STFC and its written acceptance by STFC – 45%
- Receipt & Acceptance by STFC of all other Deliverables referred to in the Specification – 10%

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 ($5+5+6=16\div3=5.33$))

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
Quality	PROJ1.2	Conception Drawings
Quality	PROJ1.3	Warranty Period
Quality	PROJ1.5	Footprint
-	-	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	45%
Quality	PROJ1.1	Technical Specification	55%
Quality	PROJ1.4	Manufacture & Delivery	Information Only

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.

Price

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

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

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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