



Invitation to Quote

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

Subject: GroDome Flooring at UKRI Centre for Ecology & Hydrology (CEH)

Sourcing Reference Number: FM18083

UK Shared Business Services Ltd (UK SBS)

www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

UK Research and Innovation

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

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

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

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

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.ukri.org/>

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation (UKRI) Polaris House North Star Avenue Swindon Wiltshire SN2 1EU UKRI Centre for Ecology & Hydrology Maclean Building Benson Lane Crowmarsh Gifford Wallingford Oxfordshire OX10 8BB
3.2	Buyer name	UK SBS Construction and FM
3.3	Buyer contact details	FMprocurement@uksbs.co.uk
3.4	Maximum value of the Opportunity	The maximum value of the opportunity is £60,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <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	Friday 13 th July 2018 Contracts Finder
3.7	Site Tour We strongly recommend that you attend a site visit in order to gain complete clarity of our requirements and the environment that you will be working in.	Site Tour Thursday 19 th July or Friday 20 th July 2018 Please send a message to UK SBS through the CCS e-sourcing portal to request a site visit.
3.8	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Wednesday 25 th July 2018 at 11.00
3.9	Latest date/time ITQ clarification answers should be sent to all	Thursday 26 th July 2018 at 14.00

	Bidders by the Buyer through Emptoris	
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 30 th July 2018 at 11.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Monday 13 th August 2018
3.12	Anticipated Award date	Monday 20 th August 2018
3.13	Anticipated Contract Start date	Wednesday 22 nd August 2018
3.14	Anticipated Contract End date	Friday 28 th September 2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

A. INTRODUCTION

The Centre for Ecology & Hydrology (CEH) is a world-class research organisation focusing on land and freshwater ecosystems and their interaction with the atmosphere. We are a UKRI Research Centre and integral to the delivery of the NERC (Natural Environment Research Council) Strategy, The Business of the Environment, with over 425 researchers and students based at sites across the UK.

CEH integrates UK-wide observation systems and curiosity driven research, from the smallest scale of genetic diversity to large-scale, whole- Earth systems. We work across disciplines and facilitate academic, public, private and voluntary sector partnerships. CEH's extensive, long-term monitoring, analysis and modelling deliver UK and global environmental data, providing early warnings of change and management solutions for our land and freshwaters. These range from evaluating the causes of change in biodiversity stock and function, forecasting floods, identifying and addressing the impacts of pollution and climate change, to safeguarding UK soils and carbon stocks. Our work also includes developing decision support tools for the sustainable intensification of agriculture and the management of ecosystem services and water resources.

Our health, security and societal development are dependent on securing the value of nature, building resilience to environmental hazards and managing environmental change. These major societal and environmental challenges drive our research. CEH's independent, impartial science underpins UK and international environmental policies and innovation in the commercial sector for sustainable economic growth. Our work is paramount in meeting the UK's strategic research needs, responding to emergencies and underpinning the ability of the UK to deliver world-class environmental science at the land surface.

This contract covers the replacement of existing defective epoxy coated flooring to create a hygienic and seamless substrate for undertaking containment level and associated scientific research.

B. LOCATION

Centre for Ecology & Hydrology

Macleans Building, Benson Lane

Crowmarsh Gifford, Wallingford

Oxfordshire, OX10 8BB

C. FACILITY DETAIL

The GroDome building is located within the grounds of CEH Wallingford and was commissioned in April 2009 for the growth and research on native plants and insects. There are two facilities within a single structure containing a Level II containment facility comprising of 9 individual chambers and an 'open plan' non-contained facility used as a temperature controlled glasshouse. The facilities are serviced by a plant room, entrance lobby, field stores and potting area contained within an attached header building. Prior to the works commencing on site, the open plan area will be modified to create 3 smaller zones and a central corridor.

The research facilities are constructed using 10mm twin wall polycarbonate sheets hermetically sealed over a galvanised steel box frame with alloy support creating the individual chambers. The header building walls and ceilings are constructed from composite panels of 100/200mm Polysocyanurate [PIR]. The floors are level reinforced in-situ concrete floors with sand /cement screed and drainage channel to the open plan facility finished in a non-slip epoxy coating. The operating temperature range within the building is wide with temperature set points being between 18 to 38 degrees centigrade and relative humidity of >60%.

D. OUTLINE WORKS INFORMATION

The works include the removal of the existing defective epoxy floor covering and installation of replacement flooring to create a hygienic and seamless substrate for undertaking containment level and associated scientific research.

The flooring must be of satisfactory quality to provide enhanced cleaning benefits, no leaks, non-permeable, chemical resistance, life cycle maintenance savings and optimum appearance retention.

The works may include, where required, temporary protection of the building finishes and fixtures during the installation works; making good any damage and cleaning of the working area.

The finished floor will conform to:

EN 13845 safety flooring.

EN 13501, Class Bfl-S1 flame spread

ASTM E648, Class 1 rating, tested by an independent test house.

RRL Pendulum Test (4S Rubber/Slider 96), results of ≥ 36 in the wet and surface roughness of $R_z \geq 20\mu\text{m}$, tested by an independent test house.

EN 13845, passing the 50,000 cycles test.

EN 660-2 Abrasion Group T.

The flooring shall possess a valid Agrément certificate when laid in accordance with the manufacturer's instructions, with welded joints.

EN 1815, classified as 'antistatic' so does not accumulate static charges above 2kV.

EN ISO 10874 (EN 685), Use Area Classification 23/34/43.

ISO 105-B02 Method 3, obtaining ≥ 6 .

BRE Global Environmental A+ rating ENP 472 in the Green Guide to Specification in major use areas such as education and healthcare. Refer to BRE Global Ratings on www.greenbooklive.com

Generic EN 15804 Environmental Product Declaration (EPD) is available on request.

International standards for low Volatile Organic Compounds (VOC) emissions.

BES 6001 certification, obtaining a Very Good rating.

BS EN ISO 9001.

ISO 14001.

BS 8203 and the instructions of the manufacturer.

The contractor will attend such meetings as necessary to enable him to co-ordinate the various works including installation with the Employer.

Constraints

The building must remain operational during the works, therefore consideration must be made for noise, dust and other disturbance to the people using the building and working in the surrounding buildings.

Normal working hours are 08.00-17.00hrs, Monday to Friday.

Access to the site for working outside these hours may be requested. The contractor will allow in their price for the full amount of any work that may be required outside normal working hours.

The contract for the works will not be sub-contracted, in whole or in part, without the written permission of CEH.

There is limited space for storage of plant, machinery or materials. Storage requirements must be agreed with the Employer.

Vehicles will only be left on site by prior agreement with the Employer. The number of vehicles allowed on site will also be agreed prior to commencement of work.

The Employer will not provide connections to electricity, water and the like, unless agreed in writing.

Generators will not be used unless agreed with the Employer.

E. AREAS

The contractor will take his own dimensions for both tendering purposes and execution of the works, and will be responsible for the accuracy of such dimensions and drawings made there from. For information the approximate areas are:

GroDome

- Containment Chambers 34m² (x9)
- Open Plan Facility 374m²

Header Building

- Potting Area/Lobby 32m²

Total 712m²

F. CDM REGULATIONS

The contractor is responsible for all matters regarding the Construction (Design & Management) Regulations 2015 (CDMR) for his designs and operations including consideration for future adaptation.

Before commencement of works the contractor will provide the following for approval:

Contract specific method statements and risk assessments for dealing with specific operations.

Construction Phase Health and Safety information, as required by CDMR.

G. SITE VISIT

The contractor is advised to visit the site during the procurement period and will be held to have satisfied himself and to have made due allowances for local conditions, the nature and accessibility of the site, nature and extent of operations, the supply of and conditions affecting labour, the storage space for materials, position of adjacent services and drains, space for execution of the works generally, and the full extent of the work.

H. SAMPLES FOR APPROVAL

Samples of the proposed finished flooring work are required, to be approved by the Employer before the work starts. Approved samples will be retained on site for comparison with the finished work, and will be removed when no longer required.

I. CONTRACTOR'S STAFF

The Employer reserves the right to have removed from site any person he deems not to be suitable to be on the contract. The removal of such persons will not be considered to affect the contract in any way, including programme. It will be the contractor's responsibility to have them replaced with suitable staff if required.

The Contractor's representatives must conduct themselves in a professional manner. Conduct that will not be accepted and will result in a person being removed from the site includes:

- Inappropriate language
- Use of radios
- Shouting
- Inappropriate manners
- Smoking, in or around the site (unless external locations have been prior agreed with the Employer).
- Unsuitable or lack of suitable clothing
- Slogans that may offend

J. DELIVERIES TO SITE, OFF-LOADING AND INSTALLATION

Plant and machinery movements, including driving routes for deliveries and staff, must be agreed with the Employer.

The contractor will be responsible for rectifying any damage caused by the off-loading, positioning and/or installation of his plant and materials.

K. SITE CLEANLINESS

The contractor will allow for cleaning up and taking away waste generated by the work, as it accumulates during the progress and upon completion of the works, recycling where available. All working areas will be left in a clean and tidy condition each day. The Employer's Environmental Policies and Waste Management Plans apply.

L. O&M MANUALS

The contractor will provide a comprehensive Operation and Maintenance (O&M) manual, incorporating as-installed drawings and manufacturer's literature.

M. PHOTOGRAPHS

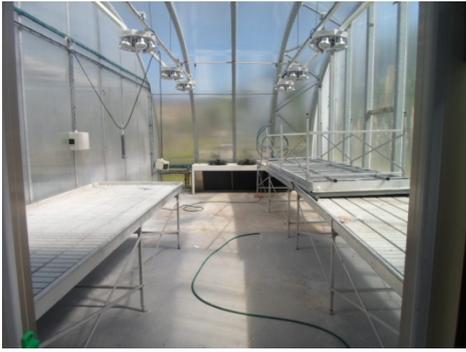


Image 1 – Existing Chambers



Image 2 – Open Plan Area



Image 3 – Floor Chanel

Site Tour

Given the nature of this requirement and the site upon which any successful supplier would be working, we are highly recommending that any interested supplier takes up the opportunity to tour site during the tender timescales.

The dates available to attend a site visit can be found within Section 3 – Timescales.

If you wish to request a site tour, please ensure that this is done via the messaging function in the Esourcing portal. Once your proposed date and time has been confirmed with the client we will confirm this back to you.

During the site tour the host will be unable to answer ANY questions. Should you have further clarification questions from the tour these will need to be taken away and then formally submitted through the Esourcing portal.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.3	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Price	PROJ1.1	Non-negotiable pricing and installation timetable
Price	PROJ1.2	Breakdown of costs
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.3	Compliance to regulatory standards and requirements
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	50%
Quality	PROJ1.4	Methodology Statement	30%
Quality	PROJ1.5	Working Practices	20%

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:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the 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.

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do 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 Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 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 the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

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

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

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

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

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

USEFUL INFORMATION LINKS

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