

Invitation to Quote

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

Subject **UK SBS Advanced Materials International Benchmarking**

Sourcing reference number **CR18096**



UK Shared Business Services Ltd (UK SBS)
www.ukpbs.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

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 & Innovation (UKRI) Polaris House Swindon SN2 1FL
3.2	Buyer name	Becky Eldridge
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£33,000.00 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	13 th July 2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	27 th July 2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	30 th July 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	1 st August 2018 14:00
3.10	Anticipated notification date of successful and unsuccessful Bids	13 th August 2018
3.11	Anticipated Award date	16 th August 2018
3.12	Anticipated Contract Start date	31 st August 2018
3.13	Anticipated Contract End date	30 th November 2018
3.14	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

Innovate UK is the UK Government's innovation agency. We work with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. We're an organisation of around 300 staff, drawn mainly from business. We work across the UK, with a head office in Swindon.

We have a strong business focus, we drive growth by working with companies to de-risk, enable and support innovation. To do this, we work to:

- determine which science and technology developments will drive future economic growth
- meet UK innovators with great ideas in the fields we're focused on
- fund the strongest opportunities
- connect innovators with the right partners they need to succeed
- help our innovators launch, build and grow successful businesses

Since 2007 we have committed over £1.8 billion to innovation, matched by a similar amount in partner and business funding. We have helped more than 7,600 organisations with projects estimated to add more than £11.5 billion to the UK economy and create 55,000 extra new jobs.

Our strategy is guided by our 5 point plan:

1. Turn scientific excellence into economic impact and deliver results through innovation, in collaboration with the research community and government
2. Accelerate UK economic growth by nurturing high-growth potential SMEs in key market sectors, helping them to become high-growth mid-sized companies with strong productivity and export success
3. Build on innovation excellence throughout the UK, investing locally in areas of strength
4. Develop Catapult centres within a national innovation network to provide access to cutting-edge technologies, encourage inward investment and enable technical advances in existing businesses
5. Evolve our funding models, ensuring businesses we work with get the right kind of funding at the right time and helping public money go further and work harder.

The Government is implementing the recommendations of Sir Paul Nurse's review of the research councils by creating UK Research and Innovation, a new body incorporating the seven research councils, and that it would look to integrate Innovate UK into this new body. This year we will work in increasingly close partnership with the research councils, building on the firm foundations laid in previous years.

Aim

To help develop a strategy targeting Innovate UK support for international activities for advanced materials. To do this we need to understand how the UK advanced materials sector compares with international peers and then seek effective ways of working with our international counterparts. We need to understand:

- the size of other countries' RD&I for materials;
- their national, regional and local strategies for materials,
- their role in the wider economy (e.g., is it linked to manufacturing or other sectors)
- what recent efforts and investments have been made and in what specific materials areas

From this information we need to understand which countries are good candidates for joint activity with the UK and what kind of activities would be beneficial to both countries. We want to be able to use this information to help develop our own advanced materials strategies and priorities and to use as evidence for international partnerships and activities.

Objectives

- 1) Identify the top 10-15 countries on the supply side of the advanced materials market globally. (Agree these with UKRI before progressing further.)
- 2) Research the advanced materials sectors of approximately 10 countries, both in the developed world and the developing world economies, analysing and providing a report and (where possible) a spreadsheet of data on the status of the market including
 - a. What is the size and composition of the sector? What percentage of the economy?
 - b. What growth has been seen in the sector over the past 10-15 years?
 - c. What is the expected outlook for growth in the sector?
 - d. What is the RD&I spend in the sector for the past 10 years? What is the forecast going forward?
 - e. What sub-areas of the sector are attracting the most interest?
 - f. What is the size of the domestic market for this sector? What is the expected future growth over the next 5-10 years?
 - g. What is the current level of productivity in the sector? How is this forecast to change over the next 5-10 years?
- 3) Research the advanced materials strategies, innovation and sector development activities of the top 10 supply countries identified, analysing and providing a report on information including
 - a. What recent government-led activities (last 10-15 years) has there been in innovation generally?
 - b. Are there specific advanced materials strategies and priorities either at government, military or industry level?
 - c. What notable successes have there been?
 - d. What notable failures have there been that we can learn from?
 - e. What is the strength of the academic and research base in the sector?
 - f. How competitive is the advanced materials sector in each country? (Ideally ranked relative to the top countries and the UK).
- 4) Research and analyse and provide summarised data in spreadsheet form on the size of the global advanced materials market by major sub-sector, and identify the top 10-15 countries by demand.
 - a. What is the current value of demand?

- b. What is the expected future growth overall and in each country over the next 5-10 years?

Note in the above reports any other interesting countries outside the top 10-15 that arise during the course of the research and include a comment on why they are of interest.

Background

Advanced materials can be defined as:

Materials designed for targeted properties and includes both completely new materials and those that are developments on traditional materials. Such materials show novel or improved structural and/or functional properties.

<https://connect.innovateuk.org/documents/26203578/0/High-Level%20Strategy%20-%20National%20Strategy%20for%20Advanced%20Materials?version=1.0>

Practically, at Innovate UK we recognise that all cutting edge material research could be considered advanced materials. This includes innovation in: metals, polymers, composites, coatings, nanomaterials/2D/graphene, glass, ceramics and electronic and functional materials.

The Advanced Materials team at Innovate UK is tasked with supporting a diverse range of industries. While we've always had some activity with the EU and other countries, we have tended to focus on the UK. The team has recently commissioned an advanced materials landscape study to better understand the size, value and high-potential/high-growth sectors of the national materials landscape. This report was cited by Sir Mark Walport at the PAC hearing on cross-governmental R&D funding and this provided a rich, rigorous evidence base upon which we can prioritise and make decisions for the UK.

Now, we would like to look internationally.

With Brexit on the horizon and the formation of UKRI, Innovate UK is building up its international programmes. Materials, as an enabling technology, cuts across many sectors, so we feel it needs addressing specifically. This was highlighted in the recent NAO report on cross-governmental support in emerging technologies, where advanced materials was identified as one area where “government needs a coherent view of the UK’s research strengths relative to other nations”.

In order to develop a strategy that really exploits our strengths and keeps an international market in our sights, we need to know how we compare to our peers and, more importantly, where we can work with others to exploit our knowledge base. This tender is to provide a report and data that we can then use to develop our strategy and to target activity, both domestically and internationally, for greatest impact.

Scope

1. Provide a report with supporting data on the current and forecast status of the advanced materials economies of approximately 10-15 countries. The countries will be agreed at the start of the project, and we understand different countries will define “advanced materials” differently. For the UK’s definition, the areas used for the previously commissioned Advanced Materials Landscape study should be used.

2. The report and data will be roughly be split into two sections: market status and outlook, and innovation landscape. Relevant metrics to be reported to include: size, value (% GDP) to the economy, growth outlook, productivity, scale of academic and industrial investment in the last 10-15 years, innovation or government investment focus areas, specific materials areas of strength, areas noted in the objectives section and above; and others to be agreed at the start of the project.

Requirement

1. a set of summaries of the advanced materials landscape of approximately 10 countries that covers size, value (%) to the economy, scale of academic and industrial investment in the last 10-15 years, specific materials areas of strength. Other metrics may be added as agreed at the project start.
2. a comparison of where the UK sits on those metrics – in easily understandable graph form would be advantageous. This should include some methodology for the comparison because we recognise not all countries use the same definitions or calculate metrics the same way.
3. Analysis of the above for fertile areas of collaboration and to identify areas of high growth or high potential for the UK to focus on.
4. A ranked list of potential collaborator countries and what the collaboration may look like, i.e., one country may be primarily a target market for UK-made materials, another country may be joint developers of technology using the UK's research base, and another may need the UK's rich materials SME community to solve a major challenge.
5. Possible modes of interaction with the target companies (for example network development, joint competitions etc).

Timetable

We envision a 3 month project, desk-based.

Delivery by end of Q3 of 2018/19 (end of December 2018) so that it can influence decisions made for the 2019/20 priority countries and activity.

We will have a meeting at the beginning of the project for scope-setting meeting, and a meeting at the midpoint to go over the summaries and comparison to UK so that we can use it to talk about how to prioritise countries and what to look for in terms of collaboration activities. In between these, progress reviews by phone bi-weekly, with face-to-face meetings as necessary.

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	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.3	Maximum Budget
-	-	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	20%
Quality	PROJ.1	Approach/ Methodology	50%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Project Plan and Timescales	10%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

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

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.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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