

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation  
(UKRI) – Natural Environment Research Council (NERC)**

**Subject: Repainting of Aircraft DHC-6**

**Sourcing Reference Number: FM19100**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company, Company Number 6330639.  
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Version 3.6

**UKSBS**  
*Shared Business Services*

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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](http://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 National Environment Research Council (NERC) British Antarctic Survey (BAS) Polaris House, Swindon, SN2 1FF
3.2	Buyer name	Jonathan Young
3.3	Buyer contact details	FMPurchase@uksbs.co.uk
3.4	Estimated value of the Opportunity	£59,000
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday 22 <sup>nd</sup> March 2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Monday 8 <sup>th</sup> April 2019 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Tuesday 9 <sup>th</sup> April 2019 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 12 <sup>th</sup> April 2019 11.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Friday 19 <sup>th</sup> April 2019
3.12	Anticipated Award date	Wednesday 24 <sup>th</sup> April 2019
3.13	Anticipated Contract Start date	Saturday 15 <sup>th</sup> June 2019 (Earliest Start, exact date to be confirmed)
3.14	Anticipated Contract End date	Friday 30 <sup>th</sup> August 2019 (Latest finish/output)
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

The British Antarctic Survey at the Natural Environment Research Council has a requirement of a DHC 6 aircraft repaint to be carried out by a contracted maintenance provider.

The dates of availability for painting of the aircraft are from Saturday June 15<sup>th</sup> 2019 (earliest input) and Friday 30<sup>th</sup> August 2019 (Latest output).

Scope of requirement has been entered below:

### **General:**

- Products such as paint, primer and paint stripper to be as listed and approved by Viking in PSM 1-GEN-5 Chapter 5 Table 11 'Qualified Materials and Suppliers' or equivalent.
- The Contractor is to review and comply with requirements of UK CAA CAP 747, GR10 'Painting of Aircraft' and ASSI OTAR 47 Subpart D 'Aircraft Markings'. All aircraft registration marks to be in Roman font.

### **Approximate aircraft local handling costs:**

- Wherever possible and if BAS representative on site, fuel and handling charges etc may be paid by BAS in the first instance.
- Otherwise, handling/landing fees and fuel charges to be paid by paint facility, and re-charged to BAS within the aircraft paint invoice.
- Any paint invoice is to be itemised to show all additional charges such as aircraft handling/fuel etc separately to the basic recharge
- Paint facility to advise BAS in advance if aircraft will need to bring towbar
- Paint facility to advise BAS of airport arrival/departure/tower contact details

### **Turn time:**

- Planned input to output times would be 18 to 21 calendar days in total

### **Paint Specification:**

- Primary Colour – Akzo Toreador Red, G30022, RV 12, with clear topcoat Acry Glo Clear 571080
- Gloss black – Acry Glo Black Base 571010, with the exception of existing area below windscreens, which is to be matt/semi-matt

### **Paint Removal:**

- Paint strip metal surfaces/abrade fibreglass etc as necessary
- Ensure all windows/screens/antennas etc fully protected

### **Aircraft Preparation:**

- Any degraded areas of weather sealing to be restored as necessary ref. PSM 1-63-2 Ch. 20-40-21/6
- Any surface corrosion found to be treated ref. PSM 1-GEN-5 'Corrosion Prevention Manual'

- Remove ice protection panels on fuselage (#), fill/repair, repaint
- Remove main gear leg fairings, wing root fairings, horizontal stab, closing strips and wing fences (#), fill/repair, repaint
- Do NOT fill any dents on metal fuselage/wing surfaces etc
- Prop. Spinners to be removed (#) and repainted
- Cabin/cockpit doors to be removed for painting of openings (#)
- Flight controls requiring balancing to be removed for painting (#)
- Windscreen wipers to be removed (#)
- Seam sealing of cabin roof, nose section, wing spar, leading edges and exhaust path area to be inspected and restored as necessary
- All antenna mounting point sealing to be checked and restored as necessary
- All flight controls, doors, fairings, access panels, prop spinners, windscreen wipers etc removed for paint process to be entered as individually listed open items in technical log or workpack (#)
- All pitot/static ports are to be blanked/masked during entire paint process, with an aircraft Tech Log entry (not Work pack entry) made stating 'Prior to release to service from repaint, all pitot/static port masking/blanks to be removed and apertures visually checked as clear'. (#)
- Any areas of corrosion, existing damage uncovered during preparation, or any damage caused during paint process is to be immediately advised to BAS and contracted maintenance provider for assessment/rectification (#)

#### **Paint Scheme/Placards:**

- Paint scheme and all external placards/markings to be noted/documentated prior to or at paint input, and re-applied exactly, with the following exceptions:-
- If present, blue paint markings on the nacelles are to be deleted
- If present, the serial number markings at top of fin is to be deleted
- If present, the DHC placard at top of fin to be deleted
- If present, the DHC and PWC placards on engine nacelles to be deleted
- If present, fuselage break-in/cut here etc markings are to be deleted (These are not required for ASSI registered aircraft)
- Fuselage 'British Antarctic Survey' wordage to be in Gil Sans Bold font
- Add aircraft MSN no. beneath and in line with the start of fuselage registration markings, same font, size and colour as general aircraft markings, no larger than 2" high
- The flame track areas are NOT to be painted black, but are to be red, as per existing scheme
- Wherever possible all standard markings other than customer placards to be silk screen applied
- The nose gear forks are to be painted to match primary fuselage colour
- All placards are to be fitted on top of final clear coat, and edge sealed
- Ensure UK union flag (CAFAM pt. no 'UNION FLAG') on cockpit doors is installed as shown below. On both doors the placard should be as shown regardless of being fitted to port or stbd. Side, as viewed facing the door:



- Any placards not provided/available through BAS are to be replicated locally
- Propellers – To be finished in gloss white/black banding, with outboard main mark bright yellow. Refer UK CAA Aeronautical Information Circular 84-2005 'Propeller

and Rotor Markings', and particular Para. 5.3.3 (b) Para. 5.4.1.and Fig. 1 Paint product as specified by Hartzell

- Prop. Spinners to remain red

**Reweigh: (#)**

- Aircraft to be weighed post paint as per BAS AMP Task 05-7-(1), either at paint facility, or otherwise at first opportunity as agreed by BAS ops./Engineering and maintenance provider

**Certification/Oversight: (#)**

- Contracted maintenance provider to give engineering support/oversight as agreed with BAS as necessary for technical preparation of aircraft, flight control balancing, certification and return to service.
- NOTE – The general paint process, oversight, quality assessment, snagging and ultimate release to service/certification of the aircraft is considered to be under the BAS contracted maintenance providers quality system.
- Contracted maintenance provider to review paint facility work pack to ensure all open items closed and accounted for prior to release to service
- Final release to service to be certified in aircraft Tech. Log by contracted maintenance provider, cross referring to the pain facility work pack

**Additional Information**

The successful supplier will need to adhere to the current maintenance provider's contract and be compliant to their quality system.

**Timescales**

The anticipated input to paint is arrival Friday 14<sup>th</sup> June 2019. Commencing Saturday 15<sup>th</sup> June 2019 onwards. Completion within two weeks, but no later than Friday 30<sup>th</sup> August 2019.

**Terms and Conditions**

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

**Key:-**

# = These items are in conjunction with and/or certified by BAS maintenance provider

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.1	Completion of work

Scoring criteria			
<b>Evaluation Justification Statement</b>			
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	20.00%
Quality	PROJ1.2	Manage Continuity	25.00%
Quality	PROJ1.3	Management of Paint Process	30.00%
Quality	PROJ1.5	Day to day running of the contract	25.00%

## 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:  $\text{Score}/\text{Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

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 2<sup>nd</sup> 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](#)