



Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Space Agency

Subject UK SBS GNSS Use Case Development

Sourcing reference number: CS19300

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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Version 1.0

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](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.

- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.ukpbs.co.uk/use/pages/privacy.aspx>

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28.900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the National Space Technology Programme and FP7 and works closely with national and international academic, education and community partners.

UK Space Agency achievements include:

- Implementing Government £10m National Space Technology Programme to support the development of UK technology and services/applications using space data. The first four flagship programmes totalled £6m, matched by £5m from industry.
- The Climate and Environmental Monitoring from Space facilities at the International Space Innovation Centre, supported by £400,000 funding, will make satellite data available to space businesses and institutions, particularly those which do not have the infrastructure to exploit Earth observation data.
- Chaired and led the International Charter 'Space and Major Disasters', to task Earth observation satellites quickly to provide data following a major disaster

www.BEIS.gov.uk/ukspaceagency

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 Space Agency, Polaris House, North Star Avenue, Swindon, Wiltshire, SN1 1SZ
3.2.	Buyer name	Sophie Mumford
3.3.	Buyer contact details	Professionalservices@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£100,000.00 excluding VAT.
3.5.	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Messaging Centre of the Delta eSourcing portal. Guidance Notes to support the use of Delta eSourcing are available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Thursday 10 th October 2019 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Tuesday 15 th October 2019 14:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Thursday 17 th October 2019
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Tuesday 22 nd October 2019 11:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Monday 4 th November 2019
3.11.	Anticipated Contract Award date	Monday 11 th November 2019
3.12.	Anticipated Contract Start date	Monday 18 th November 2019
3.13.	Anticipated Contract End date	Tuesday 31 st March 2020
3.14.	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

At the heart of UK efforts to explore and benefit from space, the UK Space Agency (UKSA) is responsible for ensuring that the UK retains and grows a strategic capability in space-based systems, technologies, science and applications. The UKSA leads the UK's civil space programme in order to win sustainable economic growth, secure new scientific knowledge and provide benefit to all citizens.

The UKSA works to:

- co-ordinate UK civil space activity
- encourage academic research
- support the UK space industry
- raise the profile of UK space activities at home and abroad
- increase understanding of space science and its practical benefits
- inspire our next generation of UK scientists and engineers
- licence the launch and operation of UK spacecraft
- promote co-operation and participation in the European Space programme

Responsibilities

The UKSA is responsible for:

- leading the UK civil space policy and increasing the UK contribution to European initiatives
- building a strong national space capability, including scientific and industrial centres of excellence
- co-ordinating strategic investment across industry and academia
- working to inspire and train a growing, skilled UK workforce of space technologists and scientists
- working on national and international space projects in co-operation with industry and academia
- regulating the UK civil space activities and ensuring we meet international treaty obligations
- working to ensure the safeguarding of space Critical National Infrastructure (CNI)

This work package requires the bidder to:

Undertake immediate deep-dives into three CNI sectors to understand their reliance and dependency on Global Navigation Satellite System (GNSS) services. These deep-dives will develop use cases for the dependence on GNSS services, including defining their service provision, extant mitigations and risk profiles.

Background to the Requirement

Space was a designated part of the UK Critical National Infrastructure (there are 13 CNI sectors in total including Space) in 2015. This designation recognised that Space provides essential services to other CNI sectors, namely; navigation and timing services, long distance communications, weather forecasting and monitoring of the environment. These services are a key part of life in modern society, but often deeply embedded so that many users do not recognise their Space dependencies.

As a result of EU Exit, the UK is no longer able to access the assured Galileo service provision to provide resilient capability to the UK critical infrastructure. In November 2018 the Prime Minister announced that the UK would investigate options to develop a national capability to replace the Galileo assured service as well as providing other security and resilience capabilities. As a result, the UKSA needs to understand the use of GNSS services within three critical sectors in detail in order to inform the Key Capability Requirements for UK CNI use of GNSS services. The Key Capability Requirements need to be based on robust and quantifiable evidence and data in order to develop the strongest case possible for the development of a UK assured service.

Aims and objectives

The UKSA is working to define the requirements for a UK owned and operated GNSS service provision, and building the evidence to support the business case for investment. To support this evidence, the UKSA needs to understand the requirement for GNSS service provision in the Critical National Infrastructure.

This workstream is to undertake deep-dives into three critical sectors and use this understanding to develop use cases for their reliance on GNSS services. The use cases will define how the services are used by the customers/end users. They will identify the requirements for the use of GNSS capabilities, the service provision capabilities, how risk is handled and mitigated and any residual issues with its use. This work must conclude before end of March 2020.

Scope

For the GNSS Deep-Dives:

- The supplier is expected to carry out a series of deep-dives into three CNI sectors to investigate their requirements for and use of GNSS services, including;
 - educating the sectors in GNSS capabilities and risks;
 - understanding what the users of the service believe their dependency is (through structured interviews and analysis), developing the use-cases;
 - understand what capabilities the service providers deliver to their users, developing an understanding of the inherent risks; and
 - reviewing previously published research on use, vulnerabilities and weakness of GNSS services, further building the risk picture.
- Produce a comprehensive written report, including use cases for the three sectors.
- Be responsive to emerging needs of the initiative and UKSA.
- This work is to be completed by end March 2020.

Requirement

GNSS Deep-Dive strand

In order to develop robust case studies based on deep dives into the use of GNSS in three CNI sectors, it will be necessary to undertake a number of linked activities. These are split into four main strands:

- Education – Evidence from multiple engagements show that most sectors cannot fully define their dependencies because they i). do not understand the extent of the dependency, ii). do not know there is a dependency or iii). believe that their dependency is not critical, either not providing anything vital or is sufficiently mitigated. They may not know what questions to ask in order to understand their exposure to GNSS or their level of residual risk. The material is intended to help build their understanding in order to engage with the analysis process.
- Top-Down Analysis – Develop a detailed picture of the use of GNSS services in the three CNI sectors. This will be accomplished through interviews with representatives of key operators in the sectors and will be supplemented with further analysis on a case-by-case basis. This gives the view of what the operators think their dependency is, and therefore their use case. The example question set presented below has been developed through several iterations of previous survey work, but the bidder should specify how they will achieve this aim in their submission.
- Bottom-Up Analysis – To compliment the top-down analysis, this strand will interview the key suppliers of direct GNSS services or services in which GNSS is embedded. The interviews will develop the understanding of what the suppliers actually provide, which can be contrasted with what the customers believe they receive, drawing out further inherent risks. Again, sample questions have been provided, but the bidder should set out how this work will be conducted in their submission.
- Review Previous Research – There have been a number of research projects undertaken on the use, vulnerability and weakness of GNSS services. These should provide valuable evidence on the risks and impacts of disruption on GNSS services.

Sectors: Following the analysis of space service dependencies recently undertaken the following sectors have been selected for the deep dives:

- Transport
- Energy – networks and distribution systems
- Communications

Material: There are a number of source materials which can provide context, challenge, discussion points for the interviews:

- GNSS top level requirements
- Dependency and impact reports – Blackett (<https://www.gov.uk/government/publications/satellite-derived-time-and-position-blackett-review>), LE Report (<http://londoneconomics.co.uk/blog/publication/economic-impact-uk-disruption-gnss/>), etc.
- Older CNI dependency reports
- Overview and sector specific reports from CNI Dependency Workstream 1
- Existing education material/service descriptions

Workstrands: The contract will be divided into several distinct workstrands aiming to address aspects of the requirements:

- Development of education material to explain what services are available, how they may be use (directly and indirectly) and the inherent risks. This is required to help develop the understanding with the CNI operators of their dependency, especially where this may not be apparent. The supplier can then use this material to aid their interviews with the users in the three sectors. The UKSA will approve the material before it is used.
- Interviews with GNSS users in three sectors. The questions set out here are derived from question sets used in previous dependency analysis workstreams (Space Discovery Workshop, Blackett Review Implementation Group, Space service Dependency Analysis) but the supplier should propose what their question set will be for agreement with the UKSA.
 - What GNSS service do you use and what is the application?
 - Which GNSS system do you use?
 - Without any mitigation, what would happen to your application if the GNSS service was lost for 1 second, minute, hour, day or several days?
 - Without any mitigation, what would be the impact on your application if the GNSS signal was inaccurate?
 - If multiple GNSS systems are used, what would the impact be of losing (total or inaccurate data) one of the signals?
 - How far reaching would the impact of losing the GNSS service be – localised, equipment, network, sector?
 - What is the mitigation you have in place for the loss or degradation of GNSS services?
 - What is the future trend in your business for uptake of GNSS services?
- Interviews with equipment suppliers. This gives a complimentary view on what services the suppliers believe they provide and how critical they think this provision is. As above, these questions have been developed from experience through other workstreams, but the supplier should propose their question set for agreement with the UKSA.
 - What equipment/service do you provide?
 - Who are your customers?
 - What are your resilience offerings? (Service level agreement, accuracy, MTBF, availability, etc).
 - How do you assure the resilience of your service?
 - What do you see as a critical service?
 - What issues do you have?
- Literature search on jamming/spoofing trials. There have been several trials and research projects on jamming or spoofing GNSS services, which should be able to provide a rich picture of expected and unexpected impacts with which to inform this work.
- Note that the process defined above and in particular the question sets should not be considered exhaustive. The bidder should feel free to adopt these, or suggest alternative questions or methodology to achieve the intended aim.

Deliverables: The contract will deliver the following products (exact content and format TBD):

- Education material – Descriptions of the services, how they are used and potential risks.
- CNI use cases for 3 sectors – Main deliverable based on results of interviews and surveys.
- International considerations – Linkages, stakeholders, services, etc. and their implications which are uncovered in the workstream.
- Value add on current use – To highlight what the current vulnerabilities are that are mitigated in this service.

Owing to the nature of the work we require that all personnel involved in the handling of information relating to supplier dependencies on space and compiling the report to be security cleared to a minimum of Security Check (SC). The successful supplier will be required to enter into an NDA with the UKSA for the products of the contract.

Timetable

The contract will run until the end of March 2020.

During the course of the contract, it is expected that the Supplier and the UKSA will engage on a fortnightly basis and that at the half-way stage of the contract, draft reports displaying their intended final format and findings so far should be provided to the UKSA. The final written report will follow a similar format and be delivered to the UKSA along with a presentation of key findings. Meetings will be alternated between the suppliers and the UKSA offices.

The outputs of this work are essential in assisting the UKSA CNI and GNSS teams to progress with their intended course of work over 2020/21.

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.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Commercial	FOI1.1	Freedom of Information
Commercial	FOI1.2	Freedom of Information Act Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within the Delta eSourcing portal
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

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	25%
Quality	PROJ1.1	Understanding	25%
Quality	PROJ1.2	Project Plan and Risk Management	15%
Quality	PROJ1.3	Methodology	20%
Quality	PROJ1.4	Project Team and Capability to Deliver	15%

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 there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

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

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 **eSourcing 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 the eSourcing 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 Delta eSourcing 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 the eSourcing 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 eSourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing 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 the Delta eSourcing Portal.
- 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 2018, 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 Delta eSourcing Portal.
- 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 the Delta eSourcing Portal.
- 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

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)