# Invitation to Quote

## Invitation to Quote (ITQ) on behalf of Engineering and Physical Sciences Research Council

## Subject UKSBS Analysis of UK and Global Quantum Technologies Landscape

## Sourcing reference number UK SBS BLOJEU-CR16117EPSRC

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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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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 customers improve efficiency, generate savings and modernise.

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

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

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

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

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

## Our Customers

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

UK SBS currently manages £700m expenditure for its Customers.

Our Customers who have access to our services and Contracts are detailed here.

# Section 2 – About Our Customer

## Engineering and Physical Sciences Research Council (EPSRC)

EPSRC is the main UK government agency for funding research and training in engineering and the physical sciences, investing more than £800 million a year in a broad range of subjects – from mathematics to materials science, and from information technology to structural engineering.

The research EPSRC fund affects every aspect of our lives, from energy and the environment, though health, crime prevention, transport, construction and leisure time, to communications, nanotechnology and fundamental science.

The organisation's funded research has already led to improvements in MRI scanning to detect cancer, new ways of predicting and preventing flooding, the first controlled production of atomic antimatter, more durable artificial joints for our bodies, the lasers in our CD and DVD systems and software technologies to boost on-line shopping and the film industry

**Examples of funded research**

- University research into the technology and economics of energy storage, with an emphasis on securing environmentally-friendly and affordable power for the UK.
- A new national Carbon Capture and Storage Research Centre aimed at developing a low- carbon energy system for the UK.
- Developing the next generation of supercomputers.
- Creating a robotic organism for medical use.

Facing the uncertain economic future EPSRC strives to be ahead of the game, investing in world-class research into green technologies, medical advances and high-value manufacturing.

The organisation meets the needs of industry and society by working in partnership with universities to invest in people, scientific discovery and innovation. The knowledge and expertise gained maintains a technological leading edge, builds a strong economy and improves people's quality of life.

www.epsrc.ac.uk

# Section 3 - Working with UK Shared Business Services Ltd.

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

| Section 3 – Contact details | | |
|---|---|---|
| 3.1 | Customer Name and address | Engineering and Physical Sciences Research Council (EPSRC)<br><br>Polaris House<br><br>North Star Avenue<br><br>Swindon<br><br>SN2 1ET |
| 3.2 | Buyer name | Jenny Stratton |
| 3.3 | Buyer contact details | Research@uksbs.co.uk |
| 3.4 | Estimated value of the Opportunity | £10,000.00 |
| 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.**<br>**Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.** |

| Section 3 - Timescales | | |
|---|---|---|
| 3.6 | Date of Issue of Contract Advert and location of original Advert | 23/11/2016 |
| 3.7 | Latest date/time ITQ clarification questions should be received through Emptoris messaging system | 29/11/2016<br>14.00 |
| 3.8 | Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | 30/11/2016 |
| 3.9 | Latest date/time ITQ Bid shall be submitted through Emptoris | 02/12/2016<br>14.00hrs |
| 3.10 | Anticipated rejection of unsuccessful Bids date | 09/12/2016 |
| 3.11 | Anticipated Award date | 09/12/2016 |

| | | |
|---|---|---|
| 3.12 | Anticipated Contract Start date | 12/12/2016 |
| 3.13 | Anticipated Contract End date | January 2017 |
| 3.14 | Bid Validity Period | 60 Days |

# Section 4 – Specification

**Analysis of the UK and Global Quantum Technologies Landscape**

**Brief Description of Requirements**

The Engineering and Physical Sciences Research Council (EPSRC) wish to commission a study to understand the UK and global funding landscape in quantum technology, especially how it has changed over the 5-10 years. This study will help in the qualitative and quantitative analyses of the UK quantum technologies research base to inform future planning.

**Completion Date**

January 2017.

**Background**

In the Autumn Statement of 2013 the UK government announced £270 million investment for a National Quantum Technologies Programme (UKNQTP). This initial investment is for a five year period until the end of the 2019/20 financial year. The programme is a coordinated effort between the Department for Business, Energy and Industrial Strategy (BEIS), the Engineering and Physical Sciences Research Council (EPSRC), Innovate UK and the National Physical Laboratory (NPL), in partnership with the Defence Science and Technology Laboratory (Dstl) and the Government Communications Headquarters (GCHQ). Of the £270M investment in the first phase of the UKNQTP, £234M was allocated to EPSRC to establish a range of investments. Notably, £120M for a national network of Quantum Technology Hubs, led by the Universities of Birmingham, Glasgow, Oxford and York, Centres for Doctoral Training, Training and Skills Hubs in Quantum Systems Engineers, and investment in Fellowships, capital infrastructure and innovation Programmes. Further details of these investments are provided in Annex 1.

The Quantum Technologies Strategic Advisory Board (QT SAB) was established at the outset of the UKNQTP to provide a focus for UK interests and quantum technologies in the UK, act as co-ordinating body for UK interests, and oversee the UKNQTP investments; providing advice to agencies through the Quantum Technologies Programme Operations Group (QT POG). In March 2015, the QT SAB set out its strategy, on behalf of the UK quantum community, to guide new quantum work and investments over the next 20 years. A list of current (August 2016) members of the QT SAB is provided in Annex 2

**Specification**

The objective of this study to understand the funding landscape for quantum technologies research both in the UK and globally, especially how it has changed over the last 5-10 years, specifically:

- the nature and rate of growth of Quantum technologies research in the UK and globally;

- areas of focus in different countries for research in Quantum technologies.

The key quality criteria on which the analyses depends is the overall comprehensiveness of the funding data, for example

- Relative proportion of non-english content in the global funding dataset
- Whether the analyses is returning the known leading countries/people/institutions (based on information from different sources and reports on quantum technology)
- Funding metadata being able to pick all researchers involved including co-investigators, at least for a subset of the data

This study will form part of the evidence base available to EPSRC for evaluating the impact of the UKNQTP investment on EPS research, as well as developing strategy for future investment in quantum technologies, including further phases of the UKNQTP. The study will complement recent and concurrent studies, notably studies on international approaches to supporting QT and publication and publication profiling of the UK quantum community (May 2015); the recently refreshed UK QT landscape (May 2016) and the mid-term reviews of the QT Hubs (November 2016) and the overall UKNQTP (late 2016).

***Note***: *This study is focussed on quantum technologies and does not seek to investigate the UK's wider quantum sciences research community, or make recommendations for the development of EPSRC's future strategy to supporting the development of the field. The study is expected to build on previous research by EPSRC, including the taxonomy of quantum technologies queries described in Annex 3.*

**Outcomes**

The desired outcomes from this study are:

- An understanding of the global funding landscape for Quantum technologies including key researchers/institutions
- Information on the influence that UKNQTP investments have had on the overall UK EPS research and innovation landscape, and how these aspects compare to international comparators.

**Deliverables**

- Datasets used for the analyses and the results of those analyses
- Report summarising the findings of the study

**Material supplied By EPSRC**

Identifier data on all grants associated with the UKNQTP

**Interaction with the Study Provider**

The study provider is requested to provide fortnightly progress updates to EPSRC, supplemented with telephone conversations where requested.

**Annex 1.**

**Selected EPSRC investments in Quantum Technologies**

1. **Quantum Technology Hubs:**

   - **UK Quantum Technology Hub for Sensors and Metrology**: Led by University of Birmingham and incorporates universities of Birmingham, Glasgow, Nottingham, Southampton, Strathclyde, and Sussex. It aims to develop a range of quantum sensor and measurement technologies that are ripe for commercialisation by UK businesses.

   - **UK Quantum Technology Hub for Quantum Enhanced Imaging (QuantIC)**: This hub is led by the University of Glasgow and incorporates the universities of Bristol, Edinburgh, Heriot-Watt, Oxford, and Strathclyde. It is working closely with industry to develop exciting new types of ultra-high sensitivity cameras with capabilities far beyond the current state-of-the-art. This includes improving existing imaging systems through quantum technologies.

   - **UK Quantum Technology Hub: NQIT - Networked Quantum Information Technologies**: led by the University of Oxford and incorporates the universities of Bath, Cambridge, Edinburgh, Leeds, Southampton, Strathclyde, Sussex, and Warwick. it is focussed on creating systems that can be connected to each other to form flexible, scalable solutions for a huge range of applications, such as accelerating drug development, analysing “Big Data”, ultra-fast generation of quantum random numbers, secure communication between many parties, and enhanced distributed sensing.

   - **UK Quantum Technology Hub for Quantum Communications Technologies**: led by the University of York and includes the universities of Bristol, Cambridge, Heriot-Watt, Leeds, Royal Holloway, Sheffield, and Strathclyde. The hub has a particular focus on quantum key distribution (QKD) - one of the most mature quantum technologies, and one which is considered especially promising for early commercialisation.

2. **Centres for Doctoral Training in Quantum Technologies**

   - **EPSRC Centre for Doctoral Training in Quantum Engineering (University of Bristol)**

   - **EPSRC Centre for Doctoral Training in Controlled Quantum Dynamics (Imperial College London)**

   - **EPSRC Centre for Doctoral Training in Delivering Quantum Technologies (University College London)**

**3. Training and Skills Hubs Quantum Systems Engineering**:

- **Training & Skills Hub in Quantum Systems Engineering: Imperial Centre for Quantum Engineering & Science (Imperial College London)**
- **Training & Skills Hub in Quantum Systems Engineering: innovation in Quantum Business - Applications, Technology and Engineering (InQuBATE) (UCL)**
- **Training & Skills Hub in Quantum Systems Engineering: The Quantum Enterprise Hub (University of Bristol)**

**4. Quantum Technologies Strategic Capital Investments:**

- **Quantum Technology Capital: Epitaxy Cluster Tool to Enable Next-Generation Quantum Dots for Quantum Technology Applications (University of Sheffield)**
- **Quantum Technology Capital: An extensible simulation and test platform for quantum and quantum enabled technologies (University of Oxford)**
- **Quantum technology capital: UK Superconducting Quantum Technologies (Royal Holloway University of London)**
- **Quantum technology capital: QUES2T (Quantum Engineering of Solid-state Technologies) (UCL)**
- **Quantum Technology Capital: Quantum Photonic Integrated Circuits (QuPIC) (University of Bristol)**
- **Quantum Technology Capital: UKQNtel - Bringing the Telecoms Industry to the UK Quantum Network (University of York)**
- **Quantum technology capital: Multi-species single-ion implantation (University of Surrey)**

**Annex 2.**

**Membership of the Quantum Technologies Strategic Advisory Board (August 2016)**

- Prof. David Delpy (Chair), Independent
- Dr. John Bagshaw, Independent
- Mr Adam Baker, BEIS
- Dr Simon Bennett, Innovate UK
- Prof. Peter Dobson, University of Oxford
- Dr. Trevor Cross, e2v
- Mr. Mark Hughes, BT Security
- Prof. Myungshik Kim, Imperial College London
- Prof. Peter Knight, NPL
- Mr. Roger McKinlay, Independent
- Prof. Gerald Milburn, University of Queensland
- Baroness Pauline Neville-Jones, EPSRC Council
- Dr. Neil Stansfield, Dstl
- Prof. Ian Walmsley, University of Oxford
- Ms. Morag Watson, BP

**Annex 3.**

**Taxonomy of Quantum Technologies (based on *Web of Science* queries)**

***Quantum Clocks***

TS = ("atomic clock*")

TS = ("coherent population trapping" AND "clock*")

TS = ("quantum information" AND "clock*")

TS = ("quantum logic" AND "clock*")

TS = ("single ion*" AND "clock*")

TS = ("single atom*" AND "clock*")

TS = ("atom*" AND "chip*" AND "clock*")

TS = ("optical" AND "lattice" AND "clock*")

TS = ("quantum" AND ("clock synchronisation" OR "clock synchronization"))

TS = ("optical frequency standard*")

TS = ("quantum clock*")

TS = ("optical clock*")

TS = ("frequency metrology")

***Quantum Sensing***

TS = (quantum AND (sensor OR sensors OR sensing))

TS = (quantum AND interferomet*)

TS = (detector AND "quantum efficiency")

TS = (quantum AND "imag* quality")

TS = (quantum AND "secure" AND "imag*")

TS = ("Heisenberg limit")

TS = (quantum AND metrology)

TS = (quantum AND tomography)

TS = (("single photon" OR "single pixel") AND camera)

TS = ("single photon counting" OR "single photon counter*")

TS = ("quantum imaging")

TS = (vacancy AND (sensor OR sensors OR sensing))

***Quantum Communications***

TS = ("quantum communication*")

TS = ("quantum key distribution")

TS = ("QKD" AND "quantum")

TS = ("BB84" AND "quantum")

TS = ("quantum network*")

TS = ("quantum" AND "teleportation")

TS = ("quantum" AND ( "random number generator*" OR RNG))

TS = ("quantum repeater*")

TS = (("post-quantum" AND "cryptography") OR ("post quantum" AND "cryptography"))

TS = ("quantum" AND "digital signature*")

TS = ("quantum cryptography")

TS = ("quantum" AND "information transmission")

TS = ("Quantum error correction")

***Quantum Computing***

TS = ("quantum comput*")

TS = ("qubit*" or "quantum bit*")

TS = ("quantum gate*")

TS = ("quantum" AND "error correction")

TS = (("measurement-based" AND "quantum comput*") OR "MBQC")

TS = ("cluster state*" AND "quantum comput*")

TS = ("one-way" AND "quantum comput*")

TS = ("topological" AND "quantum comput*")

TS = ("anyon" OR "anyons" AND "quantum comput*")

TS = ("adiabatic" AND "quantum comput*")

TS = ("universal quantum comput*")

TS = ("continuous variable" AND "quantum" AND "comput*")

TS = (optical AND lattice AND quantum AND comput*)

TS = ("information processing" AND "quantum")

TS = ("quantum comput*" AND "implement*")

# Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 (5+5+6 =16÷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 | AW4.1 | Contract Terms |
| Price | AW5.5 | E Invoicing |
| Price | AW5.6 | Implementation of E-Invoicing |
| Quality | AW6.1 | Compliance to the Specification |
| - | - | Invitation to Quote – received on time within e-sourcing tool |

## Scoring criteria

**Evaluation Justification Statement**

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

| Questionnaire | Q No. | Question subject | Maximum Marks |
|---|---|---|---|
| Price | AW5.2 | Price | 20% |
| Quality | PROJ1.1 | Understanding | 20% |
| Quality | PROJ1.2 | Project Plan and Risk Management | 10% |
| Quality | PROJ1.3 | Methodology | 30% |
| Quality | PROJ1.4 | Project Team and Capability to Deliver | 20% |

## Evaluation of criteria

**Non-Price elements**

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

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

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 (60/100 x 20 = 12)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 (60/100 x 10 = 6)

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

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

| | |
|---|---|
| 0 | The Question is not answered or the response is completely unacceptable. |
| 10 | Extremely poor response – they have completely missed the point of the question. |
| 20 | Very poor response and not wholly acceptable. Requires major revision to the |

| | |
|---|---|
| | response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed. |
| 40 | Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier. |
| 60 | Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire. |
| 80 | Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed. |
| 100 | Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider. |

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

**Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will (60+60+40+40) ÷ 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 x 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.

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do check and recheck your Bid before dispatch.

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

**DO NOT**

7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.

7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.

7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.

7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.21 Do not exceed word counts, the additional words will not be considered.

7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.

7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.

7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.27 We do not guarantee to award any Contract as a result of this procurement

7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.

7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.30 If you are a Consortium you must provide details of the Consortiums structure.

7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public

7.33 Your bid will be valid for 60 days or your Bid will be rejected.

7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.

7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

7.36 If you fail mandatory pass / fail criteria we will reject your Bid.

7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.

7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.

7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

**USEFUL INFORMATION LINKS**

- Emptoris Training Guide
- Emptoris e-sourcing tool
- Contracts Finder
- Tenders Electronic Daily
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act