



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Biotechnology and Biological Sciences Research Council (BBSRC) and MolFarma / Norwich Research Partners LLP**

**Subject UK SBS: Architectural and Engineering Consultancy Services**

**Sourcing reference number: CON15012**

**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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VAT registration GB618 3673 25  
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**UKSBS**  
  
*Shared Business Services*

## Table of Contents

<b>Section</b>	<b>Content</b>
1	<a href="#"><u>About UK Shared Business Services Ltd.</u></a>
2	<a href="#"><u>About our Customer</u></a>
3	<a href="#"><u>Working with UK Shared Business Services Ltd.</u></a>
4	<a href="#"><u>Specification</u></a>
5	<a href="#"><u>Evaluation model</u></a>
6	<a href="#"><u>Evaluation questionnaire</u></a>
7	<a href="#"><u>General Information</u></a>

<b>Section</b>	<b>Content</b>
Appendix A	<a href="#"><u>Technical Specification</u></a>

# 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

### 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](#).

## Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

***‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’***

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

### Biotechnology and Biological Sciences Research Council

The Biotechnology and Biological Sciences Research Council (BBSRC) has an annual budget of around 500M (2012-2013) invests in some of the most exciting and innovative bioscience research projects on behalf of the UK public, supporting around 1,600 scientists and 2,000 research students in universities and institutes across the UK. BBSRC's guiding mission is to further scientific knowledge, promote economic growth, wealth and job creation, and improve quality of life in the UK and beyond. BBSRC funds research in:

- plants (we are the principal public funder of plant science in the UK)
- microbes
- animals (including humans)
- tools and technology underpinning biological research

### Examples of funded research

- Spinout company Tissue Regenix<sup>16</sup>, founded by 2009 Innovator finalists Professors Eileen Ingham<sup>17</sup> and John Fisher<sup>18</sup> from the University of Leeds, uses a novel technique to remove living cells from tissues, leaving a scaffold that can be transplanted between different people without risk of rejection.

[www.bbsrc.ac.uk](http://www.bbsrc.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	Molecular Farming Facility Norwich Research Park Coloney Lane Norwich NR4 7UH
3.2	Buyer name	Nicola Turner
3.3	Buyer contact details	01793 867301 <a href="mailto:Nicola.turner@uksbs.co.uk">Nicola.turner@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	£80,000.00 excluding VAT
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 4 <sup>th</sup> September 2015 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	Monday 14 <sup>th</sup> September 2015 11:00 am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Tuesday 15 <sup>th</sup> September 2015 14:00 pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 18 <sup>th</sup> September 2015 11:00 am
3.10	Anticipated rejection of unsuccessful Bids date	Wednesday 23 <sup>rd</sup> September 2015
3.11	Anticipated Award date	Wednesday 30 <sup>th</sup> September 2015
3.12	Anticipated Contract Start date	Monday 5 <sup>th</sup> October 2015
3.13	Anticipated Contract End date	31 <sup>st</sup> December 2016
3.14	Bid Validity Period	60 Days

## Section 4 – Specification

### Request for Quotation

MolFarma require Architectural and Engineering Consultancy Services to design a new building for MolFarma/ Norwich Research Partners LLP at Norwich Research Park from Feasibility through Hand-over to Operations broadly in line with the works described in RIBA stages of development 1 to 6. The building is part of a project to provide a new transitional facility for the purpose of developing potential methods of producing high value material from plants. The overall project is currently expected to take approximately 12 months from start to hand-over.

Planning Permission will be required for the building and a Planning Consultant, Code DP, 17 Rosemary House, Lenwades Business Park, Kenford, CB8 7PN has been appointed to assist the successful Company to ensure that the applications and relevant approvals are completed in a timely manner. Currently an Ecological desktop study and Archaeological desktop study have been carried out.

Building Control Approval will also be required for the building and a Consultant will be appointed to assist the successful Company to ensure that the applications and relevant approvals are completed in a timely manner.

A cost consultant will be appointed by Norwich Research Partners LLP to assist with the project.

The works quoted for in this package will be divided over 2 distinct phases which will be ordered separately.

**Phase 1** – The consultants will be appointed by Norwich Research Partners LLP to complete feasibility and concept design as indicated in the RIBA plan of works stages 1 and 2. This will include;

1. Organising and managing site investigations as part of a level survey and watching brief for Archaeological investigations.
2. A brief to allow a Principle Contractor cost for a design development and construction contract using NEC3-Engineering and Construction Contract.
3. Documentation to allow the MolFarma Board to visualise the Facility and agree to progress.
4. Documentation to allow the Planning Consultant to submit a suitable planning application.

**Phase 2** – The consultant will be novated to the principle contractor to complete the project as indicated in the RIBA plan of works stages 3 to 6.

1. Complete the detailed design and provide documentation to allow the Principle Contractor and MolFarma/ Norwich Research Partners LLP fix the cost of the facility construction.
2. Provide assistance to the Principle contractor during construction.
3. Supervise commissioning and provide documentation to enable Building Control to issue a certificate of compliance.
4. To provide assistance to the Principle Contractor in providing an O&M Manual.
5. To assist in closing out any planning requirements to allow the Planning authority issue a letter of Compliance.

In accordance with CDM 2015 regulations, the consultant appointed will be appointed Principle Designer for the provision of the facility. The Principle Designer will be expected to carry-out the duties as indicated in the CDM 2015 Guidelines from appointment until the project is handed –over to MolFarma/ Norwich Research Partners LLP

## **Project Brief**

### **Introduction**

MolFarma in partnership with Norwich Research Partners LLP are proposing to provide a new building which is to be located in a currently undeveloped area adjacent to the main carpark and Hill House. The location of the building is dictated by the current Master plan for the development of the Research Park and the proposed location is based on the plot identified as “Single floor Option”.

### **Site**

The site to be provided by Norwich Research Partners LLP will be positioned to allow for future expansion of the facility, should the business grow, without moving facilities.

The site will be fully serviced with Natural Gas (if required), Electricity, telephone, Water and Main drain connections all of which will be sized for the expected requirements of the facility plus a minimum allowance of 50% for future expansion of investigation services. The building fire alarm system will be linked with the JIC Reception in the Research Park to allow for monitoring when the building is un-occupied. The main drainage system will include a suitably sized collection tank which will collect all waste water, excluding foul water, from inside the building. The tank will be located to allow for monitoring and potential treating of the waste water, should the need arise. In addition a suitable UV system shall be installed and maintained on the outlet to ensure that the waste from the facility can be discharged safely to the main drainage system.

The site will be primarily accessed from the existing car park and Norwich Research Park and will provide a minimum of 10 car park spaces for MolFarma staff and visitors adjacent to the building. It is expected that the additional 2 cars and any cycle spaces can be accommodated in the existing parking area for Norwich Research Park close to the building.

A service area/yard is to be provided at the rear of the building for visual impact reasons, the yard is to provide access to the growing area for the provision of raw materials and removal of waste, to provide storage/service space for the laboratory, to provide space for the

Controlled environment Chamber Chillers and any Condensing units required for refrigeration in the building (both HVAC and Fit-out equipment). An access road is to be provided which is suitable for Heavy Goods Vehicles (HGV). The access road should be located so that it does not interfere with the future potential expansion of the building.

## **Building**

The building to be provided will be initially a single floor building with a maximum height of 8 m, this is to comply with the current planning requirements for the area. The initial footprint of the building will not exceed 1,050m<sup>2</sup> (70mx15m) but an allowance will be made to expand the building in the future either by increasing the height over the Laboratory/Office area or by increasing the footprint.

The building will be a frame constructed unit with suitably cladded external walls to match the requirements of the operation and Park. Windows will be provide in the walls to provide natural light in the Offices and Laboratories. If possible natural ventilation will be provided in the office area.

The roof will be a combination of a Flat roof over the offices and Laboratory and a pitched roof over the remaining areas. Panels will be provided in the pitched roof to provide sufficient natural light to the main storage/plant growing area. Suitable opening vents shall also be provided in the storage/plant growing area for natural ventilation. These vents shall be protected by insect screens.

Access and egress for normal operations and emergency escape shall be positioned at agreed locations.

Fire protection will be provide using a combination of electronic detection/alarms and suitable hand held extinguishers.

The building is to be constructed aspiring to BREEAM excellence rating and shall be constructed to prevent the ingress of either rodents, birds or insects when doors are closed.

The building should be designed to prevent the potential of cross contamination and the escape of Bacteria or Solvents into adjoining areas or the atmosphere.

MolFarma will be responsible for the fit-out of the building, however the design and construction team will provide, as part of the building, suitable service ducts, drainage points etc, which will be agreed during the design, to allow a damage free fit-out of the building.

## **Accommodation Schedule**

As part of the overall building package being provided, the following will be included:

See Accommodation Schedule - Table 1 in [Appendix A](#).

(Note sizes may change as building is developed)

Particular attention should be paid to the Laboratory areas where:

1. Layouts should conform to current best practice for movement and airflow
2. All benching and Fume cupboards should conform the current BS standard for use and containment.

## **Mechanical Installation**

As part of the overall building package being provided, the following will be included:

- General Ventilation (Extract) for toilets
- Ventilation for changing rooms with relevant control system
- General ventilation, heating/cooling for the Offices and circulation areas with relevant control system
- Central vacuum system for Laboratories and Infiltrator
- Cold room and associated Condensers, piping, controllers, internal wiring and connections to drains
- Ventilation for the laboratories, heating/cooling with an allowance for Fume extraction points with relevant control system.
- Fume cupboard extract systems
- Local extraction systems
- Hot and cold water services to Showers, Toilets, Kitchenette, Laboratories, Service yard, CER Units, Autoclaves and Infiltrator.
- Polypropylene drains for above ground drainage from Laboratory Benches and fume cupboards.
- All under floor drainage for both general and process waste water.

## **Electrical Installation**

As part of the overall building package being provided, the following will be included:

- Any power transformers which are required as part of the site power distribution system.
- Main incoming power board with Isolators and meters.
- Power distribution boards
- Lighting distribution Boards
- Motive Control Panels
- Containment systems for all wiring installations
- Wiring to all General Lighting
- Wiring to all socket outlets
- Wiring to Laboratory Benches
- Wiring to all fume cupboards and fume extraction systems
- Wiring to all HVAC equipment
- Wiring to Isolators for all equipment nominated as part of fit-out.
- All general and emergency Lighting (LED)
- All Laboratory Lighting including any flameproof fittings.
- All main Isolators for equipment.
- Control systems and wiring for general building
- Fire alarm system, cabling, panels, detectors and break glass units.
- Telephone installation including provision of lines, small PABX and telephone instruments
- LAN system, including small HUB (32 ports) and CAT 6 or better Network cable.
- Wiring and controls for the waste collection tank.
- Intruder detection system. Linked to manned security location at JIC reception

## **Signs**

As part of the overall building package being provided, the following will be included:

- Room name plates mounted on door.
- Toilet designation symbols mounted on doors
- Fire escape signage and emergency exit notices
- External signs and existing directional signage updating

### **Fit-Out**

MolFarma will be responsible for the specific fit-out of the building to suit their needs and it is expected that the Contractors used for the main construction work will be requested to assist in some of the installation works to ensure a timely installation in keeping with the overall quality standard for the facility. This work will be as follows:

- Controlled Environment Rooms with associated Condensers, piping, controllers, internal wiring and wiring from designated Isolators, connections to water and drains
- Controlled environment Cabinets with associated Condensers, piping, controllers, internal wiring and wiring from designated Isolators, connections to water and drains.
- RO unit for Controlled Environment Rooms and Cabinets
- Potting area and racking
- Hazardous material cabinets
- Infiltration unit with associated vacuum system and piping.
- Micro Biology Laboratory equipment and piping
- Autoclave for Plant and potting materials
- Harvesting area for plants
- Solvent extraction Laboratory equipment and piping
- Protein Laboratory equipment and piping
- General/Analytical Laboratory equipment and piping

### **Indicative Timings for Project**

The following are the current milestones for the project;-

- Appointment of Consultant – 30<sup>th</sup> September 2015
- 1<sup>st</sup> Review of Concept -23<sup>rd</sup> October 2015
- Approval of Concept – 25<sup>th</sup> November 2015
- Issue initial set of enquiry document to Design and Build Contractors – 3<sup>rd</sup> December 2015
- Planning application filed – 16<sup>th</sup> December 2015
- Design and Build Contractors Appointed – 17<sup>th</sup> February 2016
- Enabling works commence – 24<sup>th</sup> February 2016
- Setting out commence – 29<sup>th</sup> March 2016
- Seal Building – 4<sup>th</sup> July 2016
- Practical completion – 28<sup>th</sup> August 2016
- Sign-Off building – 5<sup>th</sup> September 2016
- Building Control Certificate issued – 12<sup>th</sup> September 2016
- O&M Manuals issued – 19<sup>th</sup> September 2016
- Planning consent conditions fully closed out and sent to Planning authority - 7<sup>th</sup> December 2016.

## 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 ( $5+5+6 = 16 \div 3 = 5.33$ )

Pass / fail criteria		
Questionnaire	Q No.	Question subject
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
Commercial	SEL5.2	Health and Safety Policy
Commercial	SEL5.3	Health and Safety Executive
Commercial	SEL5.4	Environmental Legislation
Commercial	SEL5.5	Sub-Contractor Environmental Legislation
Quality	AW6.1	Compliance to the Specification
Quality	PROJ3.1	Resource
Quality	PROJ3.3	Previous Experience
Quality	PROJ3.4	Health and Safety Policy
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria				
<b>Evaluation Justification Statement</b>				
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	40%	100%
Quality	PROJ3.1	Method Statement	60%	60%
Quality	PROJ3.5	Risk		30%
Quality	PROJ3.6	NEC3 Understanding		10%

## Evaluation of criteria

### Non-Price elements

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

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

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

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 ( $60/100 \times 10 = 6$ )

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 50

Evaluator 4 scored your bid as 50

Your final score will  $(60+60+50+50) \div 4 = 55$

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

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

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

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 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](#)

## **Appendix A – Technical Specification**

The Following Appendix A – Technical Specification documents can be found within the RFX Attachments tab on the e-sourcing portal;

1. Accommodation Schedule – Table 1
2. Molfarma Block Layout – rev1
3. 3358 NRP LLP Molfarma PEA report vFINAL
4. Archaeology DBA
5. 1407015\_MolPharma plot study4
6. MolFarma Project Updated Construction plan – 03.09.2015
7. Process Workflow
8. BSL2 Criteria