Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation
Subject: Upgrades to lights and lighting controls level 9 and 10
Sourcing Reference Number: FM19180

UKSBS
Shared Business Services

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

Version 3.6

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Appendices

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.uksbs.co.uk/use/pages/privacy.aspx

For details on how the Contracting Authority protect and process your personal data please follow the link below:

https://www.ukri.org/privacy-notice/

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

https://nerc.ukri.org/

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation
3.2	Buyer name	UK SBS FM Procurement
3.3	Buyer contact details	FMProcurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£55,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Wednesday 21st August 2019 Location; Contracts Finder
3.7	Site Tour Due to the nature of these services, a tour of the site and location that you will be working in is highly recommended	Site visit dates: Wednesday 28th August 2019 or Thursday 29th August 2019 Times of site tour to be agreed at time of booking To book onto one of the site tours please submit the names of those that wish to attend through the message function on the eSourcing Portal. Bidders will be limited to 2 people per company and will be required to bring suitable PPE Hard hat **Please ensure that you provide the names and vehicle registrations of those wishing to visit.**

		A reply will be sent via the e-sourcing portal to confirm your site tour booking
3.8	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Tuesday 27th August 2019 11.00
3.9	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday 28th August 2019 11.00
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 04th September 2019 11.00
3.11	Date/time Bidders should be available if face to face clarifications are required	N/A
3.12	Anticipated notification date of successful and unsuccessful Bids	Tuesday 10th September 2019
3.13	Anticipated Award date	Wednesday 11th September 2019
3.14	Anticipated Contract Start date	Monday 16th September 2019
3.15	Anticipated Contract End date	Friday 29th November 2019
3.16	Bid Validity Period	60 Days

Section 4 – Specification

NERC NATIONAL OCEANOGRAPHY CENTRE

FM19180 Upgrades to lights and lighting controls level 9 and 10

PART 1 - GENERAL DESCRIPTION OF INSTALLATIONS

1.1 GENERAL DESCRIPTION OF DEVELOPMENT

Constructed in the early 1990s the National Oceanography Centre (NOC) at Southampton undertakes integrated ocean research and technology development. The NOC focus is on providing capability to meet the needs of the country's marine research community, including Royal Research Ships, deep submersibles, sensors and instruments. It also houses the global mean sea level data archive, the UK subsea sediment core archive, and the British Oceanographic Data Centre.

The building consists primarily of three storey laboratory facilities, each of which has a dedicated engineering services floor (MEDA) above or below them, resulting in up to 7 floor plates depending upon the part of the building in question. The building is set around 8 Nodes.

The works proposal involves upgrading the lighting and lighting controls within the Nodes which go onto level 9 and 10.

1.2 SCOPE OF WORKS

The works described in this document consist primarily of lighting replacements, with some minor luminaire changes, including conduit adaptions.

A programme of works to be produced with the tender process with timescales for work completion.

The works will include the modification of the existing systems installation, commissioning and the provision of all relevant documentation for the works. Operating and Maintenance manuals and building log books will be provided at practical completion of the works.

All installations will employ modern technology and controls to achieve minimum energy consumption. Sustainable principles will be used throughout the design.

All installations must be fit for purpose, reliable, durable and safe and easy to maintain.

All installations will facilitate easy installation of additional facilities at a later date.

The majority of the MEDA and stair Node areas in question have limited headroom, with various head height and low level trip obstructions. These plant spaces contain critical laboratory services including ventilation plant, power distribution plant, etc. Also they have only limited access & emergency lighting. While the works are being carried out the lighting will be rendered dysfunctional, thus temporary work space lighting, including emergency lighting will have to be provided for the works. All temporary workspace

lighting must only utilise plastic lens based LED sources, to minimise risk of glass breakage and minimise fire risk from hot lamp filaments.

In addition to the site required PPE of hard hat, safety boots and company branded high vis jackets it is proposed that all on site and visiting staff carry and use battery LED torches to provide mobile task illumination that will also provide supplemental emergency illumination (helmet mounted high output head torches or similar). This would include contractor's assessment and a requirement to comply with all the National Oceanography Centre procedures.

The site LV switchgear is located within the Node areas without further physical protection. The site HV switchgear is located within the 7th floor Node areas; it is fenced off, but has open spaces above. The works contractor shall familiarise themselves with the locations of the switchgear, and work in accordance with the facility procedures where works close to the live switchgear is unavoidable.

All work in the MEDA areas require a permit to work for access and isolation. All contactors working on site will complete a sign a copy of the Code of Safe Practice for contactors and consultants working at the National Oceanography Centre in Southampton.

1.3 STRIP OUT & REMOVAL WORKS

The Works includes the strip out and removal of redundant and superseded items.

It is the contractor's responsibility that all redundant and existing abandoned items are to be identified, disconnected, removed and safely disposed of as per the waste management policy.

1.4 DESCRIPTION OF WORKS

The existing electrical installation comprises of the following:-

Final Circuit MCB distribution boards, most dating from 1994, are located within the nodes and the plant space MEDA floor areas. These will form the primary point of isolation for the circuit modifications proposed. The contractor will operate a circuit isolation permit to work operation on each of the circuits to be modified, with padlocking of individual circuit MCBs. Locking of the DB doors alone, or relying upon lighting switches alone for safety isolation will not be adequate due to the multiple access routes and multiple staff and contractor teams likely to be on site.

The works primarily consist of modifying the control circuits in the Node areas. These back of house areas are not occupied on a regular basis. Existing controls hardware and conduit installations shall be modified to provide pushbutton on, auto or manual off, with a flashing warning beacon before lighting is extinguished, to warn users of the impending switch off.

The proposed lighting control solution is to replace the existing manual lighting control switches and hotel key card switches with illuminated countdown timer push switches, add shutdown warning sounder / beacons, and relays necessary to achieve manual on, auto or

manual off lighting control, with warning beacon operation during a say 2min shutdown time out.

The proposed Timeguard timer switches cannot be operated in simple parallel, so to allow the circuits to operate correctly a signalling relay has to be incorporated. This relay is proposed as a double pole N/O + N/C unit also allows the operation of the sounder beacon in conjunction with the time delay relay.

Some of the existing circuits have previously been modified to install hotel key card operation, with Jung timer relays and GRP housings. The hotel key card switches are to be removed, but the existing time delay relays, and the GRP enclosures already in place can be reused with modification, where available & appropriate.

1.5 INCOMING SERVICES

No changes to the incoming services or the site submain distribution networks are proposed as part of the adaption works.

1.6 CONTAINMENT SYSTEMS

Modify the existing Galvanised Steel conduit and trunking containment installation as necessary to carry out the adaptions. Any new trunking to be powered coated to match existing.

Where necessary cutting and threading machines shall be established in an agreed defined area, and you be provided with temporary lighting, swarf debris and cutting fluid control, using suitable oversized bunding and absorbent temporary flooring. All swarf and fluid debris shall be removed daily from the cutting area. An exact location for this conduit cutting and threading is to be agreed with the estates staff before commencement.

Provide fire rated cable fixings on all cabling installations including controls and signal cabling throughout.

Containment systems shall be suitably supported throughout their entire length in accordance with IET Guidance Note 1 Selection and Erection and manufacturers recommendations.

1.7 MAIN ELECTRICAL DISTRIBUTION

The existing submain switchboards with generator changeover facilities are located in the nodes on the MEDA floor levels.

No works are planned for these switchboards but they form one of the emergency isolation points for the works items. Contractors Staff should familiarise themselves with the locations of protection & isolation devices for the downstream submain distribution boards whose circuits are to be modified.

1.8 DISTRIBUTION BOARDS

Modify where indicated the existing final circuit MCB distribution boards to service the adapted circuits & circuiting.

Retest any modified circuit and provide new labelling and circuit schedules including new and historic test record information to each DB where circuit modification is carried out. Ensure that the new circuit schedules clearly show the modified circuits and their results, and the original unmodified circuits with their historic results (with suitable disclaimers as necessary).

PDF document test results from recent maintenance testing of the final circuits is available to the contractor.

The existing lighting circuit MCB installations do not contain significant RCD counts. This project is not intended to change this situation.

It is the contractor's responsibility that any new RCD or RCBO units are to be 30mA instantaneous earth leakage setting unless otherwise indicated.

1.9 CIRCUIT BREAKERS

Miniature Circuit Breakers

Where required provide miniature circuit breakers which are manufactured to be fully compatible with the distribution boards already in place.

Miniature circuit breakers to be:

- Minimum 10KA breaking capacity
- Manufactured to BSEN60898
- Capable of operating at temperatures between -25ºC and +40ºC without the application of de-rating factors
- Capable of locking in the 'off' position.

Ensure that miniature circuit breakers are of the same manufacturer as the distribution boards for the system.

Combined MCB/RCD (RCBO Units)

Provide RCBO units which are manufactured to be fully compatible with the distribution boards detailed above.

RCBO to be:

- Minimum 10KA breaking capacity
- Manufactured to BS EN 60898 and BS EN 61009
- 30mA residual current tripping setting unless otherwise indicated
- Type C magnetic MCB trip setting
- Incorporate reverse polarity protection

- Incorporate neutral protection
- Capable of locking in the ‘off’ position.

Ensure that RCBO units are of the same manufacturer as the distribution boards for the system.

1.10 CABLING SYSTEMS

Sub-Main Cabling

No modifications to the existing sub main circuits are anticipated.

Final Circuit Wiring

Modify the existing singles in galvanised steel conduit & galvanised steel trunking as required. Where additional cores are needed new cabling is to be low smoke zero halogen insulated.

1.11 INTERNAL LIGHTING

Provide samples of each new hardware and gain approval from the Client **before** ordering.

Led lights to match existing on site

Install new plant space luminaires surface or suspended mounting.

1.12 LIGHTING CONTROLS

Some of the existing MEDA areas are as original 2way + intermediate manual switching. The original installation record drawings are listed on the works drawings and are available from site.

The lighting controls for some areas has been modified by the introduction of Jung Card switches and time delay relays that provide an element of time delay off facility. Upgrade / replacement is to be as indicated on the drawings.

Within the MEDA and Node areas it is proposed to replace the existing switches with new 4 step countdown pushbutton units with new or reused time delay off relays, allowing the users to bring the lighting on in the area, and when the timer pushbutton times out the flashing LED beacon will operate for say 2 mins before lighting is extinguished. An additional secret key switch shall be incorporated in to the controls to allow the automatics to be bypassed if necessary.

1.13 EMERGENCY LIGHTING

The existing MEDA and Node emergency lighting has over the years been mostly changed to Self-contained LED non-maintained “brick” bulkhead luminaires. Emergency lighting has only been provided to the central walkway and at a very minimum level.

The emergency lighting test is presently provided by manual secret key switches in the floor area in question. These are to be retained as part of the controls modifications.

Except where indicated on the drawings it is not proposed to upgrade the emergency lighting as it is considered sufficient for present.

1.14 EARTHING AND BONDING

Include for the earthing and bonding of the modified electrical installation in accordance with BS 7671 Requirements for Electrical Installations, BS Codes

of Practice and the local REC/PME Regulations, such that the whole of the installation is effectively earthed.

Carry out bonding using green/yellow LSZH insulated conductors.

Provide containment systems with earth links between all joints.

1.15 ELECTRICAL TESTING GENERALLY

List and describe the proposed testing equipment, which will be used on site and/or in the manufacturer's factory.

All equipment used for testing to be certified with a valid calibration certificate, a copy of which is to be provided to the Contract Administrator with reasonable notice.

Ensure that at practical completion:

- Permanent labelling is marked and fixed, pencilled information is not acceptable.
- Accessory and appliance faceplates are to be engraved with appropriate lettering.
- Test figures are available for new, for reconnected and/or altered circuits.
- Record drawings and schedules of equipment are submitted.

Undertake electrical testing in accordance with BS7671.

PART 2 – DESIGN STANDARDS & RESPONSIBILITIES

2.3 CONTRACTOR'S DESIGN ELEMENTS

The sub-contractor will be responsible for producing and presenting a suitable design solution for the specialist installations compliant with this specification. Design solutions will comprise drawings, calculations, equipment schedules, loadings and capacities, and locations of all plant and equipment.

The contractor will also be responsible for assessing the performance of the proposed design and demonstrating to the client before installation that it meets published benchmarks for performance, energy efficiency and sustainability. The Contractor will liaise and discuss fully with the client all aspects concerning the services design and installation.

2.4 INFORMATION TO BE PROVIDED

Submit the following information for approval Post award:

- Schedule of all proposed luminaires, plant and equipment, detailing manufacturer, reference number, duties, electrical requirements and accessories. Indicate where alternatives to the preferred manufacturers in this specification are offered.

- Operational sample board with fully functional controls installation.

2.5 PROGRAMME AND DOCUMENT CHECKING

Post award prepare a schedule, consistent with the main Contract programme, detailing when all drawings will be issued. When issuing the drawings schedule, identify the extent and purpose of the particular issue, and the approval status of all drawings.

2.6 ELECTRICAL CIRCUITING

Circuits are protected using MCCB's for sub-mains and MCB's/RCBO's for final circuits. (Type B for power circuits and resistive lighting circuits, and Type C for inductive power and lighting circuits). Socket outlets are protected by RCBO units mounted within local distribution boards with 30mA tripping current characteristics.

Circuits are arranged to allow for 25% spare ways per phase on each individual distribution board.

General purpose power ring circuits are arranged not to serve an area larger than 100m^2 over one floor.

Power ring circuits supplying general purpose socket outlets arranged to supply no greater than 10 No 2 gang 13Amp socket outlets per circuit.

2.7 CABLE SIZING

A voltage drop no greater than 3% lighting and 5% other uses over the complete system, split 1% for sub-mains and the remainder for final circuits has been allowed.

The current limiting characteristics of sub-main moulded case circuit breakers has been utilised to minimise prospective short circuit currents at downstream miniature circuit breakers, where necessary. Full discrimination is provided. The tripping characteristics of motor control equipment has been co-ordinated with final circuit/sub-main protective devices under both start-up and over-current conditions (i.e. at mechanical services motor control centres).

The following minimum cable sizes are allowed:

i) Lighting circuits 2.5 mm^2
ii) Power circuits 2.5 mm^2

iii) Circuit protective conductor 2.5 mm^2
iv) Supplementary bonding conductors 4 mm^2
v) Main bonding conductors to BS 7671 or supply requirements.

Provide every circuit with a separate circuit protective conductor (CPC).

PART 3 – PLANT & EQUIPMENT STANDARDS

3.1 ELECTRICAL DISTRIBUTION EQUIPMENT

Application:	**Distribution Boards**
Manufacturer:	Equivalent to/compatible with existing product
Type:	Type B Metal distribution board
Accessories:	Integral switch disconnector; outgoing MCB's/RCBO's ways and Door Lock.

Application:	**MCB**
Manufacturer:	Equivalent to/compatible with existing product

Application:	**Residual Current Breakers With Overload Protection (RCBO's)**
Manufacturer:	To match existing
Type:	Type B or C 30mA RCBO

3.2 CABLING & CONTAINMENT

Application:	**General Wiring**
Manufacturer:	BASEC approved
Type:	LSZH insulated
Conductor:	2.5 mm^2 min solid copper with 1.0mm^2 CPC
Grade:	600/1000V

Application:	**Flexible cables – general purpose**
Manufacturer:	BASEC approved
Type:	Standard HOFR flexible cords – multi-core
Conductor:	2.5 mm^2 min stranded copper
Grade:	600/1000V

Application:	**Flexible cables – high temperature applications**
Manufacturer:	BASEC approved
Type:	Heat-resistant rubber butyl
Conductor:	1.5mm^2 min stranded copper
Grade:	600/1000V

Application:	**Conduit – Internal and external**
Manufacturer:	Equivalent to/compatible with existing product
Type:	Heavy Gauge Class 4 Galvanised Steel circular Conduit
Accessories:	Joints, bends, tee's, couplers, accessory boxes etc.

Application:	**Trunking – Final Circuit Power Distribution**
Manufacturer:	Equivalent to/compatible with existing product
Type:	Galvanised Steel
Fittings:	Use bends, tees and angles and accessory boxes o same type, finish and manufacture
Joints:	Use purpose-made jointing pieces. Use specialist m blocks and saw guides when cutting.
Finish:	Mill Finish

Application:	**Cable Tray – Power Distribution**
Manufacturer:	Equivalent to/compatible with existing product
Type:	Galvanised Steel Heavy Duty
Fittings:	Use bends, tees and angles and accessory boxes o same type, finish and manufacture
Joints:	Use purpose-made jointing pieces. Use specialist m blocks and saw guides when cutting.
Finish:	Mill Finish

3.3 ACCESSORIES AND ANCILLARIES

Note that all accessories that are on display will be installed as follows:

- Securely fixed back to the building fabric
- Plumb with the surface in or on which they are mounted
- Square with regards to the surface in or on which they are mounted
- All plastic trim (outlet pin shrouds and the like) to be white not black

Equal & approved alternative items will also be acceptable.

Application:	**General Accessories**
Manufacturer:	MK

Range:	Metalclad
Devices:	Fused connection units, isolators, secret key switches, etc
Locations:	Plant Room, Store Rooms, Cleaners Cupboard
Workmanship:	Surface mounted.
Application:	**Time Delay Push Switches**
Manufacturer:	Timeguard
Range:	TGBT4
Application:	**Lighting Relay**
Manufacturer:	Schrack, Schneider
Type:	DP CO NO + NC
Range:	Din Rail Window Mounted
Application:	**Lighting Time Delay Relay**
Manufacturer:	Jung
Type:	Selectable pattern Time delay relay
Range:	1208 REG
Application:	**Wall Mounted Control Enclosures**
Manufacturer:	To match existing
Type:	Surface mounted IP55 din rail window fronted.
Application:	**Flashing Beacon Indicator**
Type:	3W flashing white LED beacon with plug in base
Voltage	230V AC
Manufacturer	Klaxon
Range:	QBS

3.4 LUMINAIRES

Application:	**Internal and external luminaires**
Manufacturer:	Varies

PART 4 – STANDARDS OF WORKMANSHIP

4.1 STANDARDS OF INSTALLATION

The quality and installation of works will be led and signed off by the National Oceanography Centre clerk of works. All testing and commissioning will be witnessed.

Ensure that all work conforms to current editions of the following standards:-

- BS and BS EN Standards
- National Engineering Specification Standard 'Y' Clauses for standards of workmanship
- Building Regulations
- Water & Water Supply and Fittings Regulations 1999 Construction Design Management (CDM) Regulations
- Clean Air Act
- Gas Safety (Installation & Use) Regulations
- Electricity at Work Regulations 1989
- HVCA Codes of Practice
- Health and Safety at Work Act 1974
- H & SE Codes of Practice including "The Control of Legionellosis"
- Loss Prevention Council Recommendations
- WRc Directory
- IEE Regulations 18th Edition

4.2 STANDARDS OF WORKMANSHIP

Provide a competent supervisor, on site for the duration of the contract, to oversee the works and to ensure that all work is completed in a neat, workmanlike manner. Use only appropriately skilled workmen. Ensure that electrical work is only undertaken by a NICEIC or ECA registered contractor.

4.3 TOOLS AND KEYS

Provide all necessary tools and keys for the operation and routine maintenance of the installations.

4.4 COMMISSIONING, TESTING AND DEMONSTRATING

Inspect and test the whole of the works in accordance with the IEE Regulations and relevant British Standards, and supply to the Contract Administrator 2 Nº completion certificates complete with his test results, along with the serial numbers of any instruments used together with their last calibration dates.

On completion of the testing, offer the systems to the Engineer for witness. Allow sufficient time within the programme for both the initial testing and the witness tests thereafter.

Certificate of Practical Completion will not be issued until completion certificates are received.

4.5 OPERATING & MAINTENANCE INSTRUCTIONS

Supply working instructions for the Specification prior to Practical Completion, comprising the following:-

- A full description of the installation, including controls
- Schedules of all installed equipment with figure numbers, duties, electrical details and manufacturer's address and telephone number
- All appropriate Certification, etc
- Contractor's emergency call-out numbers
- Electrical Distribution and Alarm System schematics
- Instructions for the safe operation of the systems
- A schedule of recommended daily, weekly, monthly, quarterly and annual maintenance
- Manufacturers maintenance instructions cross referenced to schedule of installed equipment
- A1 'As installed' drawings including manufacturing and control panel wiring drawings folded to A4 size in clear plastic wallets with schedule
- Disposal instructions

Submit draft copy for approval two weeks before Practical Completion. Within 28 days of completion of the works, supply two paper copies of the completed document and two electronic copies on CD-ROM with 'As Installed' drawings in AutoCAD 14 format.

4.6 DEFECTS LIABILITY

The whole of the work is to be guaranteed for a period of twelve months, from the date of the Certificate of Practical Completion. The Contractor will remedy at his own expense all defects in installation, materials and equipment due to faulty design, construction or workmanship which may develop in that period, not withstanding the fact that the material and equipment is specified in this specification.

Site Tour

Given the nature of this requirement and the site upon which any successful supplier would be working, we are highly recommending that any interested supplier takes up the opportunity to tour site during the tender timescales.

The dates available to attend a site visit can be found within Section 3 – Timescales.

If you wish to request a site tour, please ensure that this is done via the messaging function in the Esourcing portal. Once your proposed date and time has been confirmed with the client, we will confirm this back to you.

During the site tour the host will be unable to answer ANY questions. Should you have further clarification questions from the tour these will need to be taken away and then formally submitted through the Esourcing portal.

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. 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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Commercial	AW6.3	Non-Disclosure Agreement
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.1	Completion
Quality	PROJ1.2	Warranty
Quality	PROJ1.4	Bid Compliance
Quality	PROJ1.6	Health and safety assessment questionnaire
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	40%
Quality	PROJ1.5	Method Statement	40%
Quality	PROJ1.7	Risks	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 = {weighting percentage} x {bidder's score} = 20% x 60 = 12

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

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

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

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

Example
Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will (60+60+40+40) ÷ 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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority

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

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

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

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

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

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

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

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

7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.

7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

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

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

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

7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.

7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

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

7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

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

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

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

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

7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

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

7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.

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

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

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

7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.

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

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

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

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

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

7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.

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

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

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

7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

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

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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