



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Department for Business, Energy & Industrial Strategy (BEIS)**

**Subject UK SBS UK 2050 Calculator Update – Project 2 Data and assumptions gathering for 2050 and 2100**

**Sourcing reference number BLOJEU-CR17006BEIS**

**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.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
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, 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 Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

## Section 2 – About Our Customer

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

The Department for Business, Innovation & Skills (BEIS) is the department for economic growth. The department invests in skills and education to promote trade, boost innovation and help people to start and grow a business. BEIS also protects consumers and reduces the impact of regulation.

BEIS is a ministerial department, supported by 47 agencies and public bodies.

Our priorities for 2016 to 2017 include:

- business and enterprise
- competitiveness and exports
- science and innovation
- apprenticeships and skills
- higher education
- labour markets

We have around 2,500 staff working for BEIS plus around 500 people working for UK Trade & Investment in the UK.

Our partner organisations include 9 executive agencies employing around 14,500 staff.

We have BEIS offices in London, Sheffield, Billingham, Cardiff, Darlington, Glasgow, Manchester, Nottingham, Runcorn and Watford.

### Department for Business, Energy & Industrial Strategy achievements include:

- Funding 457,000 apprenticeship starts in 2010-11 Academic Year
- Committing £75 million to support innovation in technology-based SMEs
- Helping 25,000 UK businesses (mainly SMEs), employing over 13 million people, to make the most of opportunities for growth in overseas markets; Growth Accelerator is a new Department for Business funded-service to help up to 26,000 small and medium enterprises (SMEs) grow as much as they can over three years. Working with an experienced coach, businesses will receive a personalised growth plan, training and workshops, networking and peer to peer support. SMEs can also learn how to develop their leadership and management capability.
- With the Cabinet Office, leading the review of 1,200 regulations across Government as part of the Red Tape Challenge, more than half of which will be scrapped or improved.

<http://www.beis.gov.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	<p>Department for Business, Energy &amp; Industrial Strategy (BEIS)</p> <p>1 Victoria Street , London, SW1H 0ET</p>
3.2	Buyer name	Kerry Hammond
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£126,000.00 Ex VAT
3.5	Process for the submission of clarifications and Bids	<p><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>.</b></p> <p><b>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></p>
Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	<p>19/01/217</p> <p>Contracts Finder</p>
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	<p>27/01/2017</p> <p>14.00</p>
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	01/02/2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	<p>03/02/2017</p> <p>14.00</p>
3.10	Anticipated rejection of unsuccessful Bids date	16/02/2017
3.11	Anticipated Award date	16/02/2017
3.12	Anticipated Contract Start date	23/02/2017
3.13	Anticipated Contract End date	26/10/2017
3.14	Bid Validity Period	60 Days

## Section 4 – Specification

### Background

The UK's Climate Change Act was passed in 2008 and established a framework to develop an economically credible emissions reduction path, setting a target of reducing greenhouse emissions by at least 80% in 2050 from 1990 levels. On November 17th 2016, the UK Government signed the Paris Climate Agreement, which provides a framework for governments as well as business and investors to keep global warming below 2°C, pursuing efforts to limit the temperature increase to 1.5°C. Furthermore, one of the main aims of the Department for Business, Energy and Industrial Strategy is to ensure the UK has a reliable, low cost, and clean energy system, with reducing greenhouse gas emissions being central to this. The UK 2050 Calculator provides a tool to allow users to investigate ways of tackling climate change, and reducing UK greenhouse gas emissions to a level consistent with the Climate Change Act 2008.

The UK 2050 Calculator was first published in 2011 alongside the Carbon Plan<sup>1</sup>. The calculator was re-released in 2012 to incorporate costs with a 2007 baseline. The calculator has a web-interface, supporting spreadsheet and data. There are 40 “levers” of change with a range of options for each one. The calculator is deliberately simple, quick and can keep a record of stakeholders’ chosen pathways. The calculator was developed in a very open and transparent way. It went through an extensive call-for-evidence, stakeholder workshops, and was continually updated using stakeholder feedback. It is a very useful tool for assessing the merit of pursuing different low carbon technologies; for example, the original 2050 calculator was used to generate scenarios for the 2011 Carbon Plan. It is also very helpful in stakeholder engagement; for example, the original calculator was used for public engagement at the British Energy Challenge roadshow.

The UK 2050 Calculator hasn't been updated for a number of years, therefore is currently out-of-date. BEIS aims to increase the impact of the tool by aligning its underlying assumptions with other BEIS models, updating the lever and level assumptions, improving its functionality, and extending the timeline so that it operates to 2100. The updated calculator will be used to improve the modelling capability of BEIS and support stakeholder engagement in climate change. BEIS also plans to update the simplified ‘My2050’ style calculator, and develop further innovative ways of displaying the outputs of the 2050 calculator.

The project will be managed by the Engineering team at BEIS, who sit within the Science, Innovation, Climate and Energy Directorate. The work will be split into 3 different Projects:

Project 1: External modelling (BLOJEU-CR16120BEIS). This will require significant modelling expertise as it will involve updating the Excel workbook of the current 2050 Calculator.

Project 2: Data and assumptions gathering for 2050 and 2100 (BLOJEU-CR17006BEIS). This will involve significant stakeholder engagement, including running a number of

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<sup>1</sup> Carbon Plan: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/47613/3702-the-carbon-plan-delivering-our-low-carbon-future.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/47613/3702-the-carbon-plan-delivering-our-low-carbon-future.pdf)

workshops.

Project 3: Website Development (BLOJEU-CR17007BEIS).

The winning bidders of the projects must work closely together, and with BEIS, as data from the stakeholder engagement processes (Project2) will be required by the modellers (BEIS internal modelling and Project 1), whilst the website developers (Project 3) will have to display outputs from the excel spreadsheet (BEIS internal modelling and Project 1) onto the webpage.

### **Project Management and Interaction between BEIS and Projects 1, 2 and 3**

The overall project will be managed by BEIS. The lead modeller will also be at BEIS and will have overall responsibility for the updates. BEIS will perform much of the modelling, including the design optimisation, update of functionality, lever/pathway assumptions update, and part of the model rebasing; Project 1 will complete the modelling that BEIS does not perform (e.g. the majority of the re-basing work).

BEIS will work with Project 2 to determine the sectors and levers (i.e. disaggregation of technologies and measures) that should be included in the calculator for the periods up to 2050 and 2100 to represent current thinking (BEIS will lead on this and have overall responsibility). This will involve significant liaison between BEIS and Project 2 to consider evidence collated from an early Call for Evidence that Project 2 will run. It may be decided that a workshop will be required to gain more evidence to underpin the choice of levers - Project 2 will be responsible for running this workshop.

Project 2 will also be responsible for gathering all the required data, assumptions and references for the modelling (e.g. using a number workshops), and recording them in a form that can easily incorporate into the Excel Spreadsheet by the BEIS modelling team. BEIS will be responsible for informing Project 2 of the information that is required. At the start of the project, Project 2 therefore must work with BEIS to determine the most appropriate method of recording this information. Project 2 must also produce detailed 1-pager descriptions of each lever, which will be incorporated into the Excel spreadsheet by BEIS modellers, and into the webtool by Project 3. Project 1 will be responsible for checking the assumptions and data gathered by Project 2 are in line with UKTIMES and other BEIS models (where appropriate), and making recommendations to update these BEIS models if new, improved evidence has come to light.

Project 3 will be responsible for the website aspects of the project. BEIS will provide Project 3 with the updated model in Excel spreadsheet form, which will include all the information that must be included in the websites (both the main 2050 webpage and the My2050 webpage), including assumptions, lever short descriptions, and 1-pager detailed lever descriptions.

### **Project 2 Scope**

This project involves gathering, analysing and summarising all the data and assumptions required for the update for both 2050 and 2100. Information must be gathered from engagement with appropriate stakeholders, including sector experts from academia, industry and NGOs, and the relevant government departments.

For 2050 this involves:

- working with BEIS to determine the list and disaggregation of sectors, technologies and measures that are appropriate for the period up to 2050 to represent current thinking (e.g. including technologies that aren't currently well represented such as waste heat, district heat, shale gas, using hydrogen gas in the existing gas grid, Small Modular Nuclear Reactors);
- checking all lever assumptions for 2050 and update where appropriate (e.g. currently the road and aviation transport levers are not very ambitious);
- providing any data and assumptions required for the calculator upgrade by BEIS modelling team, Project 1 and Project 3;
- providing short descriptions for each lever for the webtool (to be used by the BEIS modelling team and Project 3); and,
- producing 1-pager descriptions of each lever (to be used by the BEIS modelling team and Project 3).

For 2100 this involves:

- working with BEIS to determine the list and disaggregation of sectors, technologies and measures that are appropriate for the period up to 2100;
- providing all lever and level assumptions for 2100;
- providing any data and assumptions required for the calculator upgrade by BEIS modelling team, Project 1 and Project 3;
- providing short descriptions for each lever for the webtool (to be used by the BEIS modelling team and Project 3); and,
- producing 1-pager descriptions of each lever (to be used by the BEIS modelling team and Project 3).

All final assumptions/data must be recorded in a format that would allow their incorporation into the final calculator by BEIS's modelling team and Project 3, in a rapid, efficient manner. Ongoing communication with BEIS and Project 3 is therefore essential.

The contractor is expected to continuously quality assure their work (e.g. the data and assumptions to be used in the calculator), using a robust quality assurance method that should be outlined in their bid

### **Suggested Methodology**

At the start of the project, the contractors should set up regular meetings with BEIS to gain their input. They should also determine a project plan, which includes details of the quality assurance method that will be used throughout the project. The successful contractor will need to liaise closely with Project 1 and 3, therefore details of engagement with other Projects must be provided in the project plan.

The data and assumptions required for the update will be gathered from engagement with appropriate stakeholders including sector experts from academia, industry and NGOs, and the relevant government departments. As with the original 2050 calculator, level assumptions will be made by level 1 representing minimum abatement effort, and level 4 representing an extreme view of extraordinarily ambitious abatement effort that only a minority of experts think is possible. It is extremely important that the final range for each lever represents a consensus view, otherwise the quality and usefulness of the final calculator will be



undermined. A suggested high-level method to obtain the necessary information involves:

- liaising with BEIS to determine sectors and levers for 2050 and 2100, and assigning sector leads who are responsible for determining the assumptions and data for each sector;
- running a call for evidence to determine the most appropriate sectors and levers for 2050 and 2100;
- liaising with the BEIS project Advisory Working Group to finalise the number and topics of each workshop;
- liaising with the BEIS lead modeller regularly to determine any data/assumptions requirements, on top of the assumptions behind the level/lever updates (e.g. data requirements for the calculator functionality improvements);
- organising a number of workshops, for example:
  - workshop(s) to determine the sectors and levers (e.g. technologies and measures) that should be included for 2050 and 2100;
  - workshops for each key sector in 2050 and 2100 to determine the detailed assumptions and data for each lever;
  - workshops to determine any data required from experts for the calculator functionality upgrades.
- writing up the outputs of each workshop into short reports containing key information and outputs;
- recording all finalised assumptions into a format so that the data can be easily extracted and incorporated into the calculator;
- providing all assumptions and data to Project 1, so that Project 1 can check the assumptions and data are in line with UKTIMES and other BEIS models (where appropriate), and make recommendations to update these BEIS models if new, improved evidence has come to light;
- recording all references and reasoning for final assumptions in a format so that the information can be easily extracted and incorporated into the calculator;
- organising meetings with, and presentations to, key stakeholders to gain their input, and generate example pathways that can be added to the calculator; and,
- producing a summary of all example pathways in a format so that the information can be easily extracted and incorporated into the calculator.

Bidders should indicate the number of workshops they would run, the focus of each workshop, and the estimated number of attendees per workshop. Reasoning behind the chosen method should be provided.

Project 2 winning bidder must also produce short descriptions of each lever for the webpage, and more detailed one-page lever descriptions of each lever. The one-pagers are intended to provide context behind the levers in order to help the user choose the level that best represents their views. They should include graphical representation of the levels for each lever, historic data and/or data about specific countries relevant to the lever, information about what each level represents, things to consider when choosing the level (e.g. the pros and cons), and references to relevant information. They should be visually engaging and written at around the 7th grade Flesch-Kincaid reading level. The format and style of the one-pagers should be agreed between the Project 2 winning bidder and BEIS before work on them begins. The information must be provided in a format that can be easily extracted and incorporated into the calculator.

## Key Outputs

- Agreed plan for the project (including plan for quality assurance and engagement with other Projects);
- draft call for evidence, for comment from relevant Government Departments;
- final call for evidence;
- draft list of proposed workshops and attendees for comment from relevant Government Departments;
- final list of proposed workshops and attendees for comment from relevant Government Departments;
- workshops and meetings to obtain necessary information to update the calculator;
- short report containing key information and outputs from each workshop;
- finalised assumptions log, in a format allowing the data to be easily extracted and incorporated into the calculator;
- references and reasoning for final assumptions in a format that allows the information to be easily extracted and incorporated into the calculator;
- short lever descriptions for the webtool of each 2050 and 2100 lever;
- draft set of “one-pagers”, one for each lever;
- final set of “one-pagers”; and,
- summary of all example pathways.

## Timetable

Deliverable	Due Date	Notes
Agreed plan for the project	08/03/2017	
Draft plan of sectors and levers for 2050 and 2100 for comment	29/03/2017	
Final plan of sectors and levers for 2050 and 2100	05/04/2017	
Draft call for evidence, for comment	19/04/2017	
Final call for evidence	26/04/2017	
Draft list of proposed workshops and invitation list for comment	07/06/2017	
Final list of proposed workshops and invitation lists	14/06/2017	
Short report containing key information and outputs from each workshop	30/08/2017	
Finalised assumptions log ready for input into Excel	21/09/2017	Required by BEIS to update model, therefore time critical.
References and reasoning for final assumptions ready for input	04/10/2017	Required by BEIS and Project 3 to

into Excel		update webtool, therefore time critical.	
Example Pathway summary information ready for input into Excel	04/10/2017	Required by BEIS and Project 3 to update webtool, therefore time critical.	
Short lever descriptions for the webtool	14/09/2017	Required by BEIS and Project 3 to update webtool, therefore time critical.	
Draft set of one-pagers, one for each lever	12/10/2017		
Final set of one-pagers, one for each lever	26/10/2017	Required by BEIS and Project 3 to update webtool, therefore time critical.	

### **Terms and Conditions**

Bidders are to note that any requested modifications to UK SBS 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, 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	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	Project Plan and Risk Management	20 %
Quality	PROJ1.2	Methodology	30 %
Quality	PROJ1.3	Project Team and Capability to Deliver	30 %

## 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 40

Evaluator 4 scored your bid as 40

Your final score will  $(60+60+40+40) \div 4 = 50$

**Price elements** will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.  
All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ( $80/100 \times 50 = 40$ )

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

Once the evaluation process and due diligence is complete, should the result of the process result in a tied place(s) then the supplier(s) who scored the highest total in the Quality criterion shall be considered the successful supplier and shall be awarded the opportunity .

Should the above still result in a tie we will go to a secondary tie decision which will be who scored the highest total in the Price criterion (Question AW5.2) they shall be considered the successful supplier and shall be awarded the opportunity.

## **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](#)