

# Invitation to Quote

Invitation to Quote (ITQ) on behalf of **UK Research and Innovation**

**Subject: NOC Innovation Centre, Workshops & Outbuildings Roof Refurbishment Project – Lead Consultant Appointment**

**Sourcing Reference Number: FM18093**



**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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# 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](#).

## **Section 2 – About the Contracting Authority**

### **UK Research and Innovation (UKRI)**

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](http://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 National Oceanography Centre European Way Southampton SO14 3ZH
3.2	Buyer name	Rhedyn Griffiths
3.3	Buyer contact details	<a href="mailto:FMPurchase@uksbs.co.uk">FMPurchase@uksbs.co.uk</a>  01793 867005
3.4	Estimated value of the Opportunity	£80,000.00 exc. 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	Thursday 21 <sup>st</sup> June 2018  Contracts Finder
3.7	Site Visit  <b><i>We strongly recommend that you attend a Site Visit in order to gain complete clarity of our requirements and the environment that you will be working in.</i></b>	Monday 25 <sup>th</sup> June 2018  <b><i>To book onto one of the site visits please submit your preferred date and time along with the names of those that wish to attend through the message function on the eSourcing Portal.</i></b>  <b><i>Bidders will be limited to 3 people per company. A reply will be sent via the eSourcing Portal in confirmation where we will also request the vehicle registration.</i></b>
3.8	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Monday 2 <sup>nd</sup> July 2018  11:00AM
3.9	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday 4 <sup>th</sup> July 2018  14:00PM

3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 9 <sup>th</sup> July 2018 11:00AM
3.11	Anticipated notification date of successful and unsuccessful Bids	Monday 16 <sup>th</sup> July 2018
3.12	Anticipated Award date	Tuesday 17 <sup>th</sup> July 2018
3.13	Anticipated Contract Start date	Wednesday 25 <sup>th</sup> July 2018
3.14	Anticipated Contract End date	Wednesday 31 <sup>st</sup> July 2019
3.15	Bid Validity Period	90 Days

## Section 4 – Specification

### **Introduction**

The National Oceanography Centre is wholly owned by the Natural Environment Research Council. The Southampton site was opened in 1995 and constructed with a design life of 125 years. The campus is an international centre of excellence, primarily in ocean and earth science, and marine technology. A significant level of scientific research is undertaken throughout the campus. Approximately 2000 persons are based at the site, employed by the Natural Environment Research Council, the University of Southampton and a number of associated tenants.

The centre was purpose-built between 1992 and 1995 and occupies a quayside site within the Associated British Ports operational port area in Southampton. The site was previously used as a dock facility and generally the ground is reclaimed. The mainly six-storey building houses offices, research laboratories, engineering workshops and associated facilities. The heavily serviced building uses vertical service risers internally with horizontal mechanical and electrical distribution areas (intermediate 'MEDA' plant room floors) to service occupied areas. A number of separate single storey buildings are also constructed on the site mainly housing stores, workshops and support facilities.

NOC (the client) had undertaken a feasibility survey of the existing roof lights and edge corrosion in March 2017. This included several outbuildings at NOC and the nodal roof areas. This tender is being launched to undertake the survey requirements and consultancy associated with facilitating a tender package for the Principal Contractor works pertaining to the identified areas to be refurbished, repaired.

### **Project Aims – Project Design Stage**

- Review the client sponsored condition survey.
- Undertake a site survey and compare the existing condition of the outbuildings to the 2017 survey observations.
- As part of the design stage, you are required to recommend options for roofing systems repair, either aligned with the client/surveyor recommendation for proprietary roof coating systems. Or,
- Suggest equivalent or better alternatives to undertake the required repairs to the site, with minimal disruption to services and area usage.

### **Design Project Objectives**

- To discuss the design survey findings with the client.
- To finalise the repair system options with the client.
- To finalise the areas of priority, according to H&S risks and current RICS condition ratings
- To review decanting and logistical solutions with the client.
- Finalise a programme highlighting the order of works to be undertaken, the timescales and other overlapping projects/systems to be effected during the works.

- To undertake an area specific review of anticipated site disruption
- To finalise areas of mobilisation for contractor works
- To undertake a robust decant survey and areas that are likely to be highly impacted due to restricted access. This will then be finalised by having further discussions with area users
- To ensure the project work is delivered on time and to programme.

## **Objectives**

Your role as the lead design consultant, shall also include undertaking the terms of responsibilities as the Project Principal Designer, to facilitate the completion of this project as per the requirements of CDM 2015.

- The Lead Consultant would be required to assist and liaise with the client to finalise the project brief. This would also include obtaining information from the client as required.
- The lead consultant would be required to provide information to the project designers (if required), provide pre-construction information and finalise the Scope of Works.
- Within the role of Principal Designer, you would be required to liaise with the principal contractor, ensure EH&S management on site and ensure Information flow between the contractor & the client.
- As the lead consultant, you will be required to provide the client with an estimate bill of quantity/schedule of rates.
- You must also provide the client with the Tender Package, which shall be provided to the contractors as part of the UKSBS contractor bidding process. This shall include the scope of works, project specifications, technical structural specifications, drawings, site layout etc.
- Principal designer must ensure that they carry a valid Professional Indemnity insurance certification of £5,000,000.00 to operate on NOCS site, and carry the design liability for this project.
- The project shall follow the CDM2015 regulations and NEC3 contract terms & conditions.
- The Consultant is to undertake the Professional Services applicable to the role of Project Manager, Building Surveyor/Structural Engineer and all Principal Designer Responsibilities as described in the Schedules of Duties and in the Construction (Design and Management) Regulations 2015: General duties of Principal Designer.
- The Consultant is to prepare a fully costed feasibility report, which will be presented to the User Groups and the NOC Head of Estates. Once this has been approved and signed off, the consultant will then proceed with the production and issue of a fully detailed and coordinated tender package, scope of works, bill of quantities, design specification, site layouts, reference drawings and client programme.
- You will be responsible for reviewing and approving the Principal Contractor Construction Phase Plan
- The consultant will liaise closely with NOC Estates who will coordinate with the building users likely to be affected by the project works, especially in the outbuildings and workshop areas.
- Please note that all tender package information prepared by the Consultant, will be submitted to UKSBS and they will submit this information via 'Contracts Finder'/Emptoris/OJEU Framework to launch a tender for the hiring of a Principal Contractor. At the end of the tender period, returned tenders will be received by UKSBS, logged and forwarded on to the NOC Estates Project Manager, and

Consultants for their tender report. Please allow five working days for UKSBS to collate the information both sending and receiving.

- Appointment of Sub-Consultants - The Consultant is responsible for the appointment of sub-consultants as necessary to fulfil the Scope.
- Consultant Appointment Contract - NEC3 Professional Services Short Contract – June 2005
- Proposed Works Contract for Principal Contractor- NEC 3 – Engineering and Construction Short Contract (ECC) – June 2005

#### **Site Specific Terms of Responsibility**

- Ensure NOC Estates Permit Systems (if applicable), are followed by the contractors & Sub-contractors.
- Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site.
- Weekly meetings to ensure project update which would include taking minutes and site inspection during construction period.
- As the client, NOC is required to ensure all Design Consultants include sustainability procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production.
- The scope of works is to include a Standard Clause for Energy Performance by Practicable Measures.
- Principal Contractor to also ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.
- Lead consultant to liaise with the client to implement UKSBS procurement procedure.
- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s).
- Please allow for consultation with building control and the DNO as applicable.
- Lead Consultant liaising with building controls, would be required to ensure compliance with BS EN 60034-22:2009, AND BS 8519:2010; as well as applicable Electrical standards and approved codes of practice, which is available for review by the public, consultants and contractors. Any certifications on the project would require review & compliance under these guidelines. Any fire control dampers and associated products installed within the project - as part of passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over NOC Estates.
- Drawings and services information are available upon request. Up to date CAD floor plans and HV network schematics are available. LV schematics are available as record drawings.
- As part of the Principal Contractor Tender Process - The bidders are recommended to attend a site visit on site. This will consist of a conducted tour of the building and its services, and the access to and from Reception. Tenderers attending will be required to advise NOCS Reception of the names and vehicle registrations at least 48 hours before the commencement.
- The tender package for the Scope of Works is to also include NOC H&S questionnaire, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.

## **Approach**

Your duties and the scope of works for the Lead Consultant/Principal Designer would therefore include the following requirements –

- Attend site and carry out a detailed survey of the existing condition of the internal expansion mastic joints, to provide a brief report confirming the extent of the scope of work required for each wall unit.
- Consultant to provide budgets for the recommended work and estimated programme.
- Attend site and meet with the client to discuss the project in detail.
- Produce a draft technical specification covering the agreed work. Issue to the client for approval.
- Make any necessary alterations to the specification before finalising for tender purposes.
- To include and allow for remedial decoration/ make good of the building fabric during completion of works.
- Recommend contractors for inclusion on the tender list
- Issue the final Technical Specification to the client to undertake the tender process.
- Provide technical advice during the tender process.
- Undertake full tender analysis, including price and technical assessment with recommendations.
- Hold a post tender meeting with recommended principal contractors (At least one meeting to be included).
- Hold meetings with contractor at stages during ordering and manufacturing process (At least two meetings to be included, and subject to client discretion). You are required to minute meetings and prepare progress reports for the same.
- Coordinate communication and information between the successful principal contractor and the appointed M&E Consultant during the design and procurement lead times and process.
- Comment on drawings produced by contractor. To attain input and final sign-off from NOC.
- Overview project until completion (Minimum one visit to site per week for onsite programme)
- Produce an initial snagging list for each wall section before handover.
- Comment on documents for inclusion in Maintenance Manual and Health & Safety File.
- Undertake defects snagging during the defects liability period (Three visits to be included)
- Undertake the role of Principal Designer as detailed under the CDM Regulation 2015.
- All current connected services are to be recorded, with details of the locations and routes of all gases, domestic water installations, extract systems and fans, as well as drainage systems.
- Please allow for consultation with building controls as applicable.

- Lead Consultant liaising with building controls, would be required ensure compliance under BS9990:2015, BS9999:2017; Regulatory Reform (Fire Safety) Order 2005; as well as industry guidelines such as ASFP guidelines and recommendations, which is available for review by the public, consultants and contractors. Any certifications on the project would require review & compliance under these guidelines. Any fire control dampers and associated products installed within the project - as part of passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over NOC Estates.
- Available drawings and services information is available upon request. CAD floor plans are available as Record Drawings.
- As part of the Principal Contractor Tender Process - The bidders are required to attend a site visit on site. This will consist of a conducted tour around the laboratory, the MEDA floor and the access to and from Reception. Returned tenders will only be considered if companies have attended the site visit. A pack of as fitted information will be made available on the day – this is to be prepared by the Design Consultant as part of the Scope of Works. Tenderers attending will be required to advise NOCS Reception of the names and vehicle registrations at least 48 hours before the day.

The Principal Designers duties shall include:

- Notify details of the project to HSE where applicable
- Co-ordinate health and safety aspects of the design work and cooperate with others involved with the project inclusive of:
  - Client liaison to establish the existing hazards
  - Detail hazards associated with the works
  - Undertake a risk assessment
  - Facilitate good communication between the client, designers and contractors
- Prepare and issue pre-construction information for issue with the tender documentation
- Ensure there are suitable management arrangements for the project welfare facilities
- Ensure information relating to the Construction Phase Health and Safety Plan is made available
- Ensure the Health and Safety File is made available at the end of the works.

A brief summary of the requirements has been provided above, please ensure you review all additional appendices for full requirement information.

Appendix A - Kendall Kingscott Roof Edge Corrosion Survey Report Full  
 Appendix B – Lead Consultant Roof Refurbishment Specification  
 Appendix C – NOC-COC-002 Estates Contractors Health Safety Environment Questionnaire  
 Appendix D – NOC General Site Layout

All appendices can be found within the RFx attachments tab on the eSourcing Portal.

### **Site Visits**

Given the nature of this requirement and site upon which any successful supplier would be working, we are highly recommending that any interest supplier takes up the opportunity to visit the 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 visit, please ensure that this is done via the messaging function in the eSourcing Portal. Once your proposed date and time has been confirmed within the client we will confirm this back to you. Please note bidders will be limited to 3 people (maximum).

It is mandatory for bidders to bring the following PPR when attending a site visit:

- Hi Vis Jacket
- Safety Boots
- Hard Hats

During the site visit the host will be unable to answer ANY questions. Should you have further clarification questions from the visit 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 ( $5+5+6 = 16 \div 3 = 5.33$ ))

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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Commercial	PROJ1.1	Contractors H&S Environment Questionnaire
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<b>Evaluation Justification Statement</b>			
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	PROJ2.1	Description of Methodology	9%

Quality	PROJ2.2	Managing Working Conditions	9%
Quality	PROJ2.3	Detail Dates of Work	12%
Quality	PROJ2.4	Risk and Mitigation of Risk	9%
Quality	PROJ2.5	Resource	9%
Quality	PROJ2.6	Energy Efficiency	12%

## Evaluation of criteria

### Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

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

All questions will be scored based on the above mechanism. Please be aware that 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:  $\text{Score/Total Points multiplied by 50}$  ( $80/100 \times 50 = 40$ )

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

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 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 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 90 days or your Bid will be rejected.
- 7.34 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.
- 7.35 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 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.

- 7.39 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, 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.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> 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](#)