Invitation to Quote

nvitation to Quote (ITQ) on behalf of UK Space Agency

Subject: Review of Non-European Spaceport Capabilities

Sourcing Reference Number: CR18192

Shared Business Services

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25

Version 3.6

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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.

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

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:
Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

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

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28.900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the National Space Technology Programme and FP7 and works closely with national and international academic, education and community partners.

UK Space Agency achievements include:

- Implementing Government £10m National Space Technology Programme to support the development of UK technology and services/applications using space data. The first four flagship programmes totalled £6m, matched by £5m from industry.
- The Climate and Environmental Monitoring from Space facilities at the International Space Innovation Centre, supported by £400,000 funding, will make satellite data available to space businesses and institutions, particularly those which do not have the infrastructure to exploit Earth observation data.
- Chaired and led the International Charter 'Space and Major Disasters', to task Earth observation satellites quickly to provide data following a major disaster

www.BEIS.gov.uk/ukspaceagency

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 Space Agency Polaris House SN2 1FF
3.2	Buyer name	Alexandra Richards
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£25,000.00 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	11/12/2018 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	18/12/2018 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	19/12/2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	10/01/2019 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	14/01/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	17/01/2019
3.12	Anticipated Award date	17/01/2019
3.13	Anticipated Contract Start date	18/01/2019
3.14	Anticipated Contract End date	31/03/2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

UK Space Agency (UKSA)

The UK Space Agency (UKSA) is an agency of the Department for Business, Energy and Industrial Strategy (BEIS). The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28.900 with an average growth rate of almost 7.5%.

UKSA Spaceflight Programme

Our Spaceflight programme will develop the skills, capabilities and supply chains to grow the UK share of the global commercial launch market. This will create high skilled jobs, local opportunities around UK spaceports and allow our thriving space industry to compete in all areas of the space economy. It will also ensure that UK small satellite launch, and sub-orbital spaceflight services are safe, sustainable and in compliance with all international regulations and treaties.

This is a key strategic priority for the UK Space Agency, which will help us to deliver our ambition for the UK to achieve 10% of the global space market by 2030. The Agency is working across government to establish the legal framework that will enable these services to be offered safely using a range of technologies – including traditional vertical launchers, air-launched spaceplanes and launchers, and high-altitude balloons.

We are also working to support industry to develop capabilities and are considering options to provide funding to help to build spaceport facilities and launch technology such as satellite launch systems (rockets), horizontal launch systems (rockets and carrier aircraft), and manned sub-orbital spaceplanes.

Further Background

- UKSA have previously commissioned a similar study to this on European spaceports and launch capability, which was delivered in early 2018. This will be provided to the successful applicant as a template as much of the specification outlined here draws on this report.
- Recent years have seen a significant uptick in growth of commercial spaceflight operations, particularly in Europe but increasingly beyond this into the Americas and Asia. There are now a significant number of countries pursuing small launch capability and developing domestic spaceports to support this. Industry forecasts also predict a major demand for small scale satellite launch over the next decade, served by small launch vehicles that can fly as and when a customer needs. Many countries are now moving to capture this growth.
- The UK is amongst the first to actively move on this trend (commonly known as “New Space”) and intends to build its first spaceport in Scotland by the early 2020s. Since announcing this in Summer 2018, several other nations worldwide have announced similar plans. We would like to now understand each of these proposals in more detail.

- The primary business areas related to this tender are the UKSA's Spaceflight Programme and key projects on international engagement and intel gathering on global competitors, towards developing the first commercial spaceport in the UK. This supports wider UKSA business areas in UK space industry development, technology and science (in terms of new opportunities for launching from the UK) and drafting regulation.
- The primary recipient of this work will be the Spaceflight Programme's International Team, who's function is to manage relationships with our neighbours, gather intel on competitor spaceports, engage with ESA and other global organisations on launch and develop policy to ensure launch can operate successfully from the UK.

2. Aims and Objectives of the Project

Aims

The UK Space Agency's Spaceflight Programme has an ambition to be the first-mover on developing small scale, commercial spaceflight from the UK, and become a leader in Europe offering such capability. To achieve this the UK needs to understand its global competitors and the status of their own national spaceflight and small launch plans, including spaceport capability. Intel gathering, and analysing competition helps inform our discussions with international competitors and policy. Therefore, the main aims of the tender are:

1. To understand operational and planned national spaceport and small launch capabilities globally – excluding Europe – including vertical and horizontal to orbit, sub-orbital and novel other launch types.
2. To assess the comparative advantages and disadvantages for each spaceport and national small launch capability in the context of UK spaceflight plans.
3. To develop UK intel on global competitors, particularly of key Rest of World (RoW) countries and use this to inform policy and market development.
4. Exam question can be considered as: "**What is the current and planned global (excluding Europe) spaceport capability and how feasible are these plans?**"

Objectives

- To produce a single report covering key RoW countries that the UK has identified as potential competitors to its national spaceflight ambitions. Specific outputs should include:
    - Analysis of each national spaceport and associated small launch capability, against a set of agreed criteria and either scored or traffic lighted;
    - A clear summary table or graphic with the score/traffic light against each;
    - Images and supporting diagrams or plans – recommend a large map (or similar) summarising the overall review of each country for the executive summary;
    - An independent view on feasibility of these plans for comparison to a UK context;
    - Recommendations for further work and target countries for deep-dives.
- To provide a comprehensive overview of spaceport sites and spaceflight capability at a national scale, against a set of chosen criteria (see Scope below) that will allow the UK and UK Space Agency to assess its competitors.
- To develop the UK's existing evidence base on global spaceport and [small] launch activity and be sufficiently detailed to inform policy decisions and international engagement, while still remaining clear, concise and easily updateable.

- To create a standard methodology for monitoring of ongoing spaceport and launch capability analysis, which the UKSA can manage in future. Include any assumptions made.
- Expectation that this will be used across UK Government and internationally. The Executive Summary may be published and should be written in a releasable form.

Scope

In scope

- National spaceports capable of, but not limited to, launching small scale launch vehicles
- Launch capability and launchers – only launch vehicles capable of lifting <500kg into orbit (commonly known as "small" or sometimes "micro" launchers).
- Commercial, public and public-private programmes/organisations
- Existing, under construction/development and proposed spaceports and launchers
- The following target Rest of World countries/regions:
    - Africa (primarily Kenya)
    - Australia
    - Brazil
    - Canada
    - China
    - India
    - Japan
    - Middle East (primarily UAE and Israel)
    - New Zealand
    - Russia
    - Southeast Asia (primarily Malaysia/Indonesia and South Korea)
    - USA
- Launch types – vertical (single or multi-staged), horizontal (spaceplanes), sub-orbital, balloon, sea-launch, other
- The following assessment criteria (many taken from the report to be provided to the successful applicant). Prioritisation and addition/removal of these to fit time and budget can be discussed with the successful applicant:
    - Spaceport and launch vehicle project status including operating model and market served (e.g. suborbital, orbital, horizontal)
    - Launch frequency
    - Payload capabilities and properties
    - Available orbits from spaceport e.g. polar, sun-synchronous, geostationary
    - Degree of Government and/or private backing including regulation, licensing, incentive schemes etc
    - The country's launch and space programme heritage
    - Plans to 2030 (and further if available) and feasibility of timelines
    - Domestic market and supply chain strength (can it be supported?)
    - Markets the spaceport/launchers could access and customer expectations e.g. national, regional, global
    - Existing operations including national space agencies, infrastructure, size and health of national space sector and reputation in launch
    - Local spaceport infrastructure e.g. transport links, safety zones, security, range, nearby populations, workforce etc
    - Weather conditions and other key geographical features
    - Level of operator interest and launch vehicles proposed/under development
    - Range services on site and their owners (public/private/spaceport entity)

    - Estimated price to launch (both for the launch vehicle and to use the spaceport) and other incentives/costs for spaceport customers
    - Local environmental designations e.g. MPAs, national parks
    - Financial support including business case development and/or funding structures e.g. grant-funding, R&D
    - Agreements with neighbouring states e.g. Technology Safeguards Agreement
    - Any export control or Missile Technology Control Regime (MTCR) issues
    - High profile community opposition or NGO interest

Out of scope

- European countries and spaceports (including the UK) and any others globally that are not 'in scope'
- Launch vehicles commonly known as "medium" to "large" launchers (>500kg payloads) e.g. Ariane/Vega, SpaceX, Soyuz, Long March
- Regional large spaceports that have no small launch capability or plans

European organisations such as ESA, EUMETSAT

3. Suggested Methodology

We believe this study is best undertaken using desk research but are open to creative proposals.

The work will primarily require a literature review (company publications, government documents, spaceport planning applications etc), analysis of available public and in-house databases, news and media and discussion with experts where available and appropriate. Further sources can be used if available to the applicant.

There could also be some quantitative assessment if appropriate and within scope (e.g. available orbits, launch costs, payload capabilities) supported by consultation with experts in relevant fields.

Any required data from UKSA including the previous European spaceport report will be provided to the successful applicant on request.

Please note that no additional funding will be available for travel.

Please list the total hours of desk research, or other methods, you will use to complete this study.

4. Deliverables

By the **31st March**:

- Full report identifying global spaceports and small launch capability and assessing their feasibility, as per aims and objectives
- Executive summary providing an overview of the outputs of the study (approx. 2 pages plus map/infographic in publishable format)
- A score/traffic light system for every country and spaceport assessed, presented in a clear manner e.g. concluding table and supporting infographic/map
- Any supporting notes or appendices relevant to the study

A final presentation on the report should be given around or shortly after the delivery of the final report and supporting documents.

Full payment will need to be made by **31st March 2019**.

We should seek regular updates throughout, including:

- Kick-off meeting at UKSA (as soon after contract award as possible)
- Initial list of countries, spaceports, launchers to be assessed in report
- Mid-term review (1 month into work)
    - First draft report delivered for UKSA review
    - Early view on competitors discussed
    - Identify challenges or likely gaps in evidence
- Final review (2-2.5 months into work)
    - Final draft report delivered for UKSA review

Infographic/map and summary table presented

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	SEL3.12	Cyber Essentials
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
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 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	20%
Quality	Proj1.1	Approach	40%
Quality	Proj1.2	Staff to Deliver	10%

Quality	Proj1.3	Understanding the Environment	20%
Quality	Proj1.4	Project Plan and Timescales	10%

Evaluation of criteria

Non-Price elements

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

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20**%**.
Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:
Score = {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