Invitation to Quote

Invitation to Quote (ITQ) on behalf of Medical Research Council (MRC)

Subject UK SBS Fully Automated Clinical Chemistry Analyser

Sourcing reference number RE17221

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

UKSBS
Shared Business Services

Table of Contents

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

Medical Research Council (MRC)

The Medical Research Council is a publicly-funded organisation dedicated to improving human health.

The organisation supports research across the entire spectrum of medical sciences, in universities and hospitals, in its own units, centres and institutes in the UK, and in our units in Africa.

Supporting scientists

- Around 5,700 research staff are supported by the MRC, either employed directly in our institutes and units or funded through grants and fellowships.
- We spent £86m on training awards for postgraduate students and fellows in 2011/12, including those in the MRC's own institutes and units.
- At March 2012 there were around 1,900 MRC-funded PhD students and around 400 MRC fellows in higher education institutes and MRC research establishments.

Research examples

- The benefits of MRC research have a national and global impact; from infections in Africa, stem cell advances that can potentially combat brain and heart diseases and improvements in the design of tests for treatments. As well as more and better healthcare, medical research can lead to wider impacts; many millions more lives saved, a vastly improved quality of life and hence a more productive workforce and economic benefits to nations.
- MRC researchers have found markers for cancer cells that may help detect thousands of new cases of cancer a year. The markers are already part of an MRC-developed device that screens for cancer of the oesophagus, are being trialled for cervical cancer screening and could potentially be used in a test for bowel cancer.
- The NHS newborn hearing screening programme, introduced in 2002, improves the early detection of hearing impairment in babies, allowing earlier and more effective treatment for the 900 babies born each year in the UK with permanent hearing loss.
- An estimated 73,000 adults are living with HIV in the UK, according to 2006 figures, but around a third of those people haven't been diagnosed and don't know they're infected. Black and ethnic minority populations accounted for just over half of all 7,000 new cases in 2006. Among many other aspects of HIV research, such as the molecular basis of the condition, treatments and diagnosis, MRC scientists are also researching social and behavioural factors.

http://www.mrc.ac.uk

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Medical Research Council Atlantic Boulevard, Fajara P. O. Box 273, Banjul The Gambia
3.2	Buyer name	Thomas Ellis
3.3	Buyer contact details	Research.Tenders@uksbs.co.uk
3.4	Estimated value of the Opportunity	£40,000 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	Thursday 6th July 2017
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	Friday 14th July 2017 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Tuesday 18th July 2017 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 21st July 2017 14:00
3.10	Anticipated rejection of unsuccessful Bids date	Thursday 27th July 2017
3.11	Anticipated Award date	Thursday 27th July 2017
3.12	Anticipated Contract Start date	Friday 4th August 2017
3.13	Bid Validity Period	60 Days

Section 4 – Specification

Equipment Specifications for FULLY AUTOMATED CLINICAL CHEMISTRY ANALYSER

This is for supply to The Gambia, via our freight forwarders Agility Logistics at Feltham (TW14 0NG). All export paperwork will need to be provided, as per the referenced notification attached.

1	**Description of Function**
1.01	Clinical chemistry analyzers use measurement technologies including photometric and colorimetric testing, ion-selective potentiometry, and latex agglutination to analyze samples such as blood serum, plasma, and urine.
2	**Operational Requirements**
2.02	A discrete patient prioritized bench-top fully automated random access clinical chemistry analyzer, for chemistries, immunoglobulins, drug assay etc. in blood/urine/fluid with ISE electrolyte analyzer (Na+,K+,Cl,Ca Bicarbonate, Mg). shall be capable of independent calibration of photometer and electrolyte analysts
2.03	Instrument shall have dedicated micropipettes equipped with liquid level sensors and crash detection
2.04	The analyser shall be equipped with dual five speed stirrers for optimal mixing for each assay
2.05	The analyzer shall offer pre-programmed settings and walk away automation
2.06	The analyser shall have built in inventory management system to automatically calculate remaining reagent volume and the number of tests available
2.07	Shall have extensive menu to allow consolidation of testing
2.08	The analyser shall require minimal maintenance
2.09	Low minimum reaction volume of 100µl to improve cost-effectiveness and reduce waste
2.10	The analyzer shall be capable of automatic generation of Levey Jennings charts, running mean values and QC statistics
2.11	The analyzer shall have a storage capacity of at least 90,000 test results including approximately 10,000 patient results and data for up to 30 controls
2.12	Software shall be logical, easy-to-use Windows-7 operating system at minimum. Shall be equipped with full quality control software for easy QC monitoring, and shall have bidirectional LIS/LIMS RS-232C interface.
3	**Training**
3.01	Comprehensive user training for two (2) lab staff abroad or 4 lab staff in-country is a must.
3.02	Manufacturer's certified technical/factory training for two (2) in- house biomedical engineers abroad is a must.
3.03	Supplier shall be authorized to provide technical support to Gambia.
3.04	Supplier shall provide evidence of manufacturer's authorization for Technical support to Gambia
4	**Standards and Safety**
4.01	Should be FDA , CE,UL or BIS approved product
4.02	Manufacturer/Supplier should have ISO certification for quality standards.
4.03	Comprehensive warranty for a minimum of 1 year
4.04	Should be compliant with IEC 61010-1:(or any international equivalent eg EN/UL 61010) covering safety requirements for electrical equipment for measurement control and laboratory use

4.05	Attach original manufacturer's product catalogue and specification sheet. Photocopy/ computer print will not be accepted. All technical data to be supported with original product data sheet. Please quote page number on compliance sheet as well as on technical bid corresponding to technical specifications
5	**Technical Specifications**
5.01	Analytical Mode: End point as well as Kinetic, Automatic ,discrete, Random Access
5.02	On board parameters : 20-25 parameters
5.03	Through put: Up to 270 test/hour and ISE test (450 tests with). Continuous loading facility to be provided.
5.04	Sample Volume : shall be 1.5 – 35 µl/test (1µl increment)
5.05	Reagent Volume: Shall be 2-250 µl for single reagent. Multi-reagent facility should be provided.
5.06	Error Check :Automatic flagging for errors
5.07	Auto dilution facility : For high value samples
5.08	Repeat Run facility :Facility to check the results by repeat run on the desired samples
5.09	Sample clot and Probe crash detection facility: For excluding erroneous analysis
5.10	Self-diagnosis and troubleshooting: For minor day-to-day problem
5.11	Calibration & quality control :Linear/ Non-Linear/ Multipoint
5.12	On-board Bar Code Facility: Bar Code ID for sample tube and Reagent Identification Facility
5.13	Reagent storage facility: On-board refrigeration of 40 – 50 reagent bottles with 8-15$_0$ C reagent cooling.
5.14	Stat facility – refrigerated: Separate provision for Urgent Samples 8 – 12 preferred with refrigeration
5.15	LAN interface facility :Online data transmission facility through LAN to the Computer Network of the Hospital along with necessary software
5.16	Measurement: Mono & Biochromatic with polychromatic correction for interfering substances.
5.17	Cuvette washing system: Inbuilt with automatic cuvette absorption measurement facility
5.18	Probe system: Separate probe for reagent and sample
5.19	OPTICAL SYSTEM: a) Light Source: Halogen/ Xenon Lamp. b) Wave Length Range: 340 – 800 nm with polychromatic correction. c) Optical Detection: Diffraction gratting. d) Detection method: Direct absorbance in cuvette e) O.D. Range : 0 – 2.5
5.20	The analyzer shall not weigh more than 125Kg and shall have a maximum physical dimension of approximately (height) x(depth) x(width) : (620 ±5)mm x (670 ±5)mm x (8705 ±5)mm
5.21	Computer specification :CPU core i7, 2.7 GHz and above; 1 GB RAM;500 GB Hard Disk Drive; High Speed DVD/CD Rom 52 X: Serial and parallel ports ;Keyboard (lOS) , Mouse and Mouse Pad; Preloaded MS Windows Versions; SVGA Monitor; lnkjet or laser printer; Modem 56K; latest anti-virus.
6	**System Configuration Accessories, spares and consumables**
6.01	System as specified-
6.02	Shall provide three (3) months' supply of consumables/reagents for various parameters, mutil-calibrators and multicontrols
6.03	Deoiniser : With suitable water output capacity
6.04	Start-up/ Trial kits for various parameters, multi-calibrators and multicontrols.-01 set
6.05	ISE Electrodes for Na, K and Cl measurements -01 ea
6.06	Data Processor Computer with printer etc as specified above -01
6.07	All consumables required for installation and standardization of system to be given free of

cost.

7 **Environmental factors**

7.01 Shall meet IEC-60601-1-2 :2001(Or Equivalent BIS) General Requirements of Safety for Electromagnetic Compatibility. Or should comply with 89/366/EEC; EMC directive.

7.02 The unit shall be capable of being stored continuously in ambient temperature of 0 - 50$_0$ C and relative humidity of 15-90%

7.03 Thu unit shall be capable of operating in ambient temperature of 20-30 $_0$C and relative humidity of less than 70%

7.04 Complete installation of the system including water input and drainage system has to be installed

8 **Power Supply**

8.01 Power input to be 220-240VAC(Single Phase),/50Hz as appropriate fitted with British plug

8.02 Power consumption shall not exceed 650VA

9 **Documentation**

9.01 User/Technical/Maintenance manuals to be supplied in English

9.02 Certificate of calibration and inspection.

9.03 List of Equipment available for providing calibration and routine maintenance support as per manufacturer documentation in service / technical manual.

9.04 List of important spare parts and accessories with their part number and costing

9.05 Log book with instruction for daily, weekly, monthly and quarterly maintenance checklist. The job description of the hospital technician and company service engineer should be clearly spelt out

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, the Customer 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	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
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	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	80%
Quality	PROJ6.3	Delivery	20%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 (60/100 x 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 x 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) ÷ 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.

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 Price criterion (Question) **AW5.2** 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 the Contracting Authority.

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 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 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

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
- Tenders Electronic Daily
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act