



# Invitation to Quote

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

**Subject UK SBS Provision of Quantity Surveyor**

**Sourcing reference number CON15016**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

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Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
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**UKSBS**  
  
*Shared Business Services*

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

## Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) 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 Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

***‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’***

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

### Medical Research Council

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<br>Harwell Campus<br>Oxfordshire<br>OX11 0RD  |
| 3.2                         | Buyer name  | Huw Pearce   |
| 3.3                         | Buyer contact details                                 | <a href="mailto:huw.pearce@uksbs.co.uk">huw.pearce@uksbs.co.uk</a><br><a href="tel:01793867000">01793 867000</a>   |
| 3.4                         | Estimated value of the Opportunity                    | £120,000 total value of opportunity  |
| 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   | <b>11/01/2016</b><br>Location - Contracts Finder                                      |
| 3.7                    | Deadline to submit expression of interest  | <b>15/01/2016</b>   |
| 3.8                    | Site Visits  | Site visits will occur <b>up to the 22.01.2016</b> . Further details will be provided |
| 3.9                    | Latest date/time ITQ clarification questions should be received through Emptoris messaging system                | <b>26/01/2016</b><br><b>11:00</b>   |
| 3.10                   | Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | <b>29/01/2016</b><br><b>14:00</b>   |
| 3.11                   | Latest date/time ITQ Bid shall be submitted through Emptoris   | <b>11/02/2016</b><br><b>14:00</b>   |
| 3.12                   | Evaluation period  | <b>11-18/02/2016</b>  |

|      |   |            |
|------|---|------------|
| 3.13 | Anticipated rejection of unsuccessful Bids date | 19/02/2016 |
| 3.14 | Anticipated Award date                          | 19/02/2016 |
| 3.15 | Anticipated Contract Start date                 | 31/03/2016 |
| 3.16 | Anticipated Contract End date                   | 31.03.2018 |
| 3.17 | Bid Validity Period                             | 60 Days    |

## Section 4 – Specification

### Scope of works for QUANTITY SURVEYOR (QS)

This contract period for the contract will be 2 years, plus 1 year extension.

Detailed within the specification you will see that there are four separate projects. At present we have only been granted budgetary approval to secure the installation of Project 2 MRC CBSCU Expansion.

The evaluation of this tender will be based on the award of Project 2 MRC CBSCU Expansion, with the option to secure the remaining projects as a direct award based on a firm and fixed schedule of rates submitted within question PROJ2.1.

Please note that at present we are unable to guarantee the award of Projects 1.1, 1.2 & 3 of this requirement however you have been asked to provide an indicative costing within question PROJ2.2.

The estimated value of this opportunity for both all projects is £120,000 excluding VAT.

UK SBS and the Customer reserves the right to only award of Project 2 MRC CBSCU Expansion and re-advertise the remaining projects at a later date, if they so wish.

### Projects:

| <b>Project Number</b> | <b>Project Title</b>                   | <b>Status</b>    | <b>Project value (all totalling to £120,000)<br/>(breakdowns are indicative only)</b> |
|-----------------------|--|------------------|---|
| 1.1                   | MRC Harwell Estate – MLC Store Project | Required         | £20,000   |
| 1.2                   | MRC Harwell Estate – Training centre   | Required         | £40,000   |
| 2                     | MRC CBSCU Expansion                    | Required         | £25,000   |
| 3                     | MRC CSC Refurbishment                  | Information Only | £25,000   |

### **Introduction**

The Medical Research Council is currently undertaking a range of projects to improve or extend the estate for the support of the research activities. The projects are in various stages of their development and the scope of work reflects this. This tender is concerned with the

procurement of services for cost estimation and Project Quantity Surveyor during construction process for specific projects, described in the following.

The scope of works varies for the different projects, however, it is the intention to appoint the successful bidder for project 2. MRC CBSCU Expansion, the remaining projects pricing is required for information purposes only and will not form part of this overall contract.

The tasks and obligations are described in detail below:

## **1. MRC HARWELL ESTATE**

The MRC Harwell is located at:

Harwell Campus  
Oxfordshire  
OX11 0RD

consist of two Units – the MRC Mammalian Genetics Unit (MGU) and the MRC Mary Lyon Centre (MLC). They are housed in a number of buildings, which are very specialist.

### ***1.1 MLC Store Project***

The projects concerned relate to the requirements of the Mary Lyon Centre. This is an animal facility, which provides genetically modified animals to specific research programmes.

Whilst the animal facility is a very efficient facility, which is fully utilised for animal holding, procedure room and supporting facilities. Storage, in particular for operational continuity (bedding and animal food for a number of days to cover interruption of supply) and archiving of specialist material is insufficient.

A review of the existing estate at Harwell identified building 371 as an appropriate building to establish a store for the MLC. Surveys were carried out and design developed to RIBA 4 stage. The Unit has now applied for funding of the works (see Appendix A), which we believe to be in the order of £330k excl. fees and VAT and which is envisaged to be completed in March 2017.

#### **Project Quantity Surveyor role, comprising:**

- Assist with the evaluation of tender submissions in relation to cost analysis and risk
- Manage contract formation (closing out provisional sums, clarification of insurances and financial aspects)
- Attending monthly progress meetings **on site**
- Providing cost advice on potential change / variation (to be provided in the change request form)
- Carry out and agree interim valuations of the works including certification. It is expected that the QS will assess the works carried out against the contract details and issue a certificate in PDF format (standard QS practice).
- Lead the final account negotiations for the works.
- Provide cost reports (monthly) for incorporation to the PM report in PDF or XLS format. The report is a standard QS report included information relating to budget vs contractual obligation, actual costs, instructions, early warnings, contingency, retention, etc.

## **1.2 Training Centre**

It had been recognised that there is a shortfall of skills in the area of animal technicians, pathology and related aspects. The MLC provided training for some of these aspects, but is restricted due to lack of dedicated facilities.

As a consequence, the project for the design and construction of a training centre has been established.

This project has undergone an option appraisal, and has now requested funding for the design (to RIBA 4) including gaining planning permission and following that the construction of the facility. It is envisaging the refurbishment (see Appendix B) of what is currently building 524, which was until recently used as a laboratory.

High level cost estimates for this project are £2.5m excl. fees and VAT. The programme is seeking to gain planning permission in 2016 and complete the construction in September 2018.

### **MLC Training Centre:**

#### **Pre-contract role:**

- Attend monthly design development meetings on site
- Advise on cost implications of the design development
- Estimate final design (after Planning permission) for the purpose of tender exercise
- Assist with the completion of the tender documentation
- Assist with the analysis of tender returns (cost analysis, etc.)
- Manage contract formation (closing out provisional sums, clarification of insurances and financial aspects)

#### **Post-contract role:**

- Attending progress meetings **on site** (monthly)
- Attend Project Board Meetings or alternatively via a conference call, if required
- Providing cost advise on potential change / variation
- Carry out and agree interim valuations of the works including certification. It is expected that the QS will assess the works carried out against the contract details and issue a certificate in PDF format (standard QS practice).
- Lead the final account negotiations for the works.
- Provide cost reports (monthly) for incorporation to the PM report in PDF or XLS format. The report is a standard QS report included information relating to budget vs contractual obligation, actual costs, instructions, early warnings, contingency, retention, etc.

## **2. MRC CBSU Expansion**

The MRC Cognition and Brain Sciences Unit (CBSU) have received funding approval for the construction of an extension of an office block (Appendix C) at their facilities at:

**15 Chaucer Road  
Cambridge  
CB2 7EF.**

The Unit is currently working on gaining planning consent, which is expected for end of March 2016. This also includes an extension to a science block and MRI scanning facility, both for which no funding has yet been allocated. The three phases are :

### **South wing extension (Phase 1)**

This element needs to deliver 40 new researcher desk spaces, with appropriate amenities (ie. WC, etc.). It is envisaged to have the space as a generic open plan office, allowing the current smaller occupancy rooms to be occupied by more senior researchers.

### **Main building Extension (Phase 2)**

The requirement here is to create four seminar rooms with a maximum flexibility in regards to use and size. These rooms need to have AV capability and should be capable to be used in a seminar, teaching, board room or similar layouts.

Furthermore the extension is to provide clinical facilities to accommodate volunteers (of all ages from babies to adults) and their families during their visits to the Unit to take part in the translational research.

Also included will be clinic space for work on cognitive and brain functioning in older adults up to 90 years. The space should include high quality reception and waiting areas as well as flexible clinic space enabling behavioural research and monitor aspects of physical functioning, such as heart rate and blood pressure and collect biological samples for physiological and genetic analysis.

### **MRI scanner extension (Phase 3)**

This extension is envisaged to house an additional MRI scanner, which should be a collaborative project between CBSU, Cambridge University and the Wellcome Trust. As the discussions regarding this aspect are only in it's infancy, this element of the project would be taking place at a later time.

### **Pre-contract role:**

- Provide cost estimate of works for which planning permission was granted (Phase 1, 2 and 3; 2 and 3 for the purpose of business case for funding approval)
- Assist with the completion of the tender documentation (Phase 1 only)
- Assist with the analysis of tender returns (cost analysis, etc.)
- Manage contract formation (closing out provisional sums, clarification of insurances and financial aspects)

### **Post-contract role (phase 1 only):**

- Attending progress meetings **on site** (monthly)
- Attend Project Board Meetings on site or alternatively via a conference call, if required
- Providing cost advise on potential change / variation
- Carry out and agree interim valuations of the works including certification. It is expected that the QS will assess the works carried out against the contract details and issue a certificate in PDF format (standard QS practice).
- Lead the final account negotiations for the works.
- Provide cost reports (monthly) for incorporation to the PM report in PDF or XLS format. The report is a standard QS report included information relating to budget vs contractual obligation, actual costs, instructions, early warnings, contingency, retention, etc.

### **3. MRC CSC Refurbishment** (information only)

The MRC Clinical Sciences Centre is located at the Imperial College Health Care Trust Hammersmith Campus at:

Hammersmith Hospital Campus  
Du Cane Road, London  
W12 0NN

In various different buildings. In the CRB building the Unit occupies 4 floors (Appendix D), which consist of laboratory and specialist equipment space as well as write up and office space. These areas need to be updated and refreshed (no remodelling, etc.), including new ceilings, flooring, benching, LED lighting.

The project is likely to run for a number of years as the refurbishment is dependent on a complex logistic with very little decanting space for the research.

#### **Pre-contract role:**

- Provide cost estimate of the works for the purpose of developing a business case for funding approval

#### **NOTE:**

**MRC reserves the right to appoint for all or just elements of the above mentioned projects. Most of the works have not yet received funding approval. As a consequence, some of these projects may not develop up to the point where works will be carried out.**

#### **PROGRAMME**

**The provisional programme dates for the above projects are shown below:**

| Project                           | Start      | Completion | Comment  |
|-----------------------------------|------------|------------|--|
| <b>MRC HARWELL</b>                |            |            |  |
| <u>MLC Store</u>                  |            |            | <b>subject to funding approval</b>                       |
| Tender exercise for main contract | 01.04.2016 | 30.05.2016 |  |
| Construction works                | 01.06.2016 | 31.03.2017 |  |
| <u>MLC Training Centre</u>        |            |            |  |
|                                   |            |            | <b>subject to funding approval</b>                       |
| Pre-contract role                 | 01.04.2016 | 31.03.2017 |  |
| Post Contract role                | 01.04.2017 | 30.09.2018 |  |
| <b>CBSU EXPANSION</b>             |            |            |  |
| Pre-Contract Role                 | 01.03.2016 | 31.03.2016 | cost estimates   |
| Post- contract role               | 01.06.2016 | 31.03.2017 |  |
| <b>CSC REFURBISHMENT</b>          |            |            |  |
| Pre-Contract Role                 | 01.07.2016 | 30.09.2016 | <b>subject to funding approval</b><br>for cost estimates |

### **Invoicing**

In addition to e-invoicing, copies of all invoices are to emailed to a designated email address within MRC. The successful supplier will be provided the email.

**Appendix A** – RIBA 4 report for store

**Appendix B** – RIBA 3 report for Training Centre (refurbishment option selected)

**Appendix C** – CBSU scope (outline design)

**Appendix D** – areas at CSC for refurbishment

**Appendix E** – pricing schedule **Prices to include mileage and expenses as well as disbursements.**

## Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6 = 16 \div 3 = 5.33$ ))

| Pass / fail criteria |        |   |
|----------------------|--------|---|
| Questionnaire        | Q No.  | Question subject  |
| Commercial           | FOI1.1 | Freedom of Information Exemptions                             |
| Commercial           | AW1.1  | Form of Bid   |
| Commercial           | AW1.3  | Certificate of Bona Fide Bid                                  |
| Commercial           | AW3.1  | Validation check  |
| Commercial           | AW4.1  | Contract Terms  |
| Price                | AW5.5  | E Invoicing   |
| Price                | AW5.6  | Implementation of E-Invoicing                                 |
| Quality              | AW6.1  | Compliance to the Specification                               |
| -                    | -      | Invitation to Quote – received on time within e-sourcing tool |

## Scoring criteria

### Evaluation Justification Statement

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

| Questionnaire | Q No.  | Question subject   | Maximum Marks   |
|---------------|--------|--|-----------------|
| Price         | AW5.1  | Price  | 30 %            |
| Quality       | AW 6.2 | Please identify the specialist aspects required for QS services on the specified project.  | 35%             |
| Quality       | AW6.3  | Identify the top 10 risks you perceive to be most relevant for the scope of works of the QS in this tender opportunity (excluding from funding approvals). | 20 %            |
| Quality       | AW 6.4 | Identify, how your contribution to the project will provide Value for Money to the client (MRC)  | 15%             |
| Quality       | AW 6.5 | Provide details of your company's hierarchical structure and CVs of the proposed individuals to be involved in the advertised projects.                    | for information |

### Evaluation of criteria

#### Non-Price elements

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

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

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

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

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

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

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

**Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

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

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

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

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

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

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

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

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

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

50.

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

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

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

### What makes a good bid – some simple do's 😊

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for **60** days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

## **USEFUL INFORMATION LINKS**

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)