



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The Science and Technology
Facilities Council**

Subject UK SBS STFC CCP4 Study Weekend 2017

Sourcing reference number PS150127

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

Registered in England and Wales as a limited company. Company Number 6330639.
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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 Service (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 growth projections anticipate this will rise to £1bn in 2013/14.

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

Our achievements

In 2012/13 the Company grew in turnover from £44.7m to £52.4m, within that growth we:

- Reduced the Research Councils' 'back office' expenditure from £32m to £31.3m
- Saved £33m for the Research Councils in verified procurement savings, being greater than the entire cost of the services we provided to them
- Grew our customers from 7 to 22 (this will likely grow by a further 10 in 2013/14)
- Grew our customer base from 11,000 to 18,000 and will likely expand to 23,000+ in 2013/14

- Achieved an annual spend with SMEs that stands out across Central Government as a leading light at 32% (that's over £104.5M) against the 25% Government target

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

Science and Technology Facilities Council

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.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	The Science & Technology Facilities Council Rutherford Appleton Laboratory Harwell Science & Innovation Campus Didcot Oxfordshire OX11 0FA
3.2	Buyer name	Sarah Palmer
3.3	Buyer contact details	ProfessionalServices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£100,000.00
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 <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	24/07/2015 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	31/08/2015 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	03/09/2015 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	11/09/2015 14.00

3.10	Date/time Bidders should be available if face to face clarifications are required	NA
3.11	Anticipated rejection of unsuccessful Bids date	23/09/2015
3.12	Anticipated Award date	23/09/2015
3.13	Anticipated Contract Start date	29/09/2015
3.14	Anticipated Contract End date	31/01/2017
3.15	Bid Validity Period	60 Days

Section 4 – Specification

CCP4 STUDY WEEKEND

Tender 2017 Study Weekend

BACKGROUND

CCP4 exists to produce and support a world-leading, integrated suite of programs that allows researchers to determine macromolecular structures by X-ray crystallography, and other biophysical techniques. CCP4 is a community based resource that supports the widest possible researcher community, embracing academic, not for profit, and for profit research. CCP4 aims to play a key role in the education and training of scientists in experimental structural biology.

CCP4 organises and/or sponsors several meetings a year, and the most important of these is the Study Weekend held each year on a chosen subject, just after the New Year. The Study Weekend offers an opportunity for students and colleagues to find out what's new in the suite, listen to high level talks on a specific topics and to experience some hands on exercises over lunchtime informal sessions. In addition we like to host an annual Diamond Light Source MX User Meeting before the study weekend as this is aimed at the same audience who attend the Study Weekend.

The 2017 workshop is scheduled for 5-7 January 2017 but we could accept any three consecutive days from 4th January up to and including 14th January 2017.

SCOPE

A three day event consisting of

Day One: -

- Set up with access required from approx 1100hrs
- Access for Conference Support (Video/media/web streaming) 0900hrs
- Registration begins for attendees at User Meeting 1300hrs
- User Meeting normally around 1500 – 1700 (130 attendees max)
- Working Group 1 private dinner – 1900 (for approx 80 people)

Day Two:–

- Registration 0800hrs
- Meeting in main theatre - News on CCP4 (0900)
- Working Group 1 Meeting (approx 30) – syndicate room (0830)

- Study Weekend main event begins in main theatre (1100hrs)
- Syndicate rooms for running smaller parallel sessions over lunchtimes – each to hold 80 people.
- Conference Dinner for all delegates (1900hrs)
- Band or Disco(recommended by venue) to entertain conference dinner from about 2100 – midnight

Day Three –

- Study Weekend main event – starts 9am, ends around 1800hrs
- Syndicate rooms for running smaller parallel sessions over lunchtimes – each to hold 80 people.

Historically the event has attracted between 350 – 400 delegates who will attend some or all of the above events.

DATES

The 2017 workshop is scheduled for 5 – 7 January 2017 but we will accept any any three consecutive days from 4th January up to and including 14th January 2017. We need access from 1100hrs on Day 1 for set up and registration of delegates of User Meeting. The Video Conference Support Team member (Stuart Eyres) will need access from about 0900hrs for testing. The main meeting will normally end by 1800hrs on Day 3.

REQUIREMENTS

1. ROOMS –

- Reception area for registration desks
- A main theatre / auditorium style room with tiered seating (Similar to a lecture theatre) which can seat 400+ people. Microphones, screens and projectors should be provided, along with appropriate AV support
- We require the facilities to run 6+ concurrent parallel sessions in syndicate rooms which would need to accommodate 80 people per session. More than one session can be accommodated in one room if the room was large enough. These are popular sessions and important to the delegates as a learning process. Projectors and screens will be required for each of these lectures.
- Syndicate Room to accommodate Working Group 1 Meeting (30). This could be one of the mini lecture rooms.
- Dining room - Need room to seat all delegates on for formal dinner on day 2 with the facility / for entertainment such as a disco, band to be held. Also we have a formal dinner for 80 on day 1 which need not take place in the same place as venue for lunches.
- Lunches – room for all delegates to have lunch at same time with seating. Needs to the facilities to provide a hot lunch.
- Refreshment / break area (which could be dining room) situated near the lecture theatre.

- Preferably a “quiet” area for those not wanting to listen to a band/Disco following the conference dinner
- Cloak room and luggage store

2. NETWORK CONNECTIVITY – Wireless networking should be available in all areas as the majority of delegates will require access during the conference. Hard wire access will be required for registration desk and the mini lecture rooms during lunch time sessions.

- Theatre / auditorium style room with tiered seating (similar to a lecture theatre). Should seat 400+ theatre style
- Bespoke AV package: Intelligent lighting, projection facilities and stereo sound
- Air conditioning / adequate heating
- Two head microphones / two hand held microphones for question and answer sessions

3. FOOD AND REFRESHMENTS – We require the following by way of meals / refreshments for 400+ delegates unless otherwise specified:

Day 1 – Lunch for organisers (approx 10)

Coffee for User Meeting/Organisers in the afternoon (130)

Private dining for Working Group 1 (approx 80)

Day 2 - Refreshments morning and afternoon

Lunch

Conference Dinner

Day 3 Refreshments morning and afternoon

Lunch

4. REGISTRATION DESK – The organising committee will operate the conference desk and will require a registration area for the duration of the workshop. This should be in close proximity to the function rooms and remain in the same place throughout the event.

5. ACCOMMODATION – We require suitable accommodation within walking distance for the majority of the delegates. In the past we have had two standards of accommodation to allow cheaper accommodation for the students. If you are a University Campus, we would like to accommodate about 140 bursary students who are able to use study bedrooms with shared or en-suite facilities. The remainder of the delegates would require en suite accommodation, preferably on site or in nearby hotels. For other venues, low cost hotels within close proximity (preferably walking

distance or short bus ride), to the Conference should be sourced. As this is directly after holiday break, what arrangements are there for heating to be working? People should not have to move accommodation during the conference and some delegates will require rooms before the conference and after the conference. Please note this is for Bed and Breakfast to be provided. An example profile of bookings for 2015 is below. Accommodation will be required over 4 nights peaking on the night of day 2.

Example profile of bookings for 2015:

Accommodation type	Room Type	Date	Total
Hotel - Executive room - Speakers and organisers only	single	06-Jan-15	5
standard ensuite hotel room	single	06-Jan-15	5
Rooms in halls	single	06-Jan-15	16
Hotel - Executive room - Speakers and organisers only	single	07-Jan-15	51
standard ensuite hotel room	single	07-Jan-15	109
rooms in halls	single	07-Jan-15	107
Hotel - Executive room - Speakers and organisers only	single	08-Jan-15	56
standard ensuite hotel room	single	08-Jan-15	145
Rooms in halls	single	08-Jan-15	159
Hotel - Executive room - Speakers and organisers only	single	09-Jan-15	17
standard ensuite hotel room	single	09-Jan-15	17
Rooms in halls	single	09-Jan-15	34
			721 Room Nights

6. CAR PARKING – It is essential that adequate car parking facilities are available for the duration of the event. It should be noted that many delegates will travel to the conference by public transport so car parking is not required for 400+ delegates. We can estimate the numbers requiring car parking as 100 as a guide only.

7. NAMED CONTACT – The organisers will require a dedicated, named contact who can be called on throughout the event to assist with any questions or problems that may arise.

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
Quality	Proj1.1	Theatre Style Room
Quality	Proj1.2	Wireless Networking
Quality	Proj1.3	Hard Wire Network Access
Quality	Proj1.4	Parking
Quality	Proj1.5	Availability to accommodate dates
Quality	Proj1.6	AV, Lighting, Projection, Stereo, Air Conditioning, Adequate Heating, Microphones

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	Proj1.7	Site Visit	0%
Quality	Proj1.8	Suggested Dates	0%
Quality	Proj1.9	Named Contact	0%
Quality	Proj1.10	Suitability of Venue	30%
Quality	Proj1.11	Suitability of Accomodation	30%
Quality	Proj1.12	Benefits of Location	10%
Quality	Proj1.13	Distance between venue and accomodation	10%
Quality	Proj1.14	Sample Menu	0%

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 ($60/100 \times 10 = 6$)

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 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

Price elements will be judged on the following criteria.

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

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

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

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

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

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

Section 6 – Evaluation questionnaire

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

Guidance on completion of the questionnaire is available
at <http://www.ukpbs.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](#)