

# Invitation to Quote

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

**Subject: Playful experience for The Natural Environment Research  
Council - NERC**

**Sourcing Reference Number: PS18205**



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

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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Version 3.3

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

## Section 2 – About the Contracting Authority

### UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: [www.ukri.org](http://www.ukri.org)

### Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.ukri.org/>

## Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation (UKRI) Polaris House, Polaris House, North Star Avenue, Swindon, SN2 1SZ
3.2	Buyer name	Sally Roshier
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£25,000.00 Excluding VAT Maximum Budget
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	17/07/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	25/07/2018 11.00 am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	27/07/2018 11.00 am
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	30/07/2018 11.00 am
3.10	Anticipated notification date of successful and unsuccessful Bids	07/08/2018
3.11	Anticipated Award date	08/08/2018
3.12	Anticipated Contract Start date	09/08/2018
3.13	Anticipated Contract End date	31/12/2018
3.14	Bid Validity Period	60 days

## Section 4 – Specification

### • Introduction

The [Natural Environment Research Council](#) (NERC) is part of UK Research and Innovation (UKRI). We are funded by government to commission excellent, independent environmental research.

NERC is looking for an exceptional experience for an adult audience associated with the [NERC 2018 Impact Awards](#). These awards celebrate NERC-funded researchers, as individuals or teams, whose work has had substantial impact on the economy and society either in the UK or abroad. They will be celebrated at 2 events, the first of which will feature the engagement experience:

- **Friday 30 November 2018:** an environmental science-themed [Lates event](#) will be held at the Natural History Museum (NHM), in collaboration between NHM and NERC, which will be free to access for a largely adult audience. Activities on the night include:
  - **A curated creative experience to playfully engage audiences with the impact of NERC research. Depending on the nature of the experience, it can be a timed and ticketed. Proposals responding to this brief will be centred around delivering this experience**
  - Talks – *in conversation* with researchers
  - Pop up Science Stations
  - A giant [Earth](#) art installation created by artist Luke Jerram
- **Monday 3 December 2018:** the awards will be presented at a ceremony at the NHM. The event will showcase the researchers, their work and the impact of the science that NERC funds. In this tender we ask bidders to provide a cost for delivering the experience again in future. Depending on the activity developed, a potential future delivery date may be at the awards ceremony on the above date.

NERC has run an annual public showcase since 2015. These events are free and open to the public. Our last showcase was [UnEarthed](#) at Dynamic Earth in Edinburgh in 2017. This featured over 100 NERC-funded scientists running 30 different activities, free entry to the science museum and NERC tech on display including a deep-sea drill, underwater robots and a seabed scanning boat. The Late event planned at NHM will reach new audiences for us and we are looking to include an exciting, playful experience as part of the evening, which is the purpose of this tender.

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences. Our work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator. We coordinate some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more. NERC is part of UK Research & Innovation, a non-departmental public body funded by a grant-in-aid from the UK government.

The Natural History Museum exists to inspire a love of the natural world and unlock answers to the big issues facing humanity and the planet. It is a world-leading science research centre, and through its unique collection and unrivalled expertise it is tackling issues such as food security,

eradicating diseases and managing resource scarcity. The Natural History Museum is the most visited natural history museum in Europe and the top science attraction in the UK; we welcome more than 4.5 million visitors each year and our website receives over 500,000 unique visitors a month. People come from around the world to enjoy our galleries and events and engage both in-person and online with our science and educational activities through innovative programmes and citizen science projects.

- **Aims**

NERC is looking for playful experience producers to develop an experience that wows visitors and engages them with the relevance of environmental science research to daily life and inspires people to use evidence in their decision-making (for example, in considering their own plastic waste or local air pollution).

The experience will be offered on 30 November 2018 as part of one of the Natural History Museum's monthly evening events and entry will be free. NERC is working in partnership with the NHM to deliver a number of other talks and activities as part of the evening. The purpose of this tender is to find creative producers to develop an experience that will be a headline, unique/exclusive part of the evening.

It is important that the experience is repeatable or has another strong legacy element and that bidders include plans and costs for how the experience could be delivered again to different venues in the UK after 30 November.

The experience will be developed in partnership with NERC and the NHM and incorporate up-to-date research and possibly items from the Museum's collection. Visitors will feel excited and empowered by the experience to be a part of a future where the environment and people are in balance.

The experience will encapsulate the following ideas: positive, inspiring, exciting, constructive, lively, empowering, balancing people and planet. It will avoid negativity around the Anthropocene and focus on an attainable positive vision of the future where planet and people succeed together (as highlighted in the literature around [climate change communications](#)).

- **Objectives**

#### **Outputs**

Proposals must include a selection of packages covering all the following outputs:

- Development and delivery of an exceptional experience that includes the impact of environmental research and meets all expectations, aims and objectives outlined in this document the experience costing up to £25,000 excluding VAT
- Legacy materials for all or part of the experience to be delivered again by the Natural History Museum, by NERC or by a partner of NERC's choosing with consent from all three partners.

- Full delivery of the experience by the winning bidder at least twice and ideally more times on the evening of 30 November 2018, between 6pm and 10pm, to allow several groups of visitors to experience the event at the Natural History Museum.
- All costs of the proposal for the event at the Natural History Museum on 30th November 2018 – including courioring of items, travel, accommodation and subsistence – must be included in your overall price.

### **Expectations**

The experience will:

- Provide an exciting way for us to meet our goal of engaging visitors deeply in environmental science, its impact and the processes of research, at NHM Lates (*NB the [NERC Public Attitudes Survey](#) suggested that public understanding of what constitutes “research” is limited*)
- Inspire visitors to the NHM Lates to act on their visit (for example through getting involved in [citizen science](#), signing up to [Planet Earth magazine](#) or emails, making a personal pledge etc.)
- Encapsulate the following ideas: positive, inspiring, exciting, constructive, lively, empowering, balancing people and planet.
- It will avoid negativity around the Anthropocene and focus on an attainable positive vision of the future where planet and people succeed together (as highlighted in the literature around [climate change communications](#)).

The selected winning bidder will develop the experience:

- Around the idea of a positive and attainable future.
- In partnership with NERC and the Natural History Museum.
- In partnership with researchers identified by NERC and or the Natural History Museum.
- In a way that incorporates cutting edge environmental research and impact.

## **• Background to the Requirement**

### **The Lates audience**

On the last Friday of every month, the NHM opens its doors for a specially curated evening on a specific topic. This usually attracts an audience comprised of young professionals aged 25 to 35 on average, coming for a shared and social experience, many of whom are engaged with and keen to discuss science.

### **Themes**

The experience will explore the idea of an attainable future where research helps us make decisions that mean people and planet succeed together. The scientific content must be accurate and the winning bidder will work closely with scientists. We do not expect proposals to contain full details of exact content and themes because we want the winning bidder to work with us and with researchers to develop this. We are looking for proposals that show the winning bidder has experience in this kind of project and that clearly demonstrates how you will achieve this.

### **Impact Award projects**

As discussed above, this experience will be part of a suite of activities to celebrate impact generated by our researchers. We would like the experience to use some of the themes of the six shortlisted projects in the Late. These environmental science themes will be known to NERC from mid-July and the chosen winning bidder will work with NERC and NHM on including these themes. Themes are likely to include topics around living on a changing planet. For example, understanding how changes in weather and climate affect cities, buildings and health. See examples of previous impact on our [website](#).

### **Luke Jerram artwork**

There is the option to include Luke Jerram's 7m [Earth](#) artwork in your production, or be next to it. This is not obligatory but you must specify if you would like to design an experience involving it and this will affect the space you can use.

### **Overall themes:**

- Relevance of environmental science research to daily life (connect local and global)
- Optimistic vision for the future, solutions-focused
- Positive theme centred on environmental science:
  - How people and planet succeed together
  - What has environmental science done for me
  - People living harmoniously with the planet
- Encapsulate the following ideas: positive, inspiring, exciting, constructive, lively, empowering, balancing people and planet.

### **Scientific accuracy**

The winning bidder will have access to scientists through NERC to develop content and ensure scientific accuracy. Scientific accuracy is essential and the winning bidder will have processes in place to be able to ensure that no false or misleading information is presented as fact as part of the experience.

### **Event space**

There are lots of options to use contained and uncontained spaces throughout the museum. You can see inside some of the space on [Google maps](#) and the museum's website has [maps](#) of each floor. The winning bidder will work with the museum to develop an experience for one of these. Some of the options are:

- Images of nature gallery
- The Cocoon – a public gallery exploring the top two floors of the Cocoon in the Darwin Centre featuring the botanical and entomology collections and windows onto Museum science
- Corridor areas
- Flett Theatre (theatre space with raked seating, holds approx. 200)

***Please note that the Natural History Museum is a beautiful historic building and this will be a huge draw for many visitors but it is also worth considering that factors such as total control over lighting and easy access to power is not always possible. Your experience will need to stand alone, we cannot move the furniture or build on top of it. The NHM usually builds the set up around visitors and our preference is to keep the museum open though there are options to close all or part of it to set up.***

### **What is impact in research?**

NERC uses the same definition of impact as used in the Research Excellence Framework (REF): “An effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia.” Impact may include cost savings, for example reduction or prevention of negative effects, or benefits resulting from a decision not to undertake a particular course of action. Impact may have been realised in the UK or another country or both.

### **Roles**

- Ticketing and visitor flow
  - Will be managed by the NHM
  - The winning bidder will work with the NHM to agree timings.
  
- Planning and marketing the overall Late
  - NERC and the NHM are working in partnership to deliver the late event on 30 November 2018.
  - NERC and the NHM will be responsible for marketing and attracting visitors to the Late.
  - All promotion, marketing, PR and media engagement of the experience will be done by or with the approval of NERC and the NHM.
  
- Name/title of experience
  - The final decision on this will be made by NERC/NHM.
  
- Planning and development of the experience
  - The winning bidder chosen through this tender will be fully responsible for the development of the content. The development will be an iterative process with regular dialogue with NERC and the NHM who will sign off on the initial concept and final detail that will be developed by the winning bidder.
  
- Delivering the experience
  - The winning bidder selected to develop the experience will be responsible for all aspects of its delivery on Friday 30 November 2018 (and, if appropriate on Monday 3 December) including providing all necessary materials and staff required to deliver it.
  - Your bid must include options for future delivery, including costs.

## **Staffing**

- The venue will be staffed by the Natural History Museum.
- The experience will be staffed by the company and may include researchers

- **Scope**

### Outside of scope

- planning, development and delivery of the other activities at the Late
- promotional activities
- evaluation of how the event meets the objectives and expectations outlined in this tender.

### Inside of scope

- planning, development and delivery of the experience at the NHM Late on 30 November 2018
  - planning, development and delivery of legacy materials
  - costs associated with the project – including your travel, accommodation and food needs
- recommendations for how to evaluate whether the experience meets the objectives outlines in this document (lead by NERC and NHM).

- **Requirement**

Proposals must include a selection of packages covering the following outputs:

- Development and delivery of an exceptional experience that meets all expectations, aims and objectives outlined in this document the experience costing up to £25,000 excluding VAT
- Legacy materials for all or part of the experience to be delivered again by the Natural History Museum, by NERC or by a partner of NERC's choosing.
- Full delivery of the experience by the winning bidder at least twice and ideally more times during the evening of 30 November 2018, between 6pm and 10pm, to allow several groups of visitors to experience the event at the Natural History Museum.
- Costings provided for potential future delivery.

All costs of the proposal – including couriering of items, travel, accommodation and subsistence – must be included in your overall price.

- **Timetable**

***Timetable is TBC and dates/milestones will be finalised with the winning bidder after the tender process is completed***

Date	Activity
30 <sup>th</sup> July 2018	Deadline for proposals to deliver a high quality experience
w/c 9th August	Kick off meeting or call with winning bidder and NERC & NHM
31 August	Checkpoint Meeting  (in person) with winning bidder and NERC & NHM
17 September	Deadline for concept (tangible deliverables) and meeting to discuss with winning bidder and NERC & NHM
24 September	Delivery of storyboard (with instant feedback) with winning bidder and NERC & NHM
w/c 1 October	Testing of storyboard (ideally with museum visitors)
w/c 8 October	Museum feedback on testing
w/c 15 October	Update storyboard (producers update)
w/c 22 October	Final sign off Museum/NERC sign-off main scheme for storyboard/ interactions
Friday 30 November	Set up Lates event
w/c 10 December	Evaluation meeting

**Further information**

More about NERC: <https://nerc.ukri.org/about/>

More about NHM: <http://www.nhm.ac.uk>

More about the Impact Awards: <https://nerc.ukri.org/latest/events/impact/>

### **Terms and Conditions**

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

## **Section 5 – Evaluation model**

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

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

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

### **Pass / fail criteria**

<b>Questionnaire</b>	<b>Q No.</b>	<b>Question subject</b>
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW5.1	Maximum Budget
Quality	PROJ1.6	Capacity

### **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.

<b>Questionnaire</b>	<b>Q No.</b>	<b>Question subject</b>	<b>Maximum Marks</b>
Price	AW5.2	Price	10%
Quality	PROJ1.1	Understanding the Requirement	20%
Quality	PROJ1.2	Project Plan and Timescales	10%
Quality	PROJ1.3	Risk Management	10%
Quality	PROJ1.4	Methodology	40%
Quality	PROJ1.5	Project Team and Capability to Deliver	10%
Quality	SEL1.3	Case Studies	For information only

## Evaluation of criteria

### Non-Price elements

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

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

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

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

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

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

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

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

### Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

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

The lowest price for a response which meets the pass criteria shall score 100.

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

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

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

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

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

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

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

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

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

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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

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

### DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

## Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.41 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.42 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

#### **USEFUL INFORMATION LINKS**

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