

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation –
Science and Technology Facilities Council**

**Subject: R92 Laboratory Extension at STFC Rutherford Appleton
Laboratory**

Sourcing Reference Number: FM18195



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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A full breakdown of the documentation contained within the above folders can be found at the bottom of Section 4 of this document.

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

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation. Their research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impact on a very tangible, human scale.

<https://stfc.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 – Science and Technology Facilities Council Rutherford Appleton Laboratory Harwell Campus Didcot, OX11 0QX
3.2	Buyer name	FM and Construction Procurement
3.3	Buyer contact details	fmprocurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£800,000 - £900,000 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid not being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Monday 5th November 2018
3.7	Site visits <i>We strongly recommend that you attend a Site Visit in order to gain complete clarity of our requirements and the environment that you will be working in.</i>	Monday 12th November 2018 Tuesday 13th November 2018 Thursday 15th November 2018 Thursday 22nd November 2018 Monday 26th November 2018 Tuesday 27th November 2018 <i>To book a site visit please submit a suggested date and time along with the names of those that wish to attend through the message function on the Esourcing Portal.</i>
3.8	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 23rd November 2018 11.00 Wednesday 5th December 2018 11.00
3.9	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 26th November 2018 14.00 Friday 7th December 2018

3.10	Latest date/time Mini Competition Bid shall be submitted through Emptoris	Monday 3rd December 2018 11.00 Friday 14th December 2018 11.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Thursday 13th December 2018 Friday 4th January 2019
3.12	Anticipated Award date	Friday 14th December 2018 Monday 7th January 2019
3.13	Anticipated Contract Start date	Monday 17th December 2018 Wednesday 9th January 2019
3.14	Anticipated Contract End date	Friday 24 th May 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Executive Summary

The client requires an extension to their existing facility to provide expansion space to support the growth of the organisation.

Project Overview

The new extension will largely match the existing building materials to provide a cohesive design. The project works will include the construction of a new concrete slab, concrete/steel frame, façade and roof. Internally the ground floor will be left as shell and core, the first floor will be partially fit-out. The paths and paved road to and from the building will be reinstated as part of the works with the inclusion of a new retaining wall to the landscaped area to the south of the building.

Site Tours

Given the nature of this requirement and the site upon which any successful supplier would be working, we are highly recommending that any interested supplier takes up the opportunity to tour the site during the tender timescales.

The dates available to attend a site tour with the project team can be found within Section 3 – Timescales.

If you wish to request a site tour, please ensure that this is done via the messaging function in the Esourcing portal. Once your proposed date and time has been confirmed with the client we will confirm this back to you.

During the site tour the host will be unable to answer ANY questions. Should you have further clarification questions from the tour these will need to be taken away and then formally submitted through the Esourcing portal.

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 detailed in Section 3.

Schedule of Works (to be read in conjunction with drawings found in the appendices)

PRELIMINARIES

1. Site set up to include safe store, office, welfare facilities and statutory signage.
2. Solid 1.8m high painted hoarding to perimeter of site, where appropriate given proximity to existing services along the southern boundary of the site compound.
3. Hoarding doors to be locked with key pads.
4. All skips to be included.
5. All demolished and stripped materials to be removed from site unless noted.
6. The successful Contractor will be required to identify items on drawings that are not stated on schedule of works on commencement of this contract.

7. Contractor to carry out photographic dilapidations survey of adjacent fabric, particularly abutments to buildings and neighbouring property.
8. All materials and equipment to be installed in accordance with manufacturer's instructions and recommendations
9. Refer to drawings for all floor, wall and roof build ups.
10. Working hours 7.30am to 5.30pm week days and 9.00am to mid-day on Saturdays. Weekend working is subject to approval by Project Manager.
11. Fix up to four number consultant sign boards supplied free of charge.
12. Insurance: Contractor must provide their own insurance cover.
13. All works below to include supply, fix and manage works.
14. Attendances for Utility Company co-ordination.

DEMOLITIONS & ALTERATIONS

Generally

1. Carry out demolition as indicated on drawings listed below:
18014-OA-B1-050-P-00
18014-OA-B1-051-P-00
18014-OA-B1-052-P-02
18014-OA-B1-053-E-S
18014-OA-B1-054-E-E
18014-OA-B1-055-S-AA
18014-OA-B1-056-S-CC
2. Remove surplus top soil from site.
3. Reduce site levels below new extension as per SE details.
4. Allow for grubbing out existing foundation and areas of reinforced concrete slabs as necessary.
5. Allow for reconfiguration of footpath, turning circle and adjustment of site levels as necessary and indicated on drawings
6. Where former external walls to become internalised by new extension, Alucobond cladding to be carefully removed to reveal supporting steel work. Supporting steelwork to be retained in situ to receive new wall finishes. Windows to be retained in situ.
7. Where canopy support to become internalised by extension, contractor to carefully dismantle and remove metal cladding and supporting material.
8. Brise soleil and support brackets to be carefully removed and re-used if possible. Contractor to allow for re-finishing of brise soleil and support brackets.

Stair

1. Staircase to be carefully removed and stored to be reinstated following installation of new slab.
2. Floor construction to be removed to enable installation of new slab.
3. Glass planks on elevation to be removed.

Store Room (GF-01), Lobby (GF-02), Laboratory (FF-01) & Lobby (FF-03)

1. Where new rooms adjoin rooms G-75 and 1-52, insulation and Alucobond wall infill to be removed.

Roof

1. Existing parapet to be removed where new roof adjoins.

2. Refer to drawing 18014-OA-B1-052-P-02 for extent of existing roof finish to be removed to enable new roof finish to be tied in.

External Works

1. Existing bollards to be carefully removed for re-use where possible.
2. Allow for existing signage to be carefully removed and repositioned later.

To New Extension Generally

1. Supply and fix floor slabs, columns and foundations to new extension as per SE details.

BRICK/BLOCK WALLING

Generally

1. 100mm and 200mm blockwork walls required as shown on drawings 18014-OA-B1-100-P-00 & 18014-OA-B1-101-P-01. Refer to SE details.

External

1. Retaining walls required - Refer to drawing 18014-OA-B1-110-P-00 and SE details

CARPENTRY

Store Room (GF-01) & Laboratory (FF-01)

1. Allow for boxing out of area adjacent to concrete column to create flush wall finish. Refer to drawings 18014-OA-B1-100-P-00 & 18014-OA-B1-101-P-01.
2. Boxing out to consist of 50x75mm timber studs lined with 12mm plywood and plasterboard

METAL PROFILED/FLAT SHEET CLADDING/COVERING

1. Kalzip Ribbed Liner Roof Construction (to achieve max. 0.18w/m²K) to new roof and to tie into existing.
2. Manufacturer of existing roof finish is unconfirmed. Contractor to advise if Kalzip does not match and to suggest alternative.
3. Refer to tender document 'Appendix H - Kalzip NBS Format (H31) Outline Specification' for details.

RAIN CLADDING

1. Alucobond tray system with secret fixings to match existing refer to tender document 'Appendix G - 18014 NBS H92 Alucobond 02 Tray Panel System'.

PLASTERBOARD PARTITIONS, CEILINGS & DRY LININGS

1. Allow for all blockwork partitions to be lined with 12.5mm British Gypsum Gyproc Moisture Resistant plasterboard on dabs with skim finish. Unless noted below.
2. Allow for all boxing out to be lined with 12.5mm British Gypsum Gyproc Moisture Resistant plasterboard screwed to 12mm WBP plywood substrate with skim finish. Unless noted below.

3. Where existing Alucobond cladding removed from internalised walls, allow for walls to be lined with 12.5m British Gypsum Gyproc Moisture Resistant plasterboard screwed to 12mm WBP plywood substrate with skim finish. Unless noted below.

RIGID SHEET FINE LININGS AND PANELLING

1. Window boards to be 16mm thick high pressure solid grade laminate to match existing.

DEMOUNTABLE SUSPENDED CEILINGS

1. Ceiling to comprise SAS International 'Alugrid-P 15/16' 600 x 600mm lay in grid system with SAS130 perforated tiles with acoustic pads to match existing. Grid and tiles to be white with anti-bacterial finish.

WINDOWS

1. Supply and fix double glazed PPC aluminium windows to match existing in appearance, size and colour (refer to drawings for which windows to match).

DOORS

External

Door refs. D00-00 & D00-04

1. Supply and fix PPC aluminium external doors - Colour to match cladding.

Internal - Ground Floor

Generally

1. Leaderflush Plasform doorset with Barum frame. Doors to have enduracor solid core and hygieniform PVC finish. Single slit vision panels to match existing with Duoglaze beading detail. Door colour Dusty Jade and frame colour Charcoal to match existing.

Door refs. D00-01 & D00-03

1. Supply and fix 'door and a half' doorsets to match those in the main building in size, material, finish and vision panels.

Door refs. D00-02

1. Door to include vision panel.

Internal - First Floor

Generally

1. Leaderflush Plasform doorset with Barum frame. Doors to have enduracor solid core and hygieniform PVC finish. Single slit vision panels to match existing with Duoglaze beading detail. Door colour Dusty Jade and frame colour Charcoal to match existing.

Door refs. D01-01, D-1-02 & D01-03

1. Supply and fix 'door and a half' doorsets to match those in the main building in size, material, finish and vision panels.

Door ref. D01-00

1. Door to include vision panel.

STAIRS

1. Stairs to be carefully disassembled and stored during construction of new floor slab for reinstatement by contractor later.
2. New steel landing to be supplied and fixed at first floor.

CEMENT BASED LEVELLING SCREED

1. Supply and fix levelling compound such as Ardex 'Arditex' or similar approved over new screed where vinyl flooring required.

RIGID SHEET FLOORING

GF-01, GF-02, G-74, FF-01, FF-02, FF-03 & FF-04

1. Supply and fix Forbo marmoleum flooring - Colour to match existing.
2. Supply and fix Eurocol 970 Europlan Nivolux levelling screed.
3. Supply and fix Eurocol 026 Euroblock Multi DPM under floor finish.

PAINTING

1. Allow for decorating all new walls and ceilings with 1 mist coat plus 3 coats Dulux trade emulsion - Colour TBC by client
2. Allow for decorate new joinery. Prime plus 3 coats Dulux trade water based satin wood - Colour TBC by client

INTERNAL FIRE AND SAFETY SIGNAGE SYSTEMS

1. Allow for exit signs incorporating pictograms and directional arrows, as necessary, over doorways or exits providing access for means of escape. The signs and notices should be in accordance with the Health and Safety (Safety Signs and Signals) Regulations 2015 and comply with the specification requirements of BS 5499:4 2013 - Fire Safety Signs.

EXTERNAL SIGNAGE AND INTERPRETATION

1. Allow for existing signage to be carefully removed and repositioned as indicated on drawing 18014-OA-B1-110-P-00.

JOINERY

1. Supply and fix window boards as indicated on details.
2. Supply and fix all architraves and skirtings.

IRONMONGERY

1. Refer to door and ironmongery schedules.

KERBS/EDGINGS/CHANNELS/PAVING ACCESSORIES

1. Supply and fix kerbs and edgings as indicated on drawing 18014-OA-B1-110-P-00. Refer also to SE information.
2. Existing bollards to be carefully removed for re-use where possible.

INTERLOCKING BRICK /BLOCK ROADS/PAVING

1. Supply and fix new block paving to match existing.

SEEDING

1. Allow for seeding of newly graded landscaping.
2. Allow for seeding grassed areas to make good at end of works.

EXTERNAL PLANTING

1. Allow for new planting as indicated on drawing 18014-OA-B1-110-P-00.

HOT & COLD WATER SUPPLY SYSTEMS

1. All to client M&E design as per the drawings included in the tender and Appendix M.

HEATING SYSTEMS

1. All to client M&E design as per the drawings included in the tender and Appendix M.

GENERAL VENTILATION

1. All to client M&E design as per the drawings included in the tender and Appendix M.

ELECTRICAL INSTALLATIONS

1. All to client M&E design as per the drawings included in the tender and Appendix M.

LABORATORY SERVICES

1. All to client M&E design as per the drawings included in the tender and Appendix M.

FUME CUPBOARD SPECIFICATION

1. The fume cupboard specification should meet the requirements set out in Appendix I - Q3918 RAL 2000mm wide fume cupboard.

COMMUNICATIONS & SECURITY SYSTEMS

1. All to client M&E design and ironmongery – see Appendix 002 - Architect Specification for RAL Escape Locks.
2. All to client M&E design as per the drawings included in the tender and Appendix M.

Where Brand names, manufacturers, suppliers or installers of products are identified within the specification and appendices, equivalent and compatible alternatives may be selected and shall be submitted for approval.

Bidders must ensure that any proposed alternatives comply with any stated British (or other equivalent recognised International) Standards. Confirm equivalence in quality, operation and space requirements to those items, which have been specified by name. If, and when requested demonstrate the proposed alternative is fully equivalent to the specified item and identify any constructional, cost, programme, maintenance or other differences

Appendices

A full list of appendices that support this Mini Competition document can be seen below:

Appendix A - Supplementary Conditions 1-16

Appendix B - Precautions Against Fire

Appendix C - Architectural and Building Drawings

- ❖ 18014-Data Issue-31.10.18
- ❖ 18014_SoW Rev D
- ❖ 18014-OA-B1-001-P-00_P3
- ❖ 18014-OA-B1-010-P-00_T1
- ❖ 18014-OA-B1-050-P-00_T1
- ❖ 18014-OA-B1-051-P-01_T1
- ❖ 18014-OA-B1-052-P-02_T1
- ❖ 18014-OA-B1-053-E-S_T1
- ❖ 18014-OA-B1-054-E-E_T1
- ❖ 18014-OA-B1-055-S-AA_T1
- ❖ 18014-OA-B1-056-S-CC_T1
- ❖ 18014-OA-B1-080-P-00_T1
- ❖ 18014-OA-B1-081-P-01_T1
- ❖ 18014-OA-B1-082-P-02_T1
- ❖ 18014-OA-B1-083-E-S_T1
- ❖ 18014-OA-B1-084-E-E_T1
- ❖ 18014-OA-B1-086-S-CC_T1
- ❖ 18014-OA-B1-100-P-00_T3
- ❖ 18014-OA-B1-101-P-01_T3
- ❖ 18014-OA-B1-102-P-02_T1
- ❖ 18014-OA-B1-110-P-00_T1
- ❖ 18014-OA-B1-111-P-00_T1
- ❖ 18014-OA-B1-120-E-S_T1
- ❖ 18014-OA-B1-121-E-E_T1
- ❖ 18014-OA-B1-130-S-AA_T1
- ❖ 18014-OA-B1-131-S-BB_T1
- ❖ 18014-OA-B1-132-S-CC_T1
- ❖ 18014-OA-B1-133-S-DD_T1
- ❖ 18014-OA-B1-134-S-EE_T1
- ❖ 18014-OA-B1-135-S-FF_T1
- ❖ 18014-OA-B1-150-P-01_T1
- ❖ 18014-OA-B1-151-P-01_T1
- ❖ 18014-OA-B1-152-P-00_T1
- ❖ 18014-OA-B1-200-E_T1

- ❖ 18014-OA-B1-270-R-00_T1
- ❖ 18014-OA-B1-271-R-01_T2
- ❖ 18014-OA-B1-300-D-00_T1
- ❖ 18014-OA-B1-301-D_T1
- ❖ 18014-OA-B1-302-D_T1
- ❖ 18014-OA-BA-303-D_T1
- ❖ 21106-B01 A
- ❖ Draft Tender Specification 24-08-18
- ❖ Specification for RAL Escape Locks

Appendix D - Electrical Drawings

- ❖ 21106-E1 B
- ❖ 21106-E2 B
- ❖ 21106-E3 A
- ❖ 21106-E4 A
- ❖ 21106-E5 B
- ❖ 21106-E6 A
- ❖ 21106-E7 B
- ❖ 21106-E8 A

Appendix E - Structural Drawings

- ❖ 26976 Document Issue Sheet
- ❖ 26976 R92 Extension Issue Sheet – 2018/08.29
- ❖ 26976-01-5
- ❖ 26976-02-5
- ❖ 26976-03-7
- ❖ 26976-04-5
- ❖ 26976-05-4
- ❖ 26976-10-5
- ❖ 26976-12-4
- ❖ 26976-20-4
- ❖ 26976-30-2
- ❖ 26976-40-5
- ❖ 26976-600_01
- ❖ 26976-601_01
- ❖ 26976-610_01
- ❖ 26976-611_01
- ❖ 26976-GN01-3
- ❖ 26976 Civils specification
- ❖ R92 Structural specification tender

Appendix F - Mechanical Drawings

- ❖ 00006865 E - R92 Extension FF Lab Air-con
- ❖ 00006866 C - R92 Extension Piped Services
- ❖ 00006867 D - R92 Extension Piped Services
- ❖ 00006872 C - R92 Extension roof fan layout
- ❖ R92 Extension BMS Specification – Issue C

Appendix G - 18014 NBS H92 Alucobond 02 Tray Panel System

Appendix H - Kalzip NBS Format (H31) Outline Specification

Appendix I – Q3918 RAL 2000mm wide fume cupboard

Appendix J – Health & Safety

Appendix K – Building Control

Appendix L – Planning

Appendix M - Design Guide for Mechanical, Electrical and Public Health Services

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		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Terms and Conditions Part 1
Commercial	AW4.2	Terms and Conditions Part 2
Price	AW5.1	Fixed and Firm Price
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	40.00%
Quality	PROJ1.6	Programme Methodology	15.00%
Quality	PROJ1.7	Logistics and Site Management Methodology	12.50%
Quality	PROJ1.8	Traffic Management Plan	10.00%
Quality	PROJ1.9	Project Delivery Team	12.50%
Quality	PROJ1.10	Quality Management	10.00%

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: $\text{Score/Total Points multiplied by 50}$ ($80/100 \times 50 = 40$)

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

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

DO NOT

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

Some additional guidance notes

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

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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