

Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation
Subject: Digital Manufacturing Demonstration Facilities
Sourcing Reference Number: UK SBS CS18033



UK Shared Business Services Ltd (UK SBS)
www.ukpbs.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
Copyright (c) UK Shared Business Services Ltd. 2014

Version 3.3

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>

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

Innovate UK

Innovate UK works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. They drive growth by working with companies to de-risk, enable and support innovation.

<https://www.gov.uk/government/organisations/innovate-uk>

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, Polaris House, North Star Avenue, Swindon, SN2 1FL
3.2	Buyer name	Sharon West
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£80,000.00 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 <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday 21 st December 2018 Contract Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 4 th January 2019 14:00hrs
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 7 th January 2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 11 th January 2019 14:00hrs
3.10	Date/time Bidders should be available if face to face/telephone clarifications are required	w/c Monday 14 th January 2019
3.11	Anticipated notification date of successful and unsuccessful Bids	Monday 21 st January 2019
3.12	Anticipated Award date	Monday 21 st January 2019
3.13	Anticipated Contract Start date	Friday 1 st February 2019
3.14	Anticipated Contract End date	Friday 29 th March 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Innovate UK is the UK's innovation agency, part of UK Research & Innovation (UKRI), a new body including Innovate UK and the Research Councils, which works in partnership with universities, research organisations, businesses, charities, and government to create the best possible environment for research and innovation to flourish.

As part of its support for UK Manufacturing, UKRI is working with the Made Smarter review and the North West (NW) Pilot (an initiative funded by BEIS to pilot Made Smarter's proposed National Adoption programme). Made Smarter was commissioned by government to review how the use of Industrial Digital Technologies (IDTs) could improve UK capabilities in industrial digital technologies. The review proposes 3 elements, Adoption, Innovation and Leadership. UKRI is bidding for Industrial Strategy Challenge Funds to help it achieve the Innovation element, funding a programme of research and innovation activities including a national network that would enable companies to access current and future demonstrations of digital manufacturing, along with other resources enabling the informed take up of IDTs. It is expected that a virtual portal will be set up to enable companies to find the demonstration resources they require, based on location, digital technology and industrial sector.

This Digital Manufacturing Facilities Data Gathering Exercise will provide the background information required to set up this virtual portal. The supplier should carry out a Data Gathering Exercise of digital manufacturing demonstrators, test beds, and pilot lines within the UK (England, Wales, Scotland and Northern Ireland) to develop a database of suitable facilities and resources that could contribute to this Made Smarter portal. This should result in a database of open access demonstration facilities available at universities, research centres, Catapults and other Research and Technology Organisations, and private companies throughout the breadth of the UK.

A similar Data Gathering Exercise is currently being carried out for the NW region only as part of the NW Pilot (an initiative funded by BEIS as part of the Made Smarter deal). The database framework and learning about how best to find and describe these facilities will be shared with the tenderer.

Aims

The aim of this work is to find and collate the information required for a Digital Manufacturing Demonstration Facility portal. This information should be sufficient to enable users of the portal to search for relevant demonstration facilities based on digital technology, location and industry sector.

For each demonstration facility, the supplier should supply the following information:

- Information about the centre such as name of owner; address, website and name of designated contact with email address and telephone number,
- List of the digital technologies that the facility covers (using taxonomy supplied to the winning supplier),

- List of industry sectors that the facility covers (using taxonomy supplied to the winning supplier),
- Description of applications that the demonstration covers,
- Pictures and videos of the demonstration facilities where applicable,
- Description of any services that the centre can supply to help viewing companies progress their enquiry, including project definition and implementation and other consultancy services.

The supplier will be provided with a list of potential demonstration facilities that are already known to UKRI and contact details will be provided to the supplier. In addition, the supplier will be introduced to the Innovate UK regional managers in each region who may be able to provide additional insight into potential resources. However, the supplier should use their contacts and other resources to identify other facilities which may fit the requirements. Only open access demonstration facilities need be identified, which will tend to be located at universities and Research and Technology Organisations (RTOs), although facilities owned by private companies that are willing to provide open access (i.e. open to non-customers) should be included. The information collected should be split into the following regions:

London & the South East

East of England

South West

East Midlands

West Midlands

North East

Wales

Northern Ireland

Scotland

The North West does not need to be included in this tender as this data is already being gathered as part of the NW Pilot.

Objectives

The supplier should gather information about digital manufacturing demonstrators, test beds, and pilot lines within the UK (England, Wales, Scotland and Northern Ireland), developing a database of suitable facilities and resources. The database for this information should include the following information:

Digital Technologies: This will use the 5 key industrial digital technologies (IDTs); Artificial Intelligence (AI), Robotics and Automation, Visualisation, Connectivity and the Industrial Internet of Things (IIoT), and Additive Manufacturing (AM). Each of these technology areas

will be divided into a further set of categories. This taxonomy will be supplied to the winning supplier.

Industry Sector: Demonstration facilities may be applicable to one or more industry sectors. A list of the sector names to be used will be supplied.

Location: The facilities will be divided into regions and then post codes used to pinpoint specific locations.

Applications: Demonstration facilities are often developed for one or more specific application and will often include the fusion of more than one IDT. A short description of these applications and how IDTs are used is required.

Services: Centres will often be able to supply services and other support to enable companies to consider how they may be able to implement the types of digital solutions demonstrated. These services may consist of business case support, project definition and/or project implementation. A short description of these available services (and terms if possible) should be provided.

The information collected should be split into the following regions:

London & the South East

East of England

South West

East Midlands

West Midlands

North East

Wales

Northern Ireland

Scotland

The North West does not need to be included in this exercise as this data is already being gathered as part of the NW Pilot.

Background to the Requirement

Juergen Maier, CEO of Siemens UK, was commissioned in 2017 by the government to work with senior UK business leaders and undertake a review of 'Industrial Digitalisation' focussed on unlocking the opportunities it presents to UK Manufacturing. Through his Made Smarter review, (<https://www.gov.uk/government/publications/made-smarter-review>) Juergen proposed three game-changing recommendations (plus one support recommendation), summarised as:

- **Adoption.** Build a national digital ecosystem that will be significantly more visible and effective and that will accelerate the innovation and diffusion of industrial digital technologies. This includes a National Adoption Programme to be piloted in the North West, focused on increasing the capacity of existing growth hubs and providing more targeted support. Critical to the success of our recommendations will be the upskilling of a million industrial workers to enable digital technologies to be adopted and exploited through a single Industrial Digitalisation Skills Strategy.
- **Innovation.** Refocus the existing innovation landscape by increasing capacity and capability through the a dedicated Innovation programme including the development of large-scale demonstrators, and dedicated research centres focused on the application and fusion of digital technologies to enhance UK Manufacturing productivity, capacity and efficiency.
- **Leadership.** Establish a national body, the Made Smarter UK (MSUK) Commission, comprising industry, government, academia, further education, and leading research and innovation organisations, which would be responsible for developing the UK as a leader in industrial digitalisation technologies and skills, with a mandate to develop the UK's own Industry 4.0 domestic and global brand.

This Data Gathering Exercise will contribute to both the Adoption and Innovation sections of this programme, identifying where existing demonstration and adoption support facilities are located, and identifying gaps where more are required.

UKRI (UK Research & Innovation) are currently bidding for funding for the Innovation element has been from the Industrial Strategy Challenge Funds (ISCF) Wave 3. The results of this bid are expected to be known in early November, however this Data Gathering Exercise is important regardless of the outcome of this funding bid.

This work is being commissioned by Lynne McGregor of Innovate UK, and she will be the owner and direct contact for the work. There are a number of personnel from UKRI, Innovate UK and its family of support organisations such as KTN, HVM Catapult, and EEN, who may be able to assist and provide support and direction for this work. We expect one project manager from the supplier to report to Lynne and to direct communications within and between these organisations.

Scope

As described in the introduction, the supplier should carry gather information about digital manufacturing demonstrators, test beds, and pilot lines within the UK (England, Wales, Scotland and Northern Ireland) in order to identify facilities and resources that might contribute to a Made Smarter / Digital Manufacturing ISCF Network. This should result in a database of open access demonstration facilities available at universities, research centres, Catapults and other Research and Technology Organisations, and private companies throughout the breadth of the UK. For each facility, the database should include location, owner, contact person(s), and a description of the technologies being demonstrated, the potential applications and relevant industry sector.

We expect there will be 50-150 centres at universities, RTOs or private companies that may have relevant demonstration facilities per region. Of these, perhaps half will actually have relevant facilities for inclusion in the database, and it may be that not all of these will

wish to enter the database at this time. We will provide a video explaining what we are looking for, with interviews with centre managers that have already gone through this data gathering process, to help the supplier communicate the scope and need for this information, and to encourage the centre managers that they approach to participate in this exercise. While some information may be gathered remotely via emails and telephone calls, It is expected that the supplier will travel to each region to inspect the relevant facilities, taking photographs or videos where appropriate, and gathering information about the capabilities, capacity, applications and restrictions of relevant digital manufacturing demonstration facilities. A large number of the potentially relevant demonstration facilities will be already known to UKRI and we will provide contact details to the supplier to start the process. The supplier should use these and other contacts to identify other facilities which may fit the requirements, and develop a plan for identifying potential centres, interviewing them and reviewing the facilities. Only open access demonstration facilities need be identified, which will tend to be located at universities and Research and Technology Organisations (RTOs), facilities owned by private companies that they are willing to be open access (i.e. can be viewed by non-customers) should be included.

Appropriate facilities are ones that show how digital technologies from the 5 key industrial digital technologies (IDTs); Artificial Intelligence (AI), Robotics and Automation, Visualisation, Connectivity and the Industrial Internet of Things (IIoT), and Additive Manufacturing (AM); and the fusion of these IDTs, can be used to address manufacturing challenges

Requirement

Required Outputs:

A database of relevant demonstration facilities in England (excluding North West region), Wales, Northern Ireland and Scotland, providing the contact, technology, industry sector and description information outlined above.

By digital manufacturing demonstration facility we mean any temporary or permanent setup of equipment, software and/or integrated solutions that shows how these technologies can be used to change, augment or improve manufacturing operations. The demonstration facility can be small (e.g. VR software with 3D glasses) or large (e.g. robotic setup for digital twin assisted laser welding kit) and any one centre may have more than one demonstrator.

At 10-30 demonstration facilities included per region, with perhaps an average of 3 demonstrators per facility, and with 9 regions (excluding NW), we would expect this database to consist of 500+ entries.

Project Delivery:

- The appointed project manager for UKRI, Innovation Lead for the Innovate UK Manufacturing, Materials and Mobility Sector team.
- The supplier should appoint a competent project manager to direct this project. This project manager should have a sufficient understanding of digital technologies and their use to improve manufacturing operations throughout the full manufacturing lifecycle

from design to end use and recycle/remanufacture. He/she should also be competent in project management, and have the support of its own organisation to obtain the resources required to carry out and complete this work.

- A kick off meeting should be held as soon as possible after contract award to review the plan, KPIs and determine reporting arrangements.
- We expect the supplier project manager and UKRI Innovation Lead in the Manufacturing, Materials and Mobility sector team of Innovate UK”to have regular dialogue to ensure that delivery meets out requirements.

KPIs:

- No of facilities evaluated - both ones recommended by UKRI and ones identified by the supplier
- Quality and completeness of information added to the database of facilities
- Care of personal and confidential data and curtesy to contacts and information suppliers

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		
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	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Commercial	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	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	20%
Quality	PROJ1.1	Methodology	40%
Quality	PROJ1.2	Project team and Capability to Deliver	40%

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](#)