

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of National Environmental  
Research Council, National Oceanography Center (NERC, NOC)**

**Subject: NERC, NOC Fume Cupboard Phase 4**

**Sourcing reference number FM17085**

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

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**UKSBS**  
*Shared Business Services*

## Table of Contents

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

### Appendix

Appendix 1 – Site layouts – NOC General Site Layout, Exploded Floor Diagram

Appendix 2 – BMS/DMS guidelines

Appendix 3 – HSE questionnaire

Appendix 4 – Permits

# 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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for 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

### Natural Environment Research Council (NERC)

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's 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.

The organisation coordinates 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.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

### Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

### NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

[www.nerc.ac.uk](http://www.nerc.ac.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	National Environmental Research Council, National Oceanography Centre, Southampton, SO14 3ZH
3.2	Buyer name	Paul Greenhood
3.3	Buyer contact details	FMPurchase@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	£35,000.00 (Excl VAT)
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	Friday 28 <sup>th</sup> July 2017
3.7	Site Visits	Wednesday 2 <sup>nd</sup> August 2017 at 11:00am Thursday 3 <sup>rd</sup> August 2017 at 11am
3.8	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 4 <sup>th</sup> August 2017 at 11:00am
3.9	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 7 <sup>th</sup> August 2017 at 15:00pm
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 9 <sup>th</sup> August 2017 at 15:00pm
3.11	Anticipated Award date	Monday 14 <sup>th</sup> August 2017
3.12	Anticipated Contract Start date	Monday 21 <sup>st</sup> August 2017
3.13	Anticipated Contract End date	Wednesday 28 <sup>th</sup> February 2018
3.14	Bid Validity Period	90 Days

## Section 4 – Specification

### INTRODUCTION

National Oceanography Centre (NOC) has a requirement to refurbish one fume cupboard and two Laminar down-flow chemical wet stations located respectively in 676/20, 784/12 and 784/18 at the Southampton Site.

As part of Fume Cupboard Replacement Project initiated site wide at NOCS since 2014, This project briefly encompasses the replacement of the original existing fume cupboards originally installed during 1994. The replacement fume cupboards must be fit for purpose and suitable for the current and future requirements for NOC and the University of Southampton.

Fee proposals are invited from suitably qualified lead design consultants for professional services associated with the above project.

### OBJECTIVES

NOC would like to avail the services of a lead design consultant, who shall also undertake the terms of responsibilities as the Project Principal Designer, to facilitate the completion of this project as per the requirements of CDM 2015.

- The Lead Consultant would be required to assist and liaise with the client to finalise the project brief. This would also include obtaining information from the client as required.
- The lead consultant would be required to provide information to the project designers (if required), provide pre-construction information and finalise the Scope of Works.
- Within the role of Principal Designer, you would be required to liaise with the principal contractor, ensure EH&S management on site and ensure Information flow between the contractor & the client.
- As the lead consultant, you will be required to provide the client with an estimate bill of quantity/ schedule of rates.
- You must also provide the client with the Tender Package, which shall be provided to the contractors as part of the UKSBS contractor bidding process. This shall include the scope of works, project specifications, technical M&E specifications, drawings, site layout etc.
- Principal designer must ensure that they carry a valid Professional Indemnity insurance certification of £5,000,000.00 to operate on NOCS site, and carry the design liability for this project.
- The project shall follow the CDM2015 regulations and Professional Services Short Contract (NEC3)
- The Consultant is to undertake the Professional Services applicable to the role of Project Manager, Mechanical and Electrical Engineer, Building Surveyor/Structural Engineer and all Principal Designer Responsibilities as described in the Schedules of Duties and in the Construction (Design and Management) Regulations 2015: General duties of Principal Designer.
- The Consultant is to prepare a fully costed feasibility report, which will be presented to the User Group and the NOC Head of Estate. Once this has been approved and signed off, the report will then be provided to UK SBS for them to issue a fully detailed and coordinated

tender package.

- The Consultant will liaise closely with NOC Estates who will coordinate with the Lab User Group.
- Please note that all tender package information, prepared by the Consultant, will be submitted to UKSBS and they will submit this information via 'Contracts Finder'/Emptoris to launch a tender for the hiring of a Principal Contractor. At the end of the tender period, returned tenders will be received by UKSBS, logged and forwarded on to the NOCS Estates Project Manager for the tender evaluation. Please allow five working days for UKSBS to collate the information both sending and receiving.
- Lead Consultant to allow for consultation with building controls as applicable.
- Lead Consultant liaising with building controls, would be required ensure compliance under BS9990:2015, BS9999:2017; Regulatory Reform (Fire Safety) Order 2005; as well as industry guidelines such as ASFP guidelines and recommendations, which is available for review by the public, consultants and contractors. Any certifications on the project would require review & compliance under these guidelines. Any fire control dampers and associated products installed within the project - as part of passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over NOC Estates.
- Available drawings and services information is available upon request. CAD floor plans are available as Record Drawings.
- Appointment of Sub-Consultants - The Consultant is responsible for the appointment of sub-consultants as necessary to fulfil the Scope.
- Consultant Appointment Contract - NEC3 Professional Services Contract – June 2005
- Proposed Works Contract for Principal Contractor - NEC 3 – Engineering and Construction Short Contract (ECSC) – June 2005

#### **Site Specific Terms of Responsibility –**

- Ensure NOC Estates Permit Systems - For example, Building Access, MEDA Access, Security grid room access, Lab area access, Fume cupboard & LEV Permit, Fire system isolations, Gas & Electrical system isolations, Water system isolation are followed by the contractors. Please refer to Appendix B - Permits. are followed by the contractors.
- Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site.
- Weekly meetings to ensure project update which would include taking minutes and site inspection during construction period.
- As the client, NOC is required to ensure all Design Consultants include sustainability procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production.
- The scope of works is to include a Standard Clause for Energy Performance by Practicable Measures. This includes pre and post-project energy usage via use of smart meters. The procurement of energy meters is to be built into project costs, as required.
- Lead Consultant to also ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.
- Lead consultant to liaise with the client to implement UKSBS procurement procedure.

- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s). The tender package for SoW to also include Network data specification guidelines, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.
- The client requires all fume cupboards and associated works to be completed no later than 19<sup>th</sup> January 2018.

## **APPROACH**

- As the lead consultant, you shall be responsible for the units to be inspected & surveyed with the NOCS Project Manager. Fume Cupboard units are located in different areas and the overlapping systems (extraction, supply, clean room standards, chemical usage etc) require surveying.
- All current connected services are to be recorded, with details of the locations and routes of all gases, domestic water installations, extract systems and fans, drainage systems and associated make-up air. Specific cabinet controls are also to be recorded. All of the above associated services and systems are to be examined to establish if they are serviceable or not.
- The future operation of the fume cupboards and associated systems must also be compliant with the operation of NOCS from a NOC Estates perspective, i.e.
  1. Where possible, existing extract ductwork is to be re-used.
  2. All of the existing fume extract fans located on the fan decks, were changed approximately 7 years ago, so where possible, these are to be re-used.
  3. The site has an independent BMS which monitors and controls all fume extract and supply systems. These controls are to be recorded and where change occurs, controls and front graphics are to change accordingly. The NOCS BMS/DMS guidelines are available with the NOC Estates Project Manager.
  4. Where all other services are serviceable, they are to be re-used.
  5. If new domestic services and drainage are required, these are to be taken from the appropriate Node, as per the existing building standards and as advised by NOC Estates.
  6. If new or improved extract systems (Air Handling Units) are required, then these will need close inspection to establish the routes through the MEDA floors, entry into the Nodes, vertical access to the fan decks and vertical discharge to outside. Where new systems are employed, the supply air make-up systems into the rooms are to be investigated and changed where necessary.
  7. The Consultant, when appointed, after inspection and referral with the Client and NOC Estates, will need to satisfy himself that existing services can be re-used. I.e. that they have sufficient capacity and are mechanically sound. If there is any doubt, then these systems and associated plant are to be considered for replacement, advised to the client and included in this scheme.
  8. Please allow for consultation with building controls (as applicable), Pre-commencement validations and post-completion verifications.

CAD floor plans, Service drawings and related plant information will be made available from the client to the winning bidder for ease of drafting the design scope.

- As part of the Principal Contractor Tender Process - The bidders are required to attend a site visit on site. This will consist of a conducted tour around the laboratory, the MEDA floor and the access to and from Reception. Site visits are highly recommended to understand the complexity of NOC Southampton site and its dedicated plant & service layouts. A pack of as fitted information will be made available on the day – this is to be prepared by the Design Consultant as part of the Scope of Works. Tenderers attending will be required to advise UK SBS of the names and vehicle registrations at least 48 hours before the day. National

## SCOPE

Lead Consultant/Principal Designer duties and the scope of works for will include the following requirements –

- Attend site and carry out a detailed survey of the fume cupboards and associated services, to provide a brief report confirming what scope of work is required for each fume cupboard, budgets for the recommended work and estimated programme.
- The Consultant is to allow for any required AHU refurbishments and advise the same to the client.
- Attend site and meet with the client to discuss the project in detail.
- Produce a draft technical specification covering the agreed work. Issue to the client for approval.
- Meet with the client (and lab area managers, NOC and Southampton University scientists) to run through the specification and agree any revisions.
- Make any necessary alterations to the specification before finalising for tender purposes.
- Issue the final Technical Specification to the client to undertake the tender process.
- Provide technical advice during the tender process.
- Undertake full tender analysis, including price and technical assessment with recommendations.
- Hold an initial meeting after contract finalisation with recommended principal contractors (At least one meeting to be included).
- Hold meetings with contractor at stages during ordering and manufacturing process (At least two meetings to be included, and subject to client discretion). You are required to minute meetings and prepare progress reports for the same.
- Coordinate communication and information between the successful principal contractor and the appointed M&E Consultant during the design and procurement lead times and process.
- Comment on drawings produced by contractor. To attain input and final sign-off from the
- Overview project until completion (Minimum one visit to site per week for on site programme)
- Produce an initial snagging list for each fume cupboard before handover.
- Comment on documents for inclusion in Maintenance Manual and Health & Safety File.
- Undertake defects snagging during the defects liability period (Three visits to be included)
- Undertake the role of Principal Designer as detailed under the CDM Regulation 2015.

The Principal Designers duties shall include-

- Notify details of the project to HSE where applicable
- Co-ordinate health and safety aspects of the design work and cooperate with others involved with the project inclusive of:
  - Client liaison to establish the existing hazards
  - Detail hazards associated with the works
  - Undertake a risk assessment
  - Facilitate good communication between the client, designers and contractors
  - Prepare pre-construction information for issue with the tender documentation
  - Ensure there are suitable management arrangements for the project welfare facilities
  - Ensure information relating to the Construction Phase Health and Safety Plan is made available

Ensure the Health and Safety File is made available at the end of the works for use in the safe management of the fume cupboards and its associated plant.

### **Principal Designer**

- Preliminary Feasibility Study
  - Review project details and notification requirements
  - Brief Client relating to CDM requirements/duties
  - Establish Project Brief/ Scope and CDM/H&S risks
  - Assemble/Obtain Pre-construction information
  - Review Consultant team appointments/competency
  - Attend design team meeting
- Design and Procurement Stage
  - Collate/review designers risk assessments
  - Review tender issue design/scope
  - Provide advice on residual risks
  - Update and issue pre-construction Information
  - Agree H&S plan formal/contents
  - Issue HSE project notification (If appropriate)
- Mobilisation, Construction and Handover Stage
  - Review/approve construction phase H&S plan
  - Assemble H&S file in conjunction with Principal Contractor
  - Monitor design/changes during construction stage
  - Undertake site audits/inspections
  - Attend project team meetings
  - Review / update HSE project notification (if appropriate)

### **Lead Consultant**

- Preliminary Feasibility Study
  - Administer preliminary client review/briefing meeting
  - Undertake user review meeting,
  - Undertake preliminary site surveys/inspections
  - Develop scope of works (preliminary Issue)
  - Develop preliminary budget cost plan
  - Develop preliminary strategic programme
  - Undertake preliminary risk review
  - Review statutory requirements/3rd party approvals/CDM Requirements
  - Review preliminary procurement strategy
  - Prepare/present project delivery proposal for preliminary stakeholder liaison and review
  - Undertake project team meetings (design)
  - Facilitate and coordinate general correspondence/communication

### **DETAILED DESIGN AND PROCUREMENT**

- Review Scope of Works with Client/User
- Appoint consultant team

- Administer consultant appointments/fees
- Arrange site surveys/investigations, undertake building controls visit (if applicable)
- Undertake Pre-commencement validations
- Develop/update Scope of works for tender issue via UKSBS
- Manage design information release/issue
- Administer project schedule
- Obtain client/user sign off for proposals
- Chair and record project team meeting (Design)
- Produce/update strategic programme
- Review contractor competency/H&S Approvals
- Agree work packages
- Produce Design Information for Tender Issue
- Liaise with UKSBS to facilitate the tender process
- salvage/reuse as feasible.
- Produce monthly progress reports
- Produce monthly cost reports
- Produce preliminary site waste management plan
- Develop site logistics strategy with multiple contractors and multiple projects running simultaneously at NOCS site between August and February.
- Review client/user programme constraints
- Produce/update detailed programme (Construction)
- Stakeholder notifications (Design updates)
- Coordinate a user meeting to discuss schedule and dates ( design stage)
- Produce/update project contact directory
- Produce/update risk register
- Internal review meetings – Costs, design, procurement, programme, project progress
- Monitor Statutory/3<sup>rd</sup> Party Approvals
- Facilitate and coordinate general correspondence/communication

➤ Mobilisation, Construction and Handover Stage

- Develop scope of works (construction issue)
- Produce design information( construction issue)
- Manage design information release/issue
- Administer information requirement schedule
- Monitor/update programme
- Chair and record project team meeting (construction)
- Administer abnd record pre-start meeting(s)
- Undertake contractor inductions
- Monitor sub-contractor procurement
- Obtain/review contractor H&S Information
- Obtain/review site waste management information
- Monitor progress/works on site
- Undertake post-completion verification
- Update cost paln (final Account)
- Administer valuations final account
- Produce monthly progress reports
- Manage stakeholder notifications (construction)
- Administer post-project review meeting
- Administer change management system

- Manage completion handover of works
- Manage stakeholder notification/liaison (completion)
- Agree meeting schedule/dates (construction stage)
- Update risk register
- Undertake contractor reviews and reports
- Undertake-administer and record internal review meetings
- Facilitate and coordinate general correspondence/communication
- Manage project close down procedure

➤ Post-Handover Feedback

- Undertake end of defects inspection
- Manage resolution of defects
- Issue final certificate

### **CONSTRAINTS**

NOC (Client) is operating under the assumption that the project will be completed no later than 28<sup>th</sup> February 2018 & this shall be achieved by working in coordination with the Lead Consultant/Principal Designer and UK SBS.

A programme will be finalised with the NOC Project Manager, in view to complete project works by 28<sup>th</sup> February 2018.

It is thereby the duty of the lead consultant to ensure that the availability of site and manufacturer lead times are considered when offering the best value solution as part of the tender package.

### **DEPENDENCIES**

Project end date is 12th Feb 2018, which has several dependencies, due to concurrent projects running on site.

Principal Designer to allow 2 working days notice to the NOC Project Manager for Return and Flow of Information, before any issue of EWNs or programme slippage.

### **RESOURCE REQUIREMENTS**

- Site Layout and plans (Including Floor Plans, Building Management System Layouts, Plant setup, MCC locations) - Shall be made available to the Principal Designer upon award of contract.
- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s). The tender package for SoW to also include Network data specification guidelines, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.
- It is mandatory to provide the client with a Bill of Quantity and expected project costs before tender is launched for the services of a Principal Contractor.

## 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	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	PROJ1.1	NOC Health and Safety Questionnaire

Scoring criteria				
<b>Evaluation Justification Statement</b>				
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	30%	100%
Quality	PROJ3.1	Method Statement	70%	25%
Quality	PROJ3.2	Working conditions within the NOC environment		25%
Quality	PROJ3.3	Detailed Programme		25%
Quality	PROJ3.4	Top 5 risks		25%

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

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 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 check and recheck your Bid before dispatch.

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

### DO NOT

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

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.34 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.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal 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.

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

For these purposes, 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.

- 7.41 The Government is introducing 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](#)