# Invitation to Quote

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

**Subject UK SBS: Disposal of ISIS Radioactive Combustible Waste**

**Sourcing reference number : UK SBS PR150035**

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



UKSBS
Shared Business Services

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

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

UK SBS currently manages £700m expenditure for its Customers, our growth projections anticipate this will rise to £1bn in 2013/14.

Our Customers who have access to our services and Contracts are detailed here.

## Our achievements

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

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

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

## Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above "best in class" in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function's ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to "lead the charge" in the government's initiative to reform procurement in the public sector.

UK SBS Procurement's unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

***'UK SBS' contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.'***

**John Collington**

**Former Government Chief Procurement Officer**

# Section 2 – About Our Customer

### Science and Technology Facilities Council

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

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

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

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

**Examples of funded research**

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

www.stfc.ac.uk

# Section 3 - Working with UK Shared Business Services Ltd.

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

| Section 3 – Contact details | | |
|---|---|---|
| 3.1 | Customer Name and address | Science and Technology Facilities Council<br>ISIS Facility based in the STFC Rutherford Appleton Laboratory |
| 3.2 | Buyer name | Bernie Marsh |
| 3.3 | Buyer contact details | Bernie.marsh@uksbs.co.uk |
| 3.4 | Estimated value of the Opportunity | £15,000 - £25,000 |
| 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.**<br>**Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.** |

| Section 3 - Timescales | | |
|---|---|---|
| 3.6 | Date of Issue of Contract Advert and location of original Advert | 09/06/2015<br>Contracts Finder |
| 3.7 | Latest date/time ITQ clarification questions should be received through Emptoris messaging system | 15/06/2015<br>11.00 |
| 3.8 | Latest date/time site visit request should be received through Emptoris messaging system | 15/06/2015<br>14.00 |
| 3.9 | Date Bidders should be available if site visits are required | 16/06/2015 |
| 3.10 | Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | 17/06/2015<br>14.00 |
| 3.11 | Latest date/time ITQ Bid shall be submitted through Emptoris | 24/06/2015<br>14.00 |
| 3.13 | Anticipated rejection of unsuccessful Bids date | 29/06/2015 |
| 3.14 | Anticipated Award date | 29/06/2015 |
| 3.15 | Anticipated Contract Start date | 01/07/2015 |
| 3.16 | Anticipated Contract End date | 31/07/2015 |
| | Bid Validity Period | 60 Days |

# Section 4 – Specification

**CONTENTS**

## 4.1 INTRODUCTION

The ISIS Facility based in the STFC Rutherford Appleton Laboratory (RAL) site at Harwell has a permit to accumulate radioactive waste at RAL and is currently holding various categories of radioactive waste in varying size and shape.

STFC are presently working through a planned reduction in the amount of waste held on site to satisfy their permit arrangements granted by the Environment Agency.

As part of this exercise a quantity of low level waste has been characterised and identified as combustible waste suitable for incineration. STFC are to engage a suitable and qualified bidder to take responsibility for the end to end disposal process from collection of waste packages from RAL to final disposal at suitable incineration location(s).

The waste has been categorised by type and its characteristics and activity derivation is further described in section 3.

## 4.2 SCOPE & QUANTITY

4.2.1 Scope

Bidders are asked to quote a lump sum price for the total cost of disposal of the combustible radioactive waste listed in section 2.4 of this specification. The scope of service required is for the end to end disposal process including, but not limited to; overseeing the loading at RAL, securing the load, transportation, incineration, administration, production of disposal certification and management costs.

All costs should be provided in the breakdown shown in the price schedule.

Bidders shall analyse the characterisation data provided within this specification and suggest suitable incineration locations for the waste and group them into efficient transport loads as part of your proposal. The bidder shall also provide a risk assessment, method statement and project plan of milestone dates within their proposal.

The final solution shall be subject to approval from the ISIS Radioactive Waste Manager, Ruth McCrohon.

4.2.2 RAL will provide:

- Health physics monitoring cover
- Road transport labelling of the packages
- Dangerous Goods note and instructions to driver
- Load plan - alternatively the bidder can produce the load plan and take responsibility for the load plan.
- Resources to load the items onto the transport vehicle
- Provide the successful bidder with a copy of their holding permit (EPR10) as issued to them by the Environment Agency
- Waste packages

4.2.3 RAL Site Visit:

STFC have provided photos of sample waste packages at Appendix F and they do not envisage that a site inspection at RAL will be necessary for the purposes of submitting their proposal. However, should any bidders wish to visit site they should email their request via emptoris by 2pm on Friday 12th June. You will receive confirmation by 2pm on Monday 15th June and any site visits required will take place on Tuesday 13th June 2015.

4.2.4 Quantity of Waste

This radioactive waste disposal requirement of consists of the following items and quantities:

| Waste Item | quantity | Spec ref |
|---|---|---|
| 30litre warboys containing 20litres of methyl ethyl ketone (MEK) | 4 | 3.1 |
| 60litre kegs containing 20 litres of methyl ethyl ketone in 20 litre drums | 4 | 3.1 |
| 210 litre drums of soft combustible waste | 14 | 3.2 |
| fluorescent tube coffins containing 169 fluorescent tubes | 2 | 3.3 |
| air filters (Various sizes) | 26 | 3.4 |
| Ion Exchange Columns from the magnet water cooling circuit | 14 | 3.5 |

4.2.5 Key contacts:

STFC ISIS has a dedicated team responsible for the management and disposal of the radioactive waste generated on site. Contact details of the ISIS Radioactive Waste Manager will be provided to the successful bidder subject to an award of contract.

## 4.3 REQUIREMENTS

Subject to an award of contract, the successful bidder shall fulfil the following requirements within their lump sum price:

4.3.1 The person/location to whom waste will be transferred is the holder of a current permit under the Environmental Permitting Regulations to receive and dispose of radioactive waste by incineration covering all items and quantities listed and described in this specification.

4.3.2 The successful bidder shall provide Class 7 transport and suitably trained driver and shall produce all necessary documentation and carry on board all necessary equipment to satisfy regulations. The ISIS Radioactive Waste Manager will inspect this prior to loading.

4.3.3 Carry out all services in accordance with best practice procedures, guidelines and in compliance with relevant statutory regulations and will be responsible for checking and assuring compliance with all road transport legislation within their proposals, including but not limited to:

- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.
- The Radioactive Material (Road Transport) Regulations 2002, SI 2002 No. 1093
- The Radioactive Material (Road Transport) (Amendment) Regulations 2003, SI 2003 No. 1867
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment
- Regulations 2004, SI 2004 No. 568
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2005, SI 2005 No. 1732

4.3.4 The successful bidder shall provide details of haulage vehicle within 3 days of an award of contract to enable ISIS to produce the Load plan unless the intended Load plan has been stated by the successful bidder within their proposal.

4.3.5 The successful bidder shall take title to the waste upon loading upon the transportation vehicle and make provision for all further handling and transportation costs thereafter.

4.3.6 The waste shall be transported directly between the collection point at the Rutherford Appleton Laboratories (RAL) with a specified route to the final place of incineration. The successful bidder shall notify the ISIS Waste Manager of this route for their prior approval. There must be no intermediate holding place. The proximity principle for the transport of radioactive waste should be taken into consideration to minimise the distance of transportation.

4.3.7 Disposal shall comply with the Environmental Permitting (England & Wales) Regulations 2010.

4.3.8 The person/location to whom waste will be transferred shall be the holder of a current

permit under the Environmental Permitting Regulations to receive and dispose of radioactive waste by incineration for all types of waste listed in sections 4.2.4 and described in section 5 of this specification.

4.3.9 The successful bidder shall provide the ISIS radioactive waste manager with a certification of disposal within one month of taking receipt of the waste from RAL.

4.3.10 Maintain an up to date risk assessment, method statement and high level project plan of milestone dates all of which shall be made available to the ISIS Waste Manager. Any changes to these documents shall be subject to the prior approval from the ISIS Waste manager.

4.3.11 Provide details of any sub-contractors involved with any stages of the process and ensure they are managed in accordance with the contract terms and conditions.

4.3.12 The successful bidder shall facilitate a 'duty of care' visit by the ISIS Waste Manager and / or their Deputies to the incineration plant and or transportation office if so requested by the ISIS Waste Manager.

## 4.4 TIMESCALES

STFC require that the collection for disposal is completed before 31st July 2015 but would prefer this to be completed sooner if possible. The successful bidder shall keep the ISIS Waste Manager informed of the overall disposal plan and shall make a request for each collection date with at least 3 days' notice. Collection dates shall always fall between Monday to Friday and between the hours of 7am to 4pm.

## 4.5 ACTIVITY DERIVATION

### 4.5.1 Methyl Ethyl Ketone (MEK)

The moderator's pipe work is flushed four times with 25 litres of MEK. This creates a total of 100 litres of MEK from flushing the pipework each time. The MEK is stored in four 30 litre containers per batch. As all 100 litres is from flushing the same pipework the relative ratios of the nuclides will be constant but the activity of the nuclides will decrease with each flush.

Two batches of MEK have been received into the R40 South yard solvent storage container (ISIS/LSU/12).

Once the solvent or oils had been transferred a subsample of each container was taken and sent for analysis for $^{3}H$ and $^{14}C$ by an independent laboratory (ESG). The specific activity in the report (RR0300) is multiplied by the volume in each container to calculate the activity of $^{3}H$ and $^{14}C$ for each container.

The containers of MEK were batched according to which flush process the MEK was used in. The highest dose rate item from each batch was analysed using a gamma spectrometer. The spectra were checked to ensure all nuclides had been correctly identified. The activity of the gamma emitters of the other containers of waste are calculated by using the activity of the nuclide and the ratio of the dose rate of each item.

Previous reports have shown no soft beta emitters except for $^{3}H$ and $^{14}C$, as there is no reason to expect that the oil/solvent has been contaminated with other soft beta emitters then it will be assumed that there are none associated with this waste stream.

The results from the gamma spectrometer and the results from ESG were collated to create the fingerprint of each container of waste.

### 4.5.2 Soft Combustible waste drums

The waste in 200litre drums mainly comprised of items such as overshoes, coveralls, gloves and other consumables.

The drums were analysed by gamma spectroscopy to determine the activity of the gamma emitters.

The soft beta emitters were inferred using the ratios set out in Fullstock (see appendix A), relating to the $^{60}Co$ which the gamma spectrometer measured.

### 4.5.3 Fluorescent tubes

The fluorescent tubes were removed from the ISIS synchrotron at RAL.

Dose rate and contamination checks of the fluorescent light tubes have shown that the aluminium ends are the only area with dose rates above those of background. When the ends of the fluorescent tubes were analysed by gamma spectrometry the only nuclide to be detected was $^{22}Na$.

As the geometry of the tubes is difficult to model due to the activity not being uniformly

distributed on the tubes, an assessment of the activity using the dose rate was used.

The formula used was:

$$Dose\ rate\ (\mu Sv/hr) = \frac{Activity\ (MBq) \times Gamma\ Energy\ (MeV)}{6\ \times Distance\ (meters)^2}$$

This formula was applied to both ends of the tubes. The dose rate on contact with the aluminium contact end were in the range of 0.1 $\mu Sv/hr$ to 0.6 $\mu Sv/hr$

There are no other nuclides associated with this waste stream.

### 4.5.4 Filters

All the filters were monitored when entering the R40 compound by health physics surveyors. All the filters were from an active area and therefore are assumed to be radioactive and must go down a controlled waste route even if no dose is found as we can't justify them being below limits according to EPR 2010.

The activity of the gamma emitters were assessed using a gamma spectrometer. The gamma spectrometer results showed four distinct nuclides associated with the filters. These are; $^{54}$Mn, $^{60}$Co, $^{22}$Na and $^{65}$Zn. Where no nuclides are detected the MDA of these 4 nuclides were used to calculate the maximum missable activity.

Once the activity has been established for these nuclides, the spectra were then checked to ensure all nuclides had been correctly identified by SQEP personnel. The detection of $^{192}$Au was challenged and with agreement of the radioactive waste manager that it was the $^{40}$K peak being misidentified. This peak was reassigned the arguments for this are three fold:

1) $^{192}$Au has a half-life of 5 hours and isn't in a credible decay chain
2) The energies of the gammas are very close (3 keV difference)
3) The energies are at the end of the spectrum where energy drift is most likely to happen
4) $^{192}$Au has never been detected in this waste stream from RAL before.

The presence of $^{60}$Co indicated that $^{55}$Fe will also be present (though due to the low beta energy it's difficult to detect without chemical separation). Therefore a ratio will be applied; this is the same ratio that is used by Fullstock (appendix A). The assumption is that there will be no tritium associated with this waste stream due to the high flow rate of air over the filters; the tritium will have been driven off.

### 4.5.5 Ion Exchange Columns

The resin in the ion exchange columns is benzene, diethenyl-polymer with ethenylbenzene and ethenylethylbenzene, chloromethylated, trimethylamine-quaternized.

Nuvia were commissioned to undertake a campaign of gamma spectroscopy of various items in R40 in December 2014. This included the 15 ion exchange columns from the magnet cooling water circuits. Results of the work carried out by Nuvia are in report 72631/TR/002. Only the positive values are using to characterise the ion exchange columns, any value under the MDA are deemed not to be present.

In addition to gamma spectroscopy analysis, water samples were taken from each column and analysed for tritium. The analysis was conducted in April 2015 and undertaken by ISIS health physics. An estimation of the fill height of water was taken at the same time as the water samples. The total internal volume and the fill height of water was used to calculate the volume of resin and water, and then halved to accommodate for the volume of the resin, thus

giving the maximum possible volume of liquid. This figure was then multiplied specific activity to determine the 3H content for each column.

The columns are to be transferred to suitable transport packaging prior to dispatch.

## 4.6 SUMMARY

The waste characterised should go to an incinerator for combustion (this is highest of the possible disposal method on the waste hierarchy). There are two high dose rate items (14/024 and 14/0743) which will need to be agreed with the company disposing of the waste.

STFC are of the understanding that, included within the radioactive waste listed within this requirement, there are at least twelve packages that will need to be transported as excepted packages (UN2910) and four packages will need to be transported in IP-1 rated packages as LSA-I. The bidder shall take responsibility for satisfying themselves of the compliant transportation and disposal requirements for all identified waste packages and include a fully priced lump sum proposal that is compliant with all relevant applicable legislation within in their proposals.

The gamma spectroscopy was carried out by the assistant radioactive manager or qualified experts (Nuvia).

ESG is a UKAS accredited laboratory.

The RAL Radioactive Waste Manager and the RAL RWA have checked and agreed with the calculations and assumptions in this document.

## 4.7 REFERENCES


1. ESG report RR0300
2. Nuvia Report 72631/TR/002
3. Gamma spectrometer reports stored on laptop (on the desktop filenames correspond to the drum ID)
4. R80 Radiochemical Laboratory LSC log book


Appendices:

Please also find the accompanying appendices as attachments in emptoris:

Appendix A – Ratio of soft beta emitters used for charactrisation

Appendix B -Physical properties of the combustible waste

Appendix C -Standard nuclides identified in combustible waste

Appendix D - Additional nuclides detected

Appendix E - Total Activity, specific activity and additional comments

Appendix F - Photos of sample waste packages

# Section 5 – Evaluation model

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

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

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

| Pass / fail criteria | | |
|---|---|---|
| **Questionnaire** | **Q No.** | **Question subject** |
| Commercial | FOI1.1 | Freedom of Information Exemptions |
| Commercial | AW1.1 | Form of Bid |
| Commercial | AW1.3 | Certificate of Bona Fide Bid |
| Commercial | AW3.1 | Validation check |
| Commercial | AW4.1 | Contract Terms |
| Price | AW5.5 | E Invoicing |
| Price | AW5.6 | Implementation of E-Invoicing |
| Quality | AW6.1 | Compliance to the Specification |
| Quality | SEL1.2 | Permit |
| Quality | SEL1.3 | Class 7 Vehicle & Transportation Regulations |
| - | - | Invitation to Quote – received on time within e-sourcing tool |

## Scoring criteria

**Evaluation Justification Statement**

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

| Questionnaire | Q No. | Question subject | Maximum Marks |
|---|---|---|---|
| Price | AW5.2 | Price | 40% |
| Quality | PROJ1.1 | Timescales for completion | 3% |
| Quality | PROJ1.2 | Method Statement | 33% |
| Quality | PROJ1.3 | Project Management | 6% |
| Quality | PROJ1.4 | Risk Management | 9% |
| Quality | PROJ1.5 | Records & Reporting | 6% |
| Quality | PROJ1.6 | The proximity principle and transport of waste. | 3% |

## Evaluation of criteria

**Non-Price elements**

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

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

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 (60/100 x 20 = 12)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 (60/100 x 10 = 6)

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

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

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

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

**Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 50

Evaluator 4 scored your bid as 50

Your final score will (60+60+50+50) ÷ 4 = 55

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

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

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 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.

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do check and recheck your Bid before dispatch.

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

**DO NOT**

7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.

7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.

7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.

7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.21 Do not exceed word counts, the additional words will not be considered.

7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.

7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.

7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.27 We do not guarantee to award any Contract as a result of this procurement

7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.

7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.30 If you are a Consortium you must provide details of the Consortiums structure.

7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public

7.33 Your bid will be valid for 60 days or your Bid will be rejected.

7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.

7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

7.36 If you fail mandatory pass / fail criteria we will reject your Bid.

7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.

7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.

7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

**USEFUL INFORMATION LINKS**

- Emptoris Training Guide
- Emptoris e-sourcing tool
- Contracts Finder
- Tenders Electronic Daily
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act