

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Biotechnology and Biological Sciences Research Council (BBSRC)**

Subject UK SBS **FM17058 Building Surveyor Services**

Sourcing reference number **FM17058**

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

Registered in England and Wales as a limited company. Company Number 6330639.
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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, 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 Customers.

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

Section 2 – About Our Customer

Biotechnology and Biological Sciences Research Council (BBSRC)

The Biotechnology and Biological Sciences Research Council (BBSRC) is one of seven Research Councils that work together as Research Councils UK (RCUK). BBSRC is funded by the Government's Department for Business, Energy & Industrial Strategy (BEIS) and has an annual budget of around 509M (for 2014-2015), investing in some of the most exciting and innovative bioscience research projects on behalf of the UK public, supporting around 1,600 scientists and 2,000 research students in universities and institutes across the UK.

BBSRC's guiding mission is to further scientific knowledge, promote economic growth, wealth and job creation, and improve quality of life in the UK and beyond. BBSRC funds research in:

- plants (we are the principal public funder of plant science in the UK)
- microbes
- animals (including humans)
- tools and technology underpinning biological research

Examples of funded research

- Spinout company Tissue Regenix¹⁶, founded by 2009 Innovator finalists Professors Eileen Ingham¹⁷ and John Fisher¹⁸ from the University of Leeds, uses a novel technique to remove living cells from tissues, leaving a scaffold that can be transplanted between different people without risk of rejection.

www.bbsrc.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	Dr Nick Goodwin c/o Institute of Food Research Norwich Research Park Norwich NR4 7UA
3.2	Buyer name	Deborah Banner
3.3	Buyer contact details	FMProcurement@uksbs.co.uk
3.4	Estimated value and duration of the Opportunity	2 Months The estimated value of this contract has been calculated on the basis of:£65,000 £35,000.00 Base Value and a further £30,000.00 provisional allowance,
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	11/04/17 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	02/05/2017 11.00 am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	03/05/2017 11.00 am
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	08/05/17 11.00 am

3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	16/05/2017
3.12	Anticipated Award date	17/05/2017
3.13	Anticipated Contract Start date	22/05/2017
3.14	Anticipated Contract End date	21/07/2017
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Sector Keywords - Strategic Asset Management, Chartered Surveyor, Building Survey, Estates Management.

Summary

In June 2018 the Institute of Food Research (IFR) on the Norwich Research Park, UK will move into a new building, the Quadram Institute (QI), vacate its current premises and end its lease. The IFR building will be returned to its owner, the Biotechnology & Biological Sciences Research Council (BBSRC). The BBSRC plans to commission an independent review to establish the suitability of the building (in whole or in part), its outbuildings and surrounding site for alternative uses and/or asset disposal.

There exist a range of potential uses for the building and the land. Each of these uses needs to be defined in broad terms, and a description of practicality, cost and value made to enable the BBSRC to decide on the best course of action. A report should present the facts, opportunities and constraints and the potential uses and compare them in the form of an options analysis.

This work would be undertaken with the assistance of relevant client representatives who will also provide supporting background information (meeting in Norwich/London).

Scope of Work

This section should be read in conjunction with the sections below, *Exclusions, Assumptions, Meetings & Reporting*.

The advisor may consider overlapping the delivery of Part 1 and Part 2.

Part 1 - Building Condition & Adaptability Assessment

The objective of this stage is to establish what practical options exist for the reuse and remodeling of the IFR buildings, and the potential of the site for other redevelopment opportunities. BBSRC wish to establish whether buildings might be adapted or subdivided, and how other connected outbuildings could be treated. Existing building and supporting information is listed in Appendix 1 and will be provided upon appointment.

The scope of works for the full or partial building demolition should also be captured in this stage.

Outputs are to include those redevelopment options that are practically possible, each option should include a timetable for delivery.

- a. Validation of existing building condition survey and updating of costs.
- b. Site & Services, e.g. separation of laboratory and office services – power, ventilation, water, telecoms, security, access controls, laboratory gasses.
- c. Building, e.g. separation of laboratory and office services, use of the whole building or part thereof, and outbuildings.
- d. Operational, e.g. facilities management delivery such as PPM, reception, catering, lifecycle replacement.
- e. Compliance with statutory regulations, e.g. building standards, fire risk.
- f. Development Time Plan - an outline timetable to plan and deliver the option. The

timetable should be structured with the delivery phase starting on 1st July 2018, with planning, design and procurement leading up to this date.

- g. Town planning, e.g. existing permissions and assessment of risks in applying for different permissions.

At the end of Part 1 the client will review with the advisor the viability of development options to help define a shortlist of options to carry forward into Part 3 (Appraisal).

Part 2 - Options Appraisal Criteria & Methodology

In preparation for Part 3, the advisor should identify and agree a range of appraisal criteria and a methodology for comparing options. The methodology will be based on recognized industry standards. The advisor should recommend and agree criteria with the BBSRC in advance of the options analysis (Part 3) to avoid abortive work. The following categories should guide the advisor, and be supplemented by the advisor so that the client can develop a fully informed view of the options:

1. Practicality - criteria derived from Part 1
2. Legal & Statutory Considerations, e.g. charitable status, asset transfer (building & land), upcoming Energy Performance Certificate Standards (2018)
3. Cost (benchmarks)
 - a. Capital, e.g. costs required to deliver the option, including enabling works, professional services, estimate of future cost to maintain building fabric and MEP during the period of each option.
 - b. Revenue, e.g. business rates, future utilities costs, facilities management costs, composite estimate of building service charge.
 - c. Income based on relevant (local) market rates
4. Market Interest - qualitative assessment
5. Return on Investment

Part 3 – Options Definition & Appraisal

All options should be presented within an options analysis within a summary report. The BBSRC will use the detail in this section to inform whether it should re-use or dispose of the building.

The report should be supported with relevant supplemental information.

Option Definitions

The advisor should describe the potential future uses of the building and/or site. The following is a list of options considered to date, based on redevelopment as a whole or in part. This list is not exhaustive, in no order of preference, and the BBSRC will consider alternatives relevant to the Norwich market.

1. Temporary (2-3 years) host to a local scientific research, educational or clinical user.
 - a. laboratory & office space
 - b. office only
2. Refurbishment for multiple occupancy commercial use
 - a. laboratory & office space
 - b. office only
3. Refurbish for student residences
4. Demolition

5. Alternative site uses
 - a. Car park – temporary, and not associated with development
 - b. Nursery – permanent location
 - c. Hotel
6. Any other options (to be agreed in advance)

Meetings & Reporting

The following is a guide-only to the minimum number of face-to-face meetings that advisors should allow for within their quote to keep the client engaged and informed. The advisor is expected to identify and include all meetings that they require to conclude their work. Advisors may wish to have closer engagement at different stages and should explain their requirements in the response to tender.

Part 1

- Norwich (1 day) Kick-off meeting, site orientation, building tour and information exchange.
- Norwich (0.5 day) Clarifications session and interim discussion of building options.
- Issue Draft Report - Part 1

Part 2

- London (1 day) Presentation to BBSRC and NRP LLP to discuss and agree proposed appraisal criteria and methodology, and structure of final report.
- Issue meeting summary and draft of appraisal methodology and criteria.

Part 3

- Norwich (0.5 day) Confirm scope of each option to be appraised.
- Issue Draft Report for comment & feedback
- Norwich (1 day) Presentation of Draft Report
- Issue Final Report
- London/Swindon (0.5 day) - Allowance for follow up meeting.

Exclusions

1. Full Building Condition Survey - A detailed (non-invasive) building condition assessment was completed in 2014, and has been updated as works have been carried out. The survey is in database format, includes cost estimates. It identifies all works required to bring IFR buildings up to Grade B standard, and is costed on the basis of remedial work being undertaken over 10 years. BBSRC does not expect to repeat this survey, but the advisor should update cost estimates for inflation, or where works would be undertaken as part of a full refurbishment.
2. Design - The advisor is not required to undertake any design work or to develop proposals beyond providing information to support the feasibility of the agreed options for re-use/re-development.
3. Legal - The advisor is not required to provide legal advice, but is expected to identify general legal and statutory requirements that should be considered for each building use/option.
4. Town Planning - Where a change in occupier or use requires a change in planning

permission, the advisor should comment on the steps and/or considerations involved. The advisor is not required to provide detailed planning advice or consult with local authorities.

5. Market Interest - The advisor is not required to undertake a full market assessment or market testing. But the advisor is expected to provide a qualitative view within the options appraisal that considers the strategic aims of partners on the Norwich Research Park.

Assumptions

For the purposes of pricing and in preparing a quote, the advisor should assume that the supporting information listed in Appendix 1 will be made available on appointment.

The advisor should list any additional information (outside their own scope of work) that the client is expected to provide for the advisor to undertake this work. Where there is a cost to obtain this information, the advisor should include a costed or provisional sum that is set apart from their own quotation for work (see Pricing Schedule AW5.3).

Additional Requirements

Stakeholder Management – Some stakeholders may have sensitivities in the proposed changes in use. The BBSRC and the advisor shall agree a list of internal & external stakeholders who may be consulted to gather information and assist in preparation of the report.

Confidentiality – The advisor agrees to keep confidential all documents supplied and the report outcomes.

Participating Organizations

- Biotechnology & Biological Science Research Council (BBSRC) – client for this work. Current landowner, building owner and landlord to the Institute of Food Research.
- Institute of Food Research (IFR) – the existing building occupier.
- NBI Partnership Ltd. – estates & facilities company who currently operate the building.
- Norwich Research Partners LLP (NRP LLP) – company responsible for commercial developments and lettings within NRP masterplan development zone.

Pricing Schedule

- Suppliers should provide a breakdown of the individual roles, their rates and number of days.
- Prices should include the costs of travel & subsistence.
- Prices should include an itemized allowance for relevant disbursements. These will be reimbursed on a cost only basis.
- Prices should be presented exclusive of VAT.

The total estimated value of this contract is £65,000 excluding VAT.

The estimated value of this contract has been calculated as follows:

£35,000.00 for Parts 1, 2, and 3

Plus an optional sum of £30,000.00. This is a provisional allowance for additional services

based on the price schedule Part 4 rates

For the avoidance of doubt the value of this contract will be based on the £35,000 only. The optional value of £30,000 provisional allowance for additional services is an indicative sum. This value is not guaranteed and may rise or fall depending on need.

Parts 1, 2 and 3 are expected to take a period of 6 weeks, however the contract will be open for a period of 2 Months to allow for optional provisional additional services

Terms and Conditions

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

Appendix 1 Supporting Information

The following is a list of information required to support the options assessment.

1. Legal – BBSRC ownership, charitable status, IFR lease, NRP LLP lease
2. Planning Status – planning permissions (re-development & demolition)
3. Enterprise Zone status – comment on business rates, and taper relief
4. Building & Site Information
5. Utilities & Service Connections – summary of existing connections
6. Building Handover – assumed condition on IFR return to BBSRC
7. Building Condition Survey (2014 updated in 2016)
8. Building Valuation (2016)
9. Site Risks – Asbestos & laboratory radiation, survey & building plan of risk areas
10. Demolition assessment
11. Previous Assessments – evidence in support of QI Business Case, Bio-Refinery SBC

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 ($5+5+6 = 16 \div 3 = 5.33$))

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
-	-	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	Continuity	10%
Quality	PROJ1.2	Method	40%
Quality	PROJ1.3	Managing Resource	10%

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 ($60/100 \times 20 = 12$)

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 ($60/100 \times 10 = 6$)

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 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: 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.

Once the evaluation process and due diligence is complete, should the result of the process result in a tied place(s) then the supplier(s) who scored the highest total in the following quality (criteria) shall be considered the successful supplier and shall be awarded the opportunity

Quality question PROJ1.2

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.
- 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](#)