

Invitation to Quote

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

**Subject - UK SBS PS16243 – Logistics contract for packing and transportation of
accelerator systems from STFC Daresbury Laboratory to IFIN-HH; Magurele, Romania**

Sourcing reference number PS16243

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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VAT registration GB618 3673 25
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UKSBS

Shared Business Services

Table of Contents

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

Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our 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 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

Science and Technology Facilities Council (STFC)

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 (main)	Science and Technology Facilities Council; Daresbury Laboratory, Sci-Tech Daresbury, Keckwick Lane, Warrington, Greater Manchester WA4 4AD
3.2	Buyer name	Kevin Griffiths UKSBS Ltd Procurement
3.3	Buyer contact details	01793 867005
3.4	Estimated value of the Opportunity	£70,000 - £90,000 exclusive of VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.
Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	09/11/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	16/11/2016 14.00hrs
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	18/11/2016 14.00hrs
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	22/11/2016 14.00hrs
3.10	Dates Bidders should be available if invited to interview	05/12/2016 – 06/12/2016
3.11	Anticipated rejection of unsuccessful Bids date	8/12/2016
3.12	Anticipated Award date	16/12/2016
3.13	Anticipated Contract Start date	First delivery required by 31/01/2017
3.14	Anticipated Contract End date	The final delivery is scheduled to be completed by 15/04/2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

4(i) Introduction

The Science & Technology Facilities Council (STFC) <http://www.stfc.ac.uk/> is a world-leading multi-disciplinary science organisation, and our goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

We support university-based research, innovation and skills development in astronomy, particle physics, nuclear physics, and space science.

We provide access to world-leading, large-scale facilities across a range of physical and life sciences, enabling research, innovation and skills training in these areas.

We work with partners to build National Science and Innovation Campuses based around our National Laboratories to promote academic and industrial collaboration and translation of our research to market through direct interaction with industry.

We help ensure a future pipeline of skilled and enthusiastic young people by using the excitement of our sciences to encourage wider take-up of STEM subjects in school and future life (science, technology, engineering and mathematics).

We 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.

4 (ii) Aims

The aim of this tender exercise is to place a contract with a logistics company for packing and delivery of accelerator equipment from **STFC Daresbury Laboratory** to the Extreme Light Infrastructure – Nuclear Physics (ELI-NP) project www.eli-np.ro/ at the Romanian National Research Development Institute for Physics and Nuclear Engineering “Horia Hulubei” (**IFIN-HH**) **site**, Magurele, Romania. www.nipne.ro

Magurele is located 12 miles south of Bucharest close to the DNCB, which is a national-class road, circling Bucharest.

Equipment collection address:

STFC Daresbury Laboratory
Sci-Tech Daresbury
Daresbury, Warrington
Cheshire, UK
WA4 4AD

Equipment delivery address:

IFIN-HH
Strada Reactorului 30
077125 Magurele,
Ilfov, Romania

4 (iii) Objectives

STFC has a contract with INFN, Italy for the supply of accelerator modules and associated power supplies, controls & instrumentation racks that form part of the ELI-NP Gamma Beam System Facility. The objective is to deliver this equipment safely without any damage and within the timescales specified.

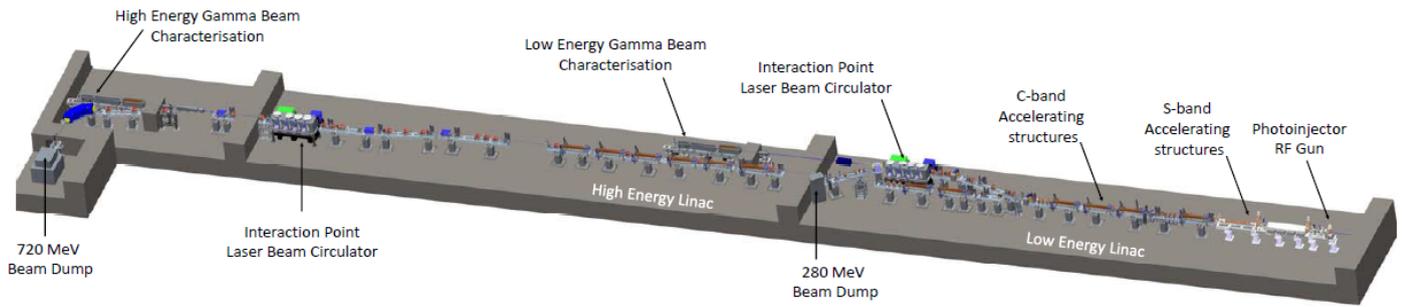


Figure 1: ELI-NP Gamma Beam System Facility



Figure 2: Power supply, controls & Instrumentation Racks

The accelerator modules consist of DC Magnets, Accelerating structures, vacuum chambers, vacuum equipment and diagnostic devices that have been aligned to ± 0.005 mm precision.

Accelerator module vacuum assemblies have been tested to ultrahigh vacuum levels prior to packing. The vacuum systems will be vented to dry nitrogen prior to packing and will be transported at 1.1 bar.

To reduce the risk of items working loose causing misalignment or damage due to road vibration and shock loading two precautions are foreseen:

- The use of air ride trailers to transport the equipment
- STFC have placed a contract to design and construct 4 transport frames that contain spring damping (see figure3) for the transportation of most accelerator modules. Not all equipment is required to be delivered on the transport frames. STFC provide the transport frames.

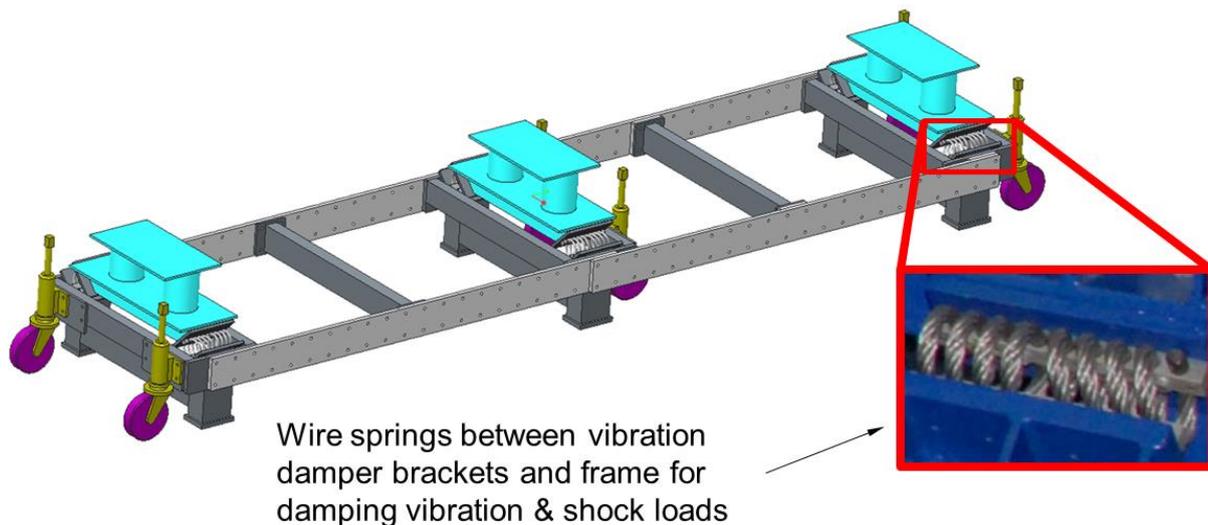


Figure 3: Transport Frames

4 (iv) Background to the Requirement

STFC is part of a European Consortium called EuroGammaS, who won a contract in March 2014 to supply a High-Intensity Gamma Beam System to the ELI-NP project at the IFIN-HH site, Magurele, Romania.

STFC has a contract with Istituto Nazionale di Fisica Nucleare (INFN), Italy as part of the EuroGammaS Consortium.

EuroGammaS brings together the expertise of 4 European Research Institutes and 10 commercial companies, who specialise in accelerator, optical and laser systems.

5 (v) Scope

Included

- Supply of the wooden transport cases.
- Packing of the equipment into the cases at STFC Daresbury Laboratory.
- For 21 of the accelerator modules, the construction of wooden cases around the accelerator modules which will require lifting with a beam)
- A dedicated door to door service.
- Transport of accelerator modules, empty racks, rack contents and support pedestals on trailers to Magurele.
- Return of transport frames from Magurele to STFC Daresbury Laboratory on the return journey.
- Transport and customs administration documentation.
- All equipment, such as straps and clamps, for securing the cases securely to the trailer bed.
- Method of securing the cases and transport frames to the trailer bed.

Excluded

- Insurance for the transportation of the equipment.
- Supply of transport frames (figure 3).
- Supply of the accelerator module lifting beam and lifting equipment.
- Operation of lifting equipment at STFC and IFIN-HH sites.
- Providing lifting equipment.
- The loading and unloading of trailers at STFC Daresbury Laboratory (which is the responsibility of STFC Daresbury Laboratory).
- The unloading of trailers at IFIN-HH (which is the responsibility of EuroGammaS project).

4 (vi) Requirement

General

Based on a trailer size 13.6m long x 2.3m wide, STFC estimate that at least 8 consignments will be required (see figure 12).

A driver of the trailer who must be contactable during the delivery of each consignment so that STFC can be notified of any unforeseen delays.

A key requirement is that the driver must take great care driving the vehicle. Avoid sudden braking, minimise shock loading by avoiding pot holes and drive at lower speed than normal at corners and bends to reduce the loading in the trailer.

The driver must make regular checks of the secureness of the cases in the trailer at regular mileage intervals to reduce the risk of damage. A method must be agreed and documented that includes a driver sign off sheet at regular time intervals that is agreed between STFC and the logistics company prior to commencement of deliveries.

Cases

In total 96 wooden transport cases are required.

21 cases must be constructed around accelerator module girders (figures 4 – 9) that are transported on the spring loaded transport frames (see figures 3). Cut outs in these cases are required for access to the lifting points for attaching lifting slings. Cover plates are required to be fitted over the cut outs during transportation. (figures 4 and 7).

7 cases are required for accelerator modules that are not required to be transported on the transport frames.

22 cases are required for support pedestals that are shown in figure 12.

21 cases are required for empty full height racks and 21 cases are required for the rack contents that will be removed from the racks by STFC.

4 cases are required for miscellaneous vacuum pipes and support stands.

All cases are custom made to suit the requirements of the equipment.

The cases remain the property of STFC after delivery.

Table 1: Case size, weight and method of lifting

Module Number or Name	Lifting Beam or Fork Lift	Quantity	Weight Including the case (kg)	Wooden Case Dimensions		
				Length (mm)	Width (mm)	Height (mm)
M4	Beam	1	1621	4970	1140	1460
M4A	Fork lift	1	166	1350	500	1300
M5	Beam	1	1630	5100	1050	1500
M6	Beam	1	1670	4600	1300	1450
M7	Beam	1	910	5300	1100	1250
M8	Beam	1	1060	2200	1300	1250
M10A	Fork lift	1	1020	1000	800	800
M10B	Beam	1	520	2000	900	1250
M10C	Fork lift	1	3220	1300	950	1800
M10D	Fork lift	1	100	1100	550	1800
M10F	Fork lift	1	200	850	500	2200
M15	Beam	1	515	2500	850	1250
M16	Beam	1	930	3100	1050	1400
M17	Beam	1	1150	4250	1100	1400

M17B	Fork lift	1	200	850	500	2200
M18	Beam	1	1130	4400	1100	1400
M19	Beam	1	1690	5450	1100	1400
M20	Beam	1	1680	5450	1100	1400
M21	Beam	1	1050	3450	1200	1400
M23	Beam	1	1400	5200	950	1250
M24	Beam	1	1000	4400	1100	1250
M25	Beam	1	1300	4400	1100	1250
M27	Fork lift	1	265	900	850	950
M27A	Beam	1	900	2400	1000	1250
M32	Beam	1	220	1350	700	900
M33	Beam	1	670	3300	1100	1250
M34	Beam	1	3950	2850	1350	1100
M35	Beam	1	360	1550	850	1250
Rack type 1	Fork lift	16	250	960	730	2160
Rack type 2	Fork lift	5	350	960	960	2160
Rack contents	Fork lift	21	250	1200	900	1000
Pedestals x 2	Fork lift	21	700	1400	900	900
Miscellaneous components	Fork lift	4	300	2000	900	900
Lifting beam	Fork lift	1	345	No case required		
Total		96				

Cases that require lifting by fork lift require wooden spars underneath the case for fork access. The dimensions in the above table do not include the wooden spars. Column 2 in the table identifies which cases require fork lift and which cases are required to be constructed around the accelerator modules.

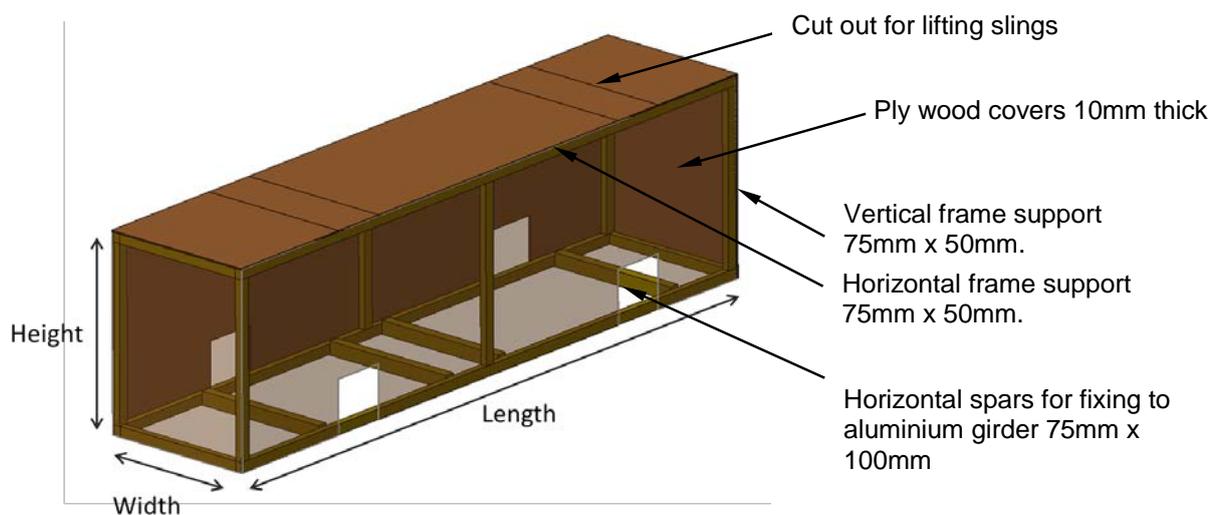


Figure 4: Accelerator module case that is lifted by a beam.

Accelerator modules and rack contents must be packed in new custom made wooden cases, which are ISPM15 compliant and constructed in accordance with British Standard 1133 best practice procedures or equivalent. Cases must be designed for handling by either forklift or crane.

Cases must be fitted with external 'shock monitoring device' and 'tilt device' indicators. Internally the boxes must have bags of silica gel desiccant to ensure the atmosphere within the case remains moisture free. The accelerator modules must be covered inside the box with a foil bag barrier to further reduce risks.

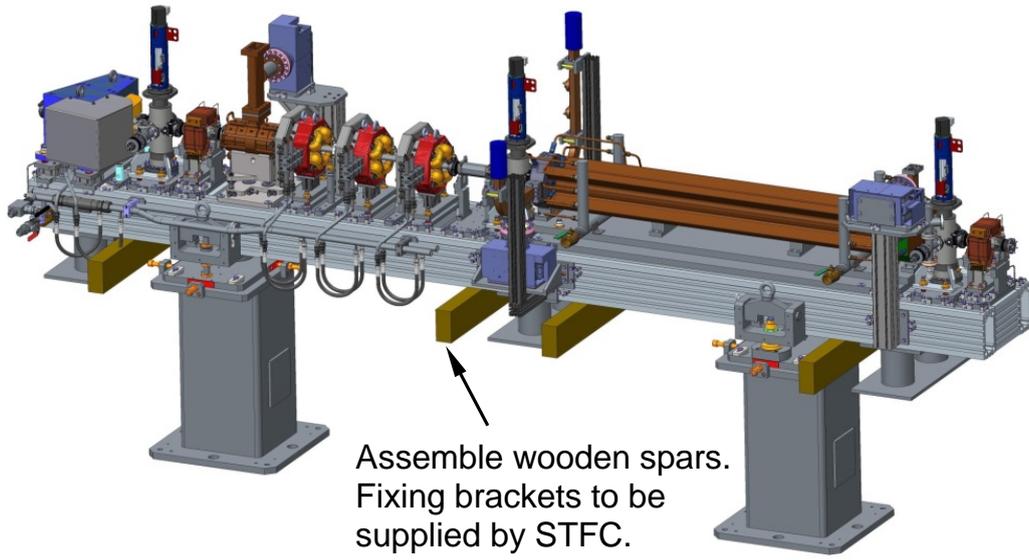


Figure 5: Typical accelerator (Module M4).

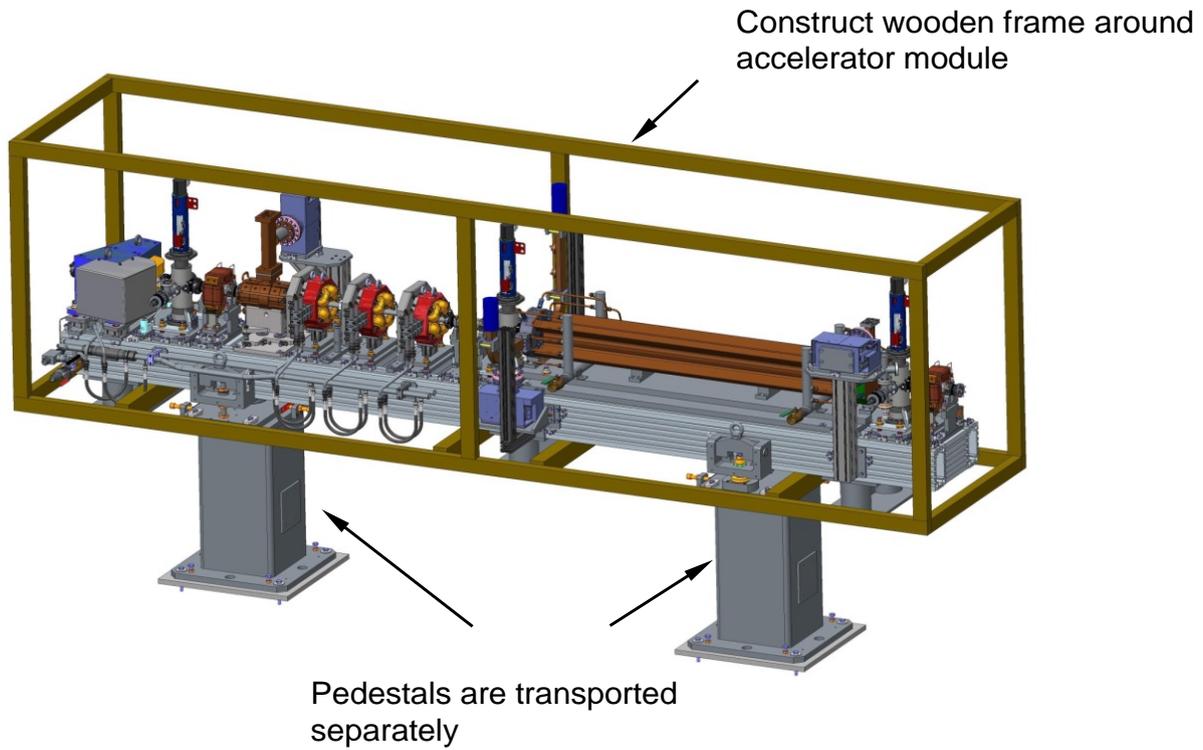


Figure 6: Case construction around 21 Accelerator modules

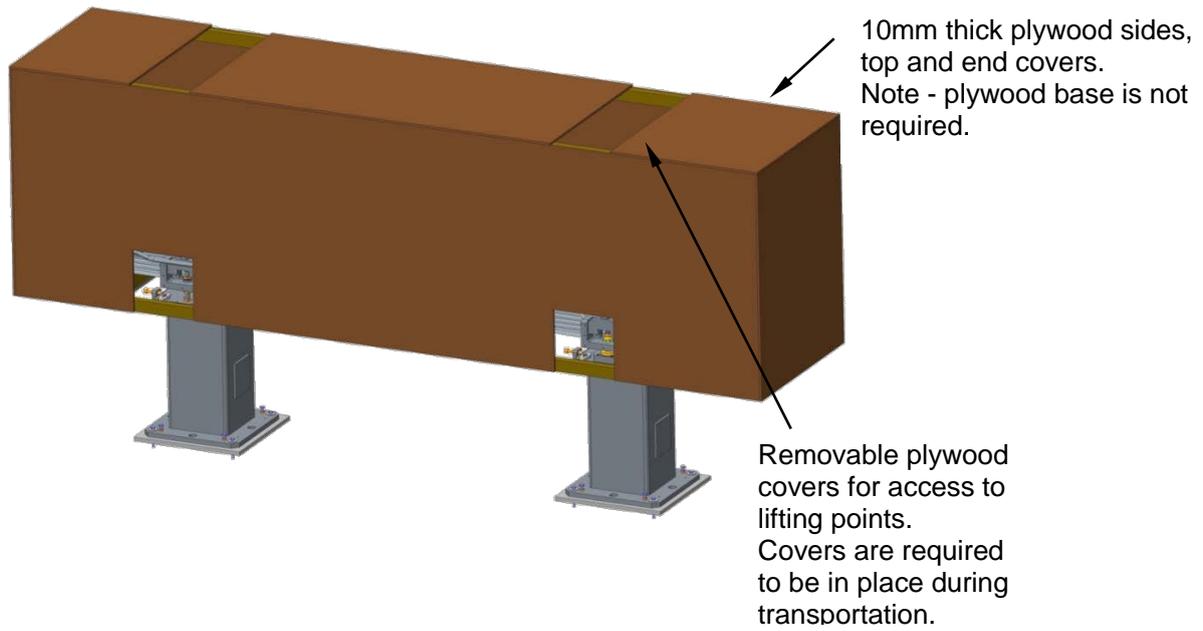


Figure 7: Case features for lifting with beam.

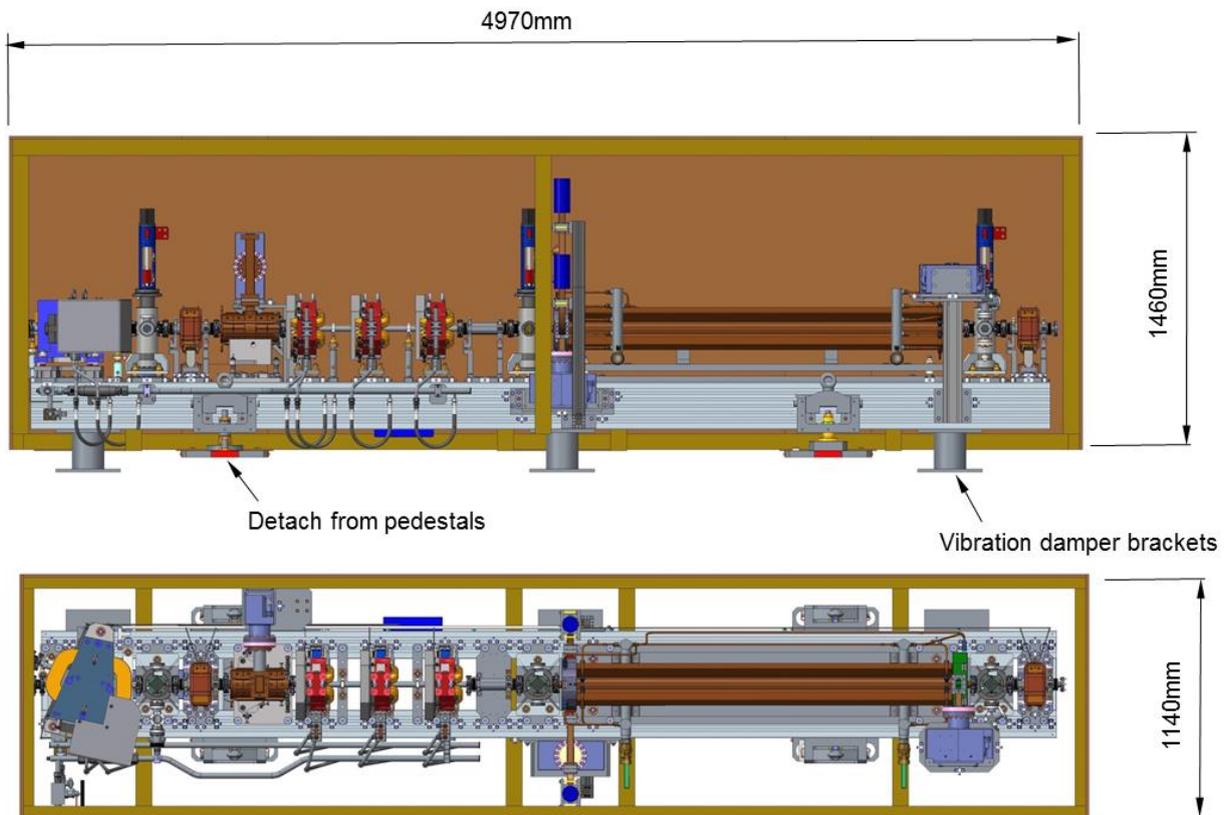


Figure 8: Typical accelerator module in case. Protruding feet attach to a transport frame.



Figure 9: Typical case construction for a fork lift.

Trailers

Air ride trailers must be used.

It must be possible to load the trailer from the sides and rear by fork lift and from above the trailer with an overhead crane. A retractable trailer roof, removable roof or equivalent capability is required. Removing the roof must be a practical and quick process i.e. less than 15 minutes.

The vehicle (cabin and trailer) must be capable of backing completely into a building at Magurele through a doorway size 4m wide x 4.2m high to enable the building overhead crane to be used.

It is desirable that the vehicle (cabin and trailer) be capable of backing completely into a building at STFC Daresbury Laboratory through a doorway size 4m wide x 3.7m high to enable the building overhead crane to be used. This option would avoid the necessity to use additional lifting devices to load accelerator modules onto the trailer outside of the building.

The trailer must provide a water proof covering to the equipment during the transportation.

It must be possible for loading and unloading of the 21 accelerator modules to be conducted with a lifting beam and overhead crane. See figure 10.

It must be possible to load and unload transport cases for empty racks, rack contents and support pedestals outside of the buildings using a fork lift truck.

The trailer must have the flexibility for the roof, sides and back to be removed easily and quickly (within 15 minutes).

There must be no cross beam at the back of the trailer to provide an unrestricted lift through the top and back of the trailer.

The trailer must have features along the 2 long sides for strapping the equipment securely to the trailer bed.

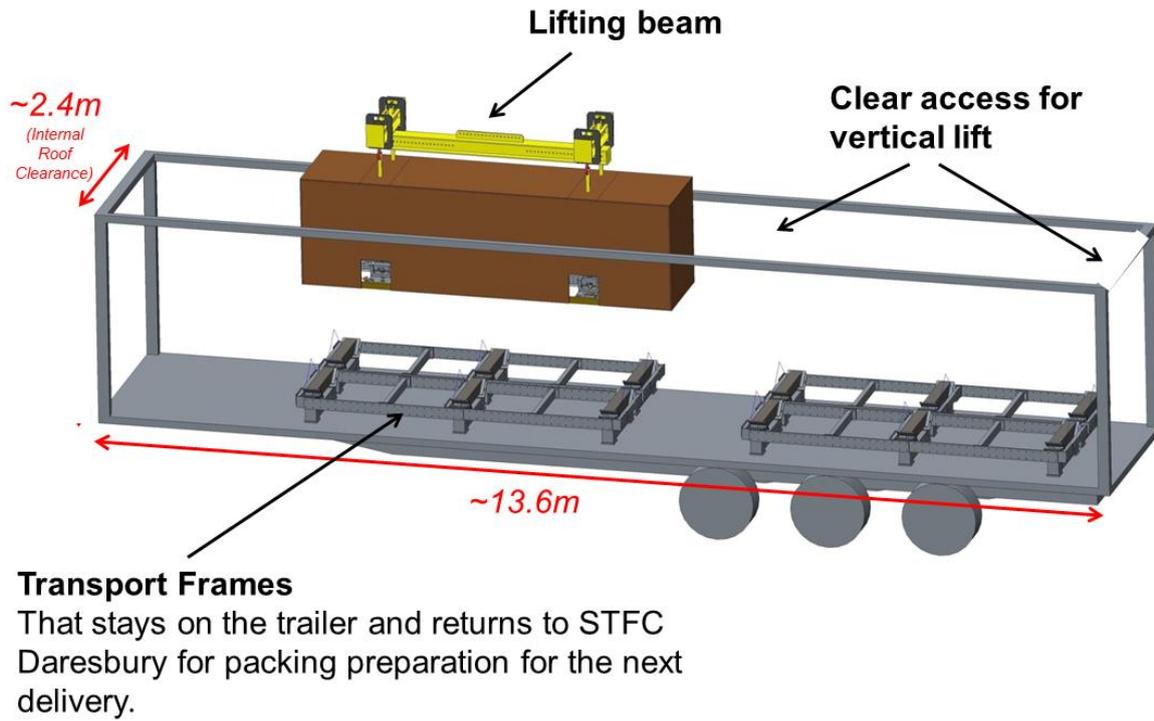


Figure 10: Lifting beam method for 21 accelerator modules with an overhead crane

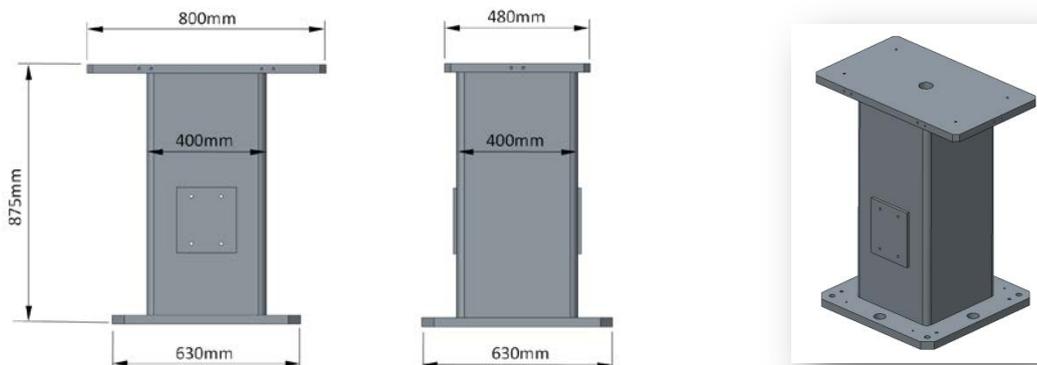


Figure 11: Support pedestal (case required to hold 2 pedestals)

The 1st delivery is required to arrive at IFIN-HH by 31st January 2017. Equipment will be available to start packing from 4th January 2017.

Table 2: Estimated dates for the 8 deliveries and staged payment plan.

Delivery	Date to arrive at IFIN-HH
1	31/01/2017
2	28/02/2017
3	31/03/2017
4	15/07/2017
5	15/10/2017
6	01/02/2018
7	01/03/2018
8	15/04/2018

Figure 12 shows the estimated trailer configurations based on the estimated acceptance test dates for the equipment that are subject to change. STFC will keep the logistics company up to date with any unforeseen changes to the schedule.

The logistic company must make allowances for the packing and transport duration to ensure that the deliveries arrive on the date agreed between STFC and INFN. STFC would expect that packing of cases will start approximately 2 weeks prior to the arrival date at IFIN-HH.

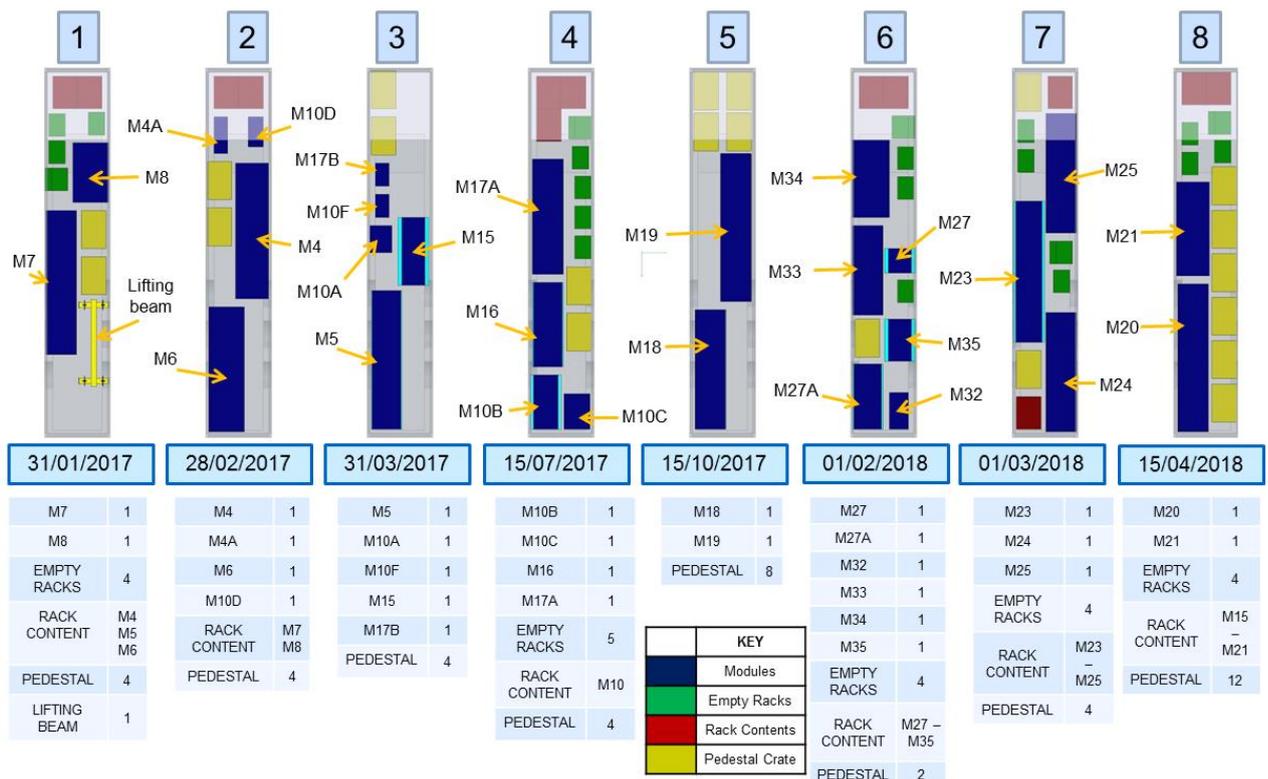


Figure 12: Estimated case distribution for 8 deliveries base on a trailer internal dimensions 13.6m long x 2.3m wide

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
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	20%
Quality	AW6.2	Capability and Capacity	For Information Only
Quality	AW6.3	Operating Licenses	For Information Only
Quality	AW6.4	Understanding the Requirement and Methodology	60%
Quality	AW6.5	Health & Safety & Back up support	10%
Interview	AW7.0	Interview	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: $\text{Score}/\text{Total Points available multiplied by } 20 \text{ (} 60/100 \times 20 = 12 \text{)}$

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: $\text{Score}/\text{Total Points available multiplied by } 10 \text{ (} 60/100 \times 10 = 6 \text{)}$

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

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

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score/Total Points} \times 50$ ($80/100 \times 50 = 40$)

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.
- 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](#)