



Invitation to Quote

Invitation to Quote (ITQ) on behalf of **UK Space Agency (UKSA)**

Subject: **UKSA re-entry prediction tool requirement**

Sourcing Reference Number: **DDaT19246**

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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 Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

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

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.ukpbs.co.uk/use/pages/privacy.aspx>

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Adequacy decision

An adequacy decision in respect of a third country by the European Commission (i.e. Andorra, Argentina, Guernsey, Isle of Man, Israel, Jersey, New Zealand, Switzerland and Uruguay). The Commission has made partial findings of adequacy about Japan, Canada and the USA. The adequacy finding for Japan only covers private sector organisations. The adequacy finding for Canada only covers data that is subject to Canada's Personal Information Protection and Electronic Documents Act (PIPEDA). Not all data is subject to PIPEDA. For more details please see the Commission's FAQs on the adequacy finding on the Canadian PIPEDA. The adequacy finding for the USA is only for personal data transfers covered by the EU-US Privacy Shield framework. The Privacy Shield places requirements on US companies certified by the scheme to protect personal data and provides for redress mechanisms for individuals. US Government departments such as the Department of Commerce oversee certification under the scheme.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. [The UK Space Agency](#) is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28.900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the [National Space Technology Programme](#) and [FP7](#) and works closely with [national and international](#) academic, education and community partners.

UK Space Agency achievements include:

- Implementing Government £10m National Space Technology Programme to support the development of UK technology and services/applications using space data. The first four flagship programmes totalled £6m, matched by £5m from industry.
- The Climate and Environmental Monitoring from Space facilities at the International Space Innovation Centre, supported by £400,000 funding, will make satellite data available to space businesses and institutions, particularly those which do not have the infrastructure to exploit Earth observation data.
- Chaired and led the International Charter 'Space and Major Disasters', to task Earth observation satellites quickly to provide data following a major disaster

www.BEIS.gov.uk/ukspaceagency

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	UK Space Agency, Polaris House, North Star Avenue, Swindon, Wiltshire, SN1 1SZ
3.2.	Buyer name	Kallista Thomas
3.3.	Buyer contact details	DDaTProcurement@uksbs.co.uk
3.4.	Estimated value of the Opportunity	The total contract value shall not exceed £45,000.00 excluding VAT.
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing 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 on Contracts Finder	Thursday 31 st October 2019 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Wednesday 06 th November 2019 14:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Thursday 07 th November 2019 14:00
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Thursday 14 th November 2019 14:00
3.10.	Date/time Bidders should be available if written clarifications are required	Monday 18 th November 2019 14:00
3.11.	Anticipated notification date of successful and unsuccessful Bids	Wednesday 20 th November 2019 14:00
3.12.	Anticipated Contract Award date	Monday 25 th November 2019
3.13.	Anticipated Contract Start date	Wednesday 27 th November 2019
3.14.	Anticipated Contract End date	Monday 30 th March 2020
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

At the heart of UK efforts to explore and benefit from space, the UK Space Agency (UKSA) is responsible for ensuring that the UK retains and grows a strategic capability in space-based systems, technologies, science and applications. The UKSA leads the UK's civil space programme in order to win sustainable economic growth, secure new scientific knowledge and provide benefit to all citizens.

The UKSA works to:

- co-ordinate UK civil space activity
- encourage academic research
- support the UK space industry
- raise the profile of UK space activities at home and abroad
- increase understanding of space science and its practical benefits
- inspire our next generation of UK scientists and engineers
- licence the launch and operation of UK spacecraft
- promote co-operation and participation in the European Space programme

Responsibilities

The UKSA is responsible for:

- leading the UK civil space policy and increasing the UK contribution to European initiatives
- building a strong national space capability, including scientific and industrial centres of excellence
- co-ordinating strategic investment across industry and academia
- working to inspire and train a growing, skilled UK workforce of space technologists and scientists
- working on national and international space projects in co-operation with industry and academia
- regulating the UK civil space activities and ensuring we meet international treaty obligations
- working to ensure the safeguarding of space Critical National Infrastructure (CNI)

Background to the Requirement

Re-entry prediction assessment

For any satellite or spacecraft going into orbit around the earth, the Inter-Agency Debris Cooperation Committee (IADC) guidelines recommend that the craft should be de-orbited into the earth's atmosphere, or moved to a safe graveyard orbit, within 25 years of de-commissioning. As part of UK adherence to international best practice, the current UK licensing process is underpinned by this guideline.

In Low Earth Orbit (LEO), all spacecraft must be de-orbited for demise within the atmosphere. For spacecraft in which the propulsion has failed, the propellant has been expended, or if there was no propulsion to begin with, atmospheric drag effects are the only mechanism to ensure re-entry. Under atmospheric drag effects, spacecraft in LEO will naturally de-orbit over a period of time dependent on a number of uncontrollable factors, including the solar radiation flux and its impact on the atmospheric profile density. These factors result in uncertainty over intermediate to long-term prediction of when an unpowered spacecraft will re-enter.

In addition, spacecraft that has broken up, through either collision or explosion, will result in many fragments on a variety of trajectories. To better quantify the overall risk of these fragments might exert on other spacecraft, a better understanding of the lifetime of these objects is desired.

As part of the UK licensing and compliance monitoring process, it is desirable to better understand the re-entry timescale, as well as the associated uncertainty of this time-scale, for both missions that may require natural de-orbiting, as well as large numbers of objects that may result from fragmentation in LEO.

The goal of this work is the provision of a re-entry prediction tool that can be developed and used within UKSA as part of the future licensing and risk assessment process to assess object lifetime and re-entry time-scales.

Aims and Objectives

The aim of this contract is for the winning supplier to **produce an orbit lifetime modelling tool that can be used to support UK licensing.**

To achieve the aims above, the bidder must satisfy the following objectives:

- Develop an orbit lifetime modelling code in a suitable high level, non-proprietary language, ideally C++, but Fortran 90/95/2003 or Python would also be acceptable with appropriate user interface.
- Provide the source code of the model
- Provide evidence of Verification & Validation (V&V) and associated test problems
- Provide software developer documentation
- Provide software user documentation
- Provide training on the use of software and technical support following
 - One day training course on site at UK Space Agency for estimated 4 attendees

Scope

Model Capability

The orbit lifetime model must be able to do the following:

- The model must be applicable for all objects in LEO (objects with apogees <2000km above the earth's surface) with eccentricities from 0.001 to 0.8.
- The model must be able to account for an oblate atmosphere
- For given initial orbital parameters of an orbiting object, the model must be able to provide the expected time that the object is expected to take before re-entering the atmosphere

- The model must also provide the ability to vary initial and time-dependent conditions such that a range of expected lifetimes can be determined and assessed as a distribution.
- The model must be able to account for key, time-dependent perturbative terms that have most impact on the re-entry time-scales including:
 - the atmospheric density and its effect on the drag
 - the solar radiation flux and its coupling to the atmospheric density
 - the time-dependent nature of the solar cycle
 - The model must be setup to provide multiple propagation trajectories in a single simulation with the goal of both
 - Constructing ensemble averages of the re-entry times of specific single objects (e.g. a monte-carlo approach)
 - Accounting for re-entry trajectories from a single fragmentation event (This will require appropriate input options to specify the fragment object size and velocity distribution)

In both cases appropriate input and output options must be implemented

- The model must be able to propagate objects of arbitrary long re-entry time without incurring significant computational expense. Hence the model should have a fast and accurate propagator in order to perform these calculations in a sensible period of time. Ideally the propagator would be a high-order analytical or semi-analytical approach. Due to the expense of calculating long re-entry periods, a purely numerical propagator is not acceptable.

Software

The software development must include the following:

- The code should be written in a widely used, high level language, ideally C++, but Fortran 90/95/2003 or Python would also be acceptable.
- Access to commented source code, using a suitable method for version control (e.g. *git*), for continued development by UKSA technical teams, as well as support by the supplier following delivery of the model.
- Use of external, open-source, non-proprietary libraries is acceptable assuming there are no licencing conditions which prevent the use of the code by UKSA, or technical caveats which might impact portability across platforms or code robustness.
- Provision of a Quality Assurance (QA) test-suite, including unit testing and Verification and Validation (V&V) test problems.
- A compiled executable for use on Long Term Release (LTS) Ubuntu linux systems, as well as appropriate build scripts to build on linux platforms, must be provided.

The below are optional extras:

- *(Optional) A windows executable of the source.*
- *(Optional) A continuous integration (CI) framework for the model.*

Usability requirements

The usability of the model must include the following:

- The work must provide suitable front-end interface (e.g. GUI) for operational ease of use, as well as access to the standard command line scripted interface

- The model must have the option to output both end of simulation summaries and time-history of key information (including orbital elements/Cartesian coordinates/velocities, and any other relevant data) in ASCII format as a minimum.

Documentation

The model must have the following associated documentation:

- Developer guide: Documentation of the source code, including summaries of the models, algorithms and datasets used or incorporated with the code, and any validation and verification of the model.
- User guide: Documentation of how to use the code, including descriptions of the input and output, GUI functionality, and any caveats and limitations in usage (user guide).

Deliverables

The contract will deliver the following products:

- An orbital lifetime assessment tool meeting the scope (Model Capability (a)-(g), Software (a)-(e) and usability requirements(a)-(b)) as described, including all necessary source code to compile on a platform of UKSA choice, with a minimum requirement of compilation and running on Ubuntu Linux platforms.
- Software developer documentation (as described in the scope Documentation (a))
- Software user documentation (as described in the scope Documentation (b))
- A final presentation providing an overview of the code's capabilities, limitations, caveats and general usage to be provided as part of the final review meeting at the end of the contract.

Project Review Meetings

The bidder will be expected to attend review meetings at The Harwell Science and Innovation Campus during the following stages:

- Initial kick off
- Mid-review (9 weeks – w/c 20th January 2020)
- Final review (18 weeks – w/c 30th March 2020)

Timetable

This model is to be completed and delivered within 18 weeks after contract award.

The deliverables must be completed and ready for review and handover to UKSA by 30th March 2020.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	SEL4.4	Insurance
Commercial	FOI1.1	Freedom of Information
Commercial	FOI1.2	Freedom of Information Act Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
		In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30.00%
Quality	PROJ1.1	Software development & Methodology	50.00%
Quality	PROJ1.2	Proposed Team	10.00%
Quality	PROJ1.3	Project Plan	5.00%
Quality	PROJ1.4	Risk Management	5.00%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.

100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.
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All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60
 Evaluator 2 scored your bid as 60
 Evaluator 3 scored your bid as 40
 Evaluator 4 scored your bid as 40
 Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

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

For example - Bid 1 £100,000 scores 100.
 Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
 Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
 Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
 Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
 Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.
 Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

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

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at
<http://www.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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the Delta eSourcing messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for **60** days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

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

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

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

USEFUL INFORMATION LINKS

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)