

Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI)

Subject: Lead Consultant & Principal Designer Appointment for UKRI NOC Mechanical Water Services Project

Sourcing Reference Number: FM18130



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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Version 3.3

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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.

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.ukri.org/>

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	<p>UK Research and Innovation Natural Environment Research Council Polaris House North Star Avenue Swindon SN2 1EU</p> <p>UK Research and Innovation National Oceanography Centre European Way Southampton SO14 3ZH</p>
3.2	Buyer name	UK SBS FM procurement
3.3	Buyer contact details	Email: FMProcurement@uksbs.co.uk Telephone: 01893 867005
3.4	Estimated value of the Opportunity	The estimated value of the opportunity is £45,000.00 excluding 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	Monday 6 th August 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Tuesday 14 th August 2018 12.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday 15 th August 2018 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 20 th August 2018 11.00
3.10	Anticipated notification date of successful and unsuccessful Bids	Friday 24 th August 2018
3.11	Anticipated Award date	Thursday 30 th August 2018
3.12	Anticipated Contract Start date	Monday 3 rd September 2018
3.13	Anticipated Contract End date	Wednesday 31 st July 2019
3.14	Bid Validity Period	90 Days

Section 4 – Specification

NOC is seeking interest from qualified firms to undertake the combined roles of Lead Consultant and Principal Designer. Fee proposals are invited from suitably qualified lead design consultants, specialising in structural engineering and qualitative-quantitative condition survey; for professional services associated with the above project.

This contract will be awarded subject to NEC3 Professional Services Short Contract (PSSC) Terms and Conditions.

INTRODUCTION

The National Oceanography Centre is wholly owned by the Natural Environment Research Council. The Southampton site was opened in 1995 and constructed with a design life of 125 years. The campus is an international centre of excellence, primarily in ocean and earth science, and marine technology. A significant level of scientific research is undertaken throughout the campus. Approximately 2000 persons are based at the site, employed by UK Research and Innovation, the University of Southampton and a number of associated tenants.

The centre was purpose-built between 1992 and 1995 and occupies a quayside site within the Associated British Ports operational port area in Southampton. The site was previously used as a dock facility and generally the ground is reclaimed. The mainly six-storey building houses offices, research laboratories, engineering workshops and associated facilities. The heavily serviced building uses vertical service risers internally with horizontal mechanical and electrical distribution areas (intermediate 'MEDA' plant room floors) to service occupied areas. A number of separate single storey buildings are also constructed on the site mainly housing stores, workshops and support facilities.

Objectives

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

- Assess the existing condition of the following assets on site –
 - Water Cooled Condenser Units
 - Pressurisation Units
- Provide a condition survey of the above noted assets for client LTM upgrades
- Provide RICS/RIBA condition rating of the installations
- Provide recommendations & options, including outline costings for upgrades

- Provide the client with technical specifications and scope of works associated with the required upgrades necessary for the above assets, as highlighted within the assets' condition survey.

Terms of Responsibilities

- The lead consultant would be required to provide information to the project designer (as applicable), provide pre-construction information and finalise the Scope of Works.
- Within the role of Principal Designer, you would be required to liaise with the principal contractor, ensure EH&S management on site and ensure Information flow between the contractor & the client.
- As the lead consultant, you will be required to provide the client with an estimate bill of quantity/schedule of rates.
- The Consultant is to prepare a fully costed feasibility report, which will be presented to the NOC Head of Estate. Once this has been approved and signed off, the consultant will then proceed with the production of a fully detailed and coordinated specification and programme of work which will be used for tendering purposes.
- The finalised specification and programme of work shall be provided to the contractors as part of the UK SBS contractor bidding process. This shall include the scope of works, project specifications, technical M&E specifications, drawings, site layout etc.
- Principal designer must ensure that they carry a valid Professional Indemnity insurance certification of £5,000,000.00 to operate on NOCS site, and carry the design liability for this project.
- The project shall follow the CDM2015 regulations and NEC3 contract terms & conditions.
- The Consultant is to undertake the Professional Services applicable to the role of Project Manager, Mechanical, Electrical Engineer and all Principal Designer Responsibilities as described in the Schedules of Duties and in the Construction (Design and Management) Regulations 2015: General duties of Principal Designer – No exclusions shall be permitted.
- The consultant will liaise closely with NOC Estates who will coordinate with the building users likely to be affected by the project works. If applicable, this shall include lab areas affected by the sea water system around the building.
- Within the feasibility report/condition survey due consideration is to be given to building disturbance, likely to be caused due to the project works on site. This is to be reflected in the outline programme & duly finalised with the NOC Project Manager.
- For consultant information only - Please note that all tender information prepared by the Consultant, will be submitted to UK SBS and they will submit this information via 'Contracts Finder'/Emptoris to launch a tender for the hiring of a Principal Contractor.
- Appointment of Sub-Consultants - The Consultant is responsible for the appointment of sub-consultants as necessary to fulfil the Scope.

Site Specific Terms of Responsibility

- Ensure NOC Estates Permit Systems (as applicable), are followed by the contractors.
- Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site, and also ensure easy maintainability of the products being procured.
- Weekly meetings to ensure project update which would include taking minutes and site inspection during construction period.
- As the client, NOC is required to ensure all Design Consultants include Energy Efficiency and sustainable procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production.
- Lead Consultant to also ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.
- Lead consultant to liaise with the client to facilitate UK SBS procurement procedure.
- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s).
- Any certifications on the project would require review & compliance under these guidelines. Any fire control dampers and associated products installed within the project - as part of passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over NOC Estates.
- As part of the Principal Contractor Tender Process – Consultants are required to be present on site during the contractor site visit arrangements.
- The tender for the Principal Contractor Scope of Works should also include NOC H&S questionnaire, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.

Scope

Water Cooled Condenser Units

The deteriorating condition of the onsite water cooled condenser units was considered as part of the 2016 TM44 and some were identified for replacement. The current requirement is for the appointed consultant to review the client issued TM44 and the NOC Condition survey and to identify opportunities for improvement.

The client has the requirement to review all AC units onsite. Consultants are required to:

- Assess the condition of all AC units as per the TM44 NOCS F Gas information – Final Register Dec 2017.
- Assess the energy performance of all units
- Assess the f-gas phase out as per current statutory compliance requirements
- Review the controls
- Review the areas that are likely to be impacted.
- Recommend refurbishment/replacement and control changes
- Provide outline costings
- Prioritise works based on RCIS Condition Survey.

- Liaise with the incumbent maintenance service contractor to identify components that would require replacing as part of the principal contractor works.

The consultant is to identify and provide outline costings for opportunities to improve the life expectancy or longevity of the system.

The consultant is to state upgrade options and associated budget for this project and present achievable recommendations to the client.

The consultant is also to assist with appointment and undertake project management of the principle contractor to allow delivery of the agreed options.

PROJECT CONSTRAINTS

The facility is likely to remain occupied during the project works and it is absolutely critical to ensure no disruption to samples whilst the works are ongoing.

Consultant is encouraged to submit a preliminary Logistics plan for each area so that works can be phased as per user requirements and site availability. All timescales and decant will have to be arranged with the area user(s) as soon as survey works are scheduled to be undertaken in the outbuilding.

Please see Appendix C - NOC General Site Layout

RESOURCE REQUIREMENTS

Please see Appendix A - NOC Register of FGAS Information

Pressurisation Units

There are several pressurisation units onsite of varying age. There is a requirement to replace the main pressurisation unit located in the Energy Centre which supplies into the Low Temperature Hot Water system. The Chilled Water pressurisation unit was replaced in 2015.

The smaller units on site undertake process cooling. The units are primarily located in the Energy Centre Level 1, MEDA 182 and MEDA 783.

The primary requirement is to improve the operation of the pressurisation units around the site.

Consultants are required to:

- Review the AGM Service records
- Review the physical conditions of the units
- Check each pump independently
- Undertake local control panels check with a focus on the standby duty, changeover times

- Provide costing options to the client for remedial works on the units vs. full replacement of the units.
- Also recommend to the clients alternative design solutions.
- Currently the EC1 pressurisation unit is subject to physical resets. There is a requirement to modify this by allowing this and/or the replacement unit to be connected to the BMS controls.
- Consultants are also required to check the conditions of the PRVs where present and/or recommend any requirement for the same on the system.

As a basic recommendation for all pressurisation units, consultants are required to

- Assess the energy performance of all units
- Review the controls
- Review the areas that are likely to be impacted.
- Recommend refurbishment/replacement and control changes
- Provide outline costings
- Prioritise works based on RCIS Condition Survey.
- Liaise with the incumbent maintenance service contractor to identify components that would require replacing as part of the principal contractor works.

The consultant is to identify and provide outline costings for opportunities to improve the life expectancy or longevity of the system.

The consultant is to state upgrade options and associated budget for this project and present achievable recommendations to the client. The consultant is to assist with appointment and project management of the principle contractor to allow delivery of the agreed options.

PROJECT CONSTRAINTS

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Consultant is encouraged to submit a preliminary Logistics plan for each area so that works can be phased as per user requirements and site availability. All timescales and decant will have to be arranged with the area user(s) as soon as survey works are scheduled to be undertaken in the outbuilding.

RECOMMENDED APPROACH

Summary of recommendations is to follow a standard format, to be discussed and agreed with the client upon contract award - in hard and electronic formats.

Consultants to arrange, chair and minute a review meeting with the client. You are to agree with the client - the option, or package of options, to be progressed from the recommendations provided based upon the core project aim, time constraints and associated project budget.

- The Principal Contractor Scope of works shall be specified in accordance with the requirements and details to be provided by yourself as the Lead Consultant. This shall include (but not be limited to) the specifications, drawings, schedule of

quantities, together with the manufacturer's instructions, according to the guidance and survey undertaken by the lead mechanical engineer.

- The feasibility study must include and allow for remedial decoration/make good of the building fabric (as required) during completion of works by the Principal Contractor.
- The complete details of the materials recommended for use by the Principal Contractor, shall be furnished by the Mechanical Engineer/Lead Consultant at the tendering stage. Please ensure that sustainable product options are included in the recommended materials list, as required by NOC standards.
- Any finalised material and products, shall be used only after obtaining the written approval of the engineer. It is the consultant's responsibility to ensure that the principal contractor shall furnish the necessary documents to enable the engineer to satisfy himself regarding the suitability of the materials and adequacy of the design.

Your duties and the scope of works for the Lead Consultant/Principal Designer would therefore include the following requirements -

Lead Consultant -

- Attend site and meet with the client to discuss the project in detail.
- Produce a draft technical specification covering the agreed work. Issue to the client for approval.
- Meet with the client to run through the specification and agree any revisions.
- Make any necessary amendments to the specification before finalising for tender purposes.
- Hold a post tender meeting with recommended principal contractors (At least one meeting to be included). This includes taking minutes and site coordination.
- Hold meetings with contractor at stages during ordering and manufacturing process (At least two meetings to be included, and subject to client discretion). This includes taking minutes and site coordination.
- Comment on drawings produced by contractor.
- Overview project until completion (One visit to site per fortnight of onsite programme)
- Produce snagging lists, for works undertaken, prior to client review & handover.
- Comment on documents for inclusion in Maintenance Manual and Health & Safety File.
- Undertake defects snagging during the defects liability period (Minimum two visits to be included)
- Undertake the role of Principal Designer as detailed under the CDM Regulation 2015.
- On appointment of the successful consultant, they will be expected from issue of client instruction to issue the Brief Survey Reports within 2 weeks and the Technical Specifications within 4-5 weeks of issue of brief reports.
- Lead Consultant liaising with building controls, would be required ensure compliance under BS9990:2015, BS9999:2017; Regulatory Reform (Fire Safety) Order 2005; as well as industry guidelines such as ASFP guidelines and recommendations, which is available for review by the public, consultants and contractors. Any certifications on the project would require review & compliance under these guidelines. Any fire control dampers and associated products installed within the project - as part of

passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over NOC Estates.

- Available drawings and services information are available upon request. CAD floor plans are available as Record Drawings.
- As part of the Principal Contractor Tender Process - The bidders are required to attend a site visit on site. This will consist of a conducted tour around the Energy Centre, the MEDA floor and the access to and from Reception. Returned tenders will only be considered if companies have attended the site visit. A pack of as fitted information will be made available on the day – this is to be prepared by the Design Consultant as part of the Scope of Works. Tenderers attending will be required to advise NOCS Reception of the names and vehicle registrations at least 48 hours before the commencement.

The Principal Designers duties shall include -

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

CONSTRAINTS

NOC (Client) is operating under the assumption that the project end date is 31st July 2019 shall be achievable by working in coordination with the Lead Consultant/Principal Designer.

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

DEPENDENCIES

Lead Consultant project end date is 30th September 2018 for the consultant's survey reports finalisation and the specification submittals to the client for Principal Contractor tender launch. The end date has several dependencies, due to concurrent projects running on site.

Please note - Any envisaged delay or impact on the programme will be deliberated jointly between the consultant and NOCS Project Manager, to ensure minimal cascade effect on overall completion of works.

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

RESOURCE REQUIREMENTS

- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s). The tender documentation for SoW to also include Network data specification guidelines, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.
- It is mandatory to provide the client with a Bill of Quantity and expected project costs before tender is launched for the services of a Principal Contractor.
- Ensure all projects are given equal weightage and programme for survey, specification completion and tender launch are duly discussed with the client. This will also depend on budget, long-term lead times for parts and works orders.

CCTV

Please note that the site is monitored by CCTV at all times. This electronic data is retained for a period of 30 days for site surveillance, security and monitoring purposes before being deleted and/or written over.

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. 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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Commercial	PROJ1.1	Contractors H&S Environment Questionnaire
Commercial	PROJ1.2	Privacy Statement - CCTV
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool

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	40%
Quality	PROJ2.1	Description of Methodology	12%
Quality	PROJ2.2	Managing Working Conditions	12%
Quality	PROJ2.3	Detail Dates of Work	12%
Quality	PROJ2.4	Risk and Mitigation of Risk	12%
Quality	PROJ2.5	Resource	12%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

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

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

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

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

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

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

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: 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.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. 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 Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who 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 Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 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. / UK SBS.
- 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 Emptoris.
- 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 90 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 Emptoris e-sourcing tool.
- 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 Emptoris.
- 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

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)