

# Invitation to Quote

Invitation to Quote (ITQ) on behalf of **NOC Southampton (NERC)**  
Subject **NERC, NOC UPS Battery Replacement**  
Sourcing reference number **FM17087**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
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**UKSBS**  
*Shared Business Services*

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

It is our vision to become the leading service provider for Contracting Authorities for 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

### Natural Environment Research Council (NERC)

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

### Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

### NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

[www.nerc.ac.uk](http://www.nerc.ac.uk)

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	NOC Southampton (NERC), European Way, Southampton, SO14 3ZH
3.2	Buyer name	Rhys Rowe
3.3	Buyer contact details	Tel – 01793425036 Email – Rhys.Rowe@uksbs.co.uk
3.4	Estimated value of the Opportunity	£44,000.00 (Excl VAT)
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b>

### Section 3 - Timescales

3.6	Date of Issue of Contract Advert and location of original Advert	05/09/2017 on Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	At 11:00 on 12/09/2017 on Contracts Finder
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	At 14:00 on 14/09/2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	At 14:00 on 19/09/2017
3.10	Anticipated Award date	25/09/2017
3.11	Pre Contract Meeting	26-27/09/2017
3.12	Anticipated Contract Start date	28/09/2017
3.13	Anticipated Contract End date	31/01/2018
3.14	Bid Validity Period	90 Days

## Section 4 – Specification

### Introduction

National Oceanography Centre, Southampton has an upcoming refurbishment project focusing on UPS (Uninterrupted Power Source) systems battery replacement.

The requirements to undertake this project were identified during routine Planned Preventative Maintenance (PPMs) by the service contractor, and is now part of our long-term maintenance schedule of works. The project will be required to be completed on or before 31<sup>st</sup> of January 2018. Within these works, there is a requirement to replace the batteries of two UPS's located on site.

Fee proposals are invited from suitably qualified contractors for professional services to undertake the requirements for these works as a design & build project. Service contract records are available for the review of the principal contractor, as works commence on site.

### Objectives -

NOC would like to launch the work requirements as a design & build project, to avail the services of a contractor who shall act as both the Principal Designer and Contractor, in order to facilitate the completion of this project as per the requirements of CDM 2015.

- UPS Battery Replacement Project - Complete a full assessment of the current condition of the as installed UPS systems, and facilitate like for like battery replacement (or other suitable, energy efficient, recommendations – with focus on energy density, battery longevity etc.) which shall include but not be limited to -
  - A review of the UPS capacitors
  - Fans
  - Commissioning (including the load bank testing & stating the autonomy for the system etc.)
- Assist and liaise with the client to finalise the project brief. This would also include obtaining information – service & PPM records etc. from the client as required.
- Although a bypass switch is present on the 80kVA unit; the server room will remain risk. The implications and further site access consideration will be discussed with the contractor during project pre-commencement meeting.
- Contractor to provide information to the project designers (if required), and provide pre-construction information.
- As the principal contractor you will be required to provide the client with a bill of quantity/ schedule of rates as part of the UKSBS ITQ.
- Liaising with the client, please provide a tender package which includes the scope of works, project specifications, drawings, site layout etc.
- As the Principal Designer & Contractor, you must ensure that you carry a valid Professional Indemnity insurance certification of £5,000,000.00 and Public Liability Insurance certificate of £10,000,000.00 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.
- Within the role of Principal Designer (as part of this design & build contract), you would be required to ensure EH&S management on site and ensure information flow between the contractor personnel & the client.
- Client would like to review a feasibility report with the contractor, where 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.
- Proposed Works Contract - NEC 3 – Engineering and Construction Short Contract (ECSC) – June 2005

### Site Specific Terms of Responsibility –

- The 80kVA Riello UPS provides power supply to the NOC Southampton IT Server Room, and therefore is crucial to business continuity plan. Adequate measures must be undertaken while battery replacement is undertaken, to discuss options regarding alternate backup supply or if the services are to be provided on raw mains.
- Ensure NOC Permit Systems 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.
- Weekly meetings to ensure project update which would include site inspection during construction period.
- As the client, NOC is required to ensure all LTM projects include sustainability 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.
- The works are to include a Standard Clause for Energy Performance by Practicable Measures. You are required to state feedback on general battery energy performance by comparing the older battery with the replacement option.
- Contractor to ensure that the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information. This should also include documentation showing safe disposal of the batteries; which is the duty of the principal contractor. Bidders are to ensure that the associated costs for the disposal are added onto their final quotes. Client shall not accept the costs or the responsibility of the disposal of the batteries, as part of this project & its completion.
- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s). The tender package for Scope of Works to also include Network data specification guidelines, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.
- The client requires works for the UPS Battery Replacement to be completed no later than 30<sup>th</sup> November 2017. Please refer to the programme noted below.
- Contractor 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.
- You must have a dedicated site supervisor/ site manager, acting as the liaison between NOC Project Manager and contractor or sub-contractor personnel on site.

### Scope -

#### UPS Battery Replacement Project –

The batteries & capacitors are to be reviewed & required to be replaced on -

- Riello MP 200 - LU37AP834160001 unit, as recommended in the maintenance service reports. This also recommends a major overhaul of capacitors, fans & batteries as they are at the end of their design life. As mentioned previously, the UPS has been identified to require an urgent upgrade, but as it is crucial to the business continuity plan, adequate alternate power supply methods & measures must be discussed with client and implemented. Any recommendation & future project works should include consideration towards additional load & battery bank requirements. Contractor to review & state if the battery capacity in the server room still match current server room demands. The site Stark System for energy usage has data available for review by the contractor if required. Adequate consideration is to be given to cooling & heating requirements in the server room.
- Eaton 9344 40kVA UPS – Lvs 2, node 7. Requirement to replace the capacitors due to age. It

has been noted that the elevated temperature in the area is causing premature failure of the UPS batteries.

As the principal contractor, compiling the Scope of Works, please include the following Client recommendations as part of the project requirements –

- Like for like battery replacement (or other suitable, energy efficient, recommendations).
- Replacement of fans and other associated parts.
- Battery recommendations to follow manufacturer's guidelines and recommendations.
- All recommendations to follow BS7671, BS EN 62040-2:3006 & CIBSE guidelines etc.
- The contractor site survey should include the verification that suitable isolation links are installed at strategic points throughout the battery string which allows for the battery string to be broken down into ELV sections of 120v DC or less. If suitable isolation links have not been installed on the system, the contractor is to recommend options & costs for suitable isolation links to be installed. In either case, the point where isolation links have been installed are to be clearly identified & labelled.
- Review the bypass system to ensure that the manual bypass facility can be locked in the off position. If it cannot be- recommend options and cost to provide a lockable solution.
- Identify if it is feasible to install a wrap around bypass facility, providing costs.
- To consider & provide costed options (if feasible) to maintain system resilience during the works.
- All works and surveys to be undertaken by appropriately qualified UPS Service Engineers.
- During the commissioning of the newly upgraded system, consultants to establish autonomy of the batteries and ensure load bank testing facility is installed before the commissioning. All commissioning must be undertaken as per Manufacturers' guidelines.
- Consultants to monitor the provision of alternate backup power or raw mains power for system operations, whilst project works are undertaken on the UPS.
- The client requires an ideal 3-5 years warranty on the batteries; and manufacturer's guidelines should state that battery life expectancy would be a minimum of 6-8 years in optimum operational conditions.

### Approach

Your duties and the scope of works as the design & build contractor would therefore include the following requirements –

- Attend site and carry out a detailed condition survey & document review of the UPS Systems; to provide a brief report confirming the extent of the scope of work required for the project.
- Contractor to provide an estimated programme.
- 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.
- Make any necessary alterations to the specification before finalising for tender purposes.
- To include and allow for remedial decoration/ make good of the building fabric during completion of works.
- Produce systems design, layouts & drawings (in AUTO CAD) as applicable as part of the O&M Handover.
- You must ensure a site supervisor is present at all times to manage the project requirements & H&S of all contractor personnel until completion.
- Comment on documents for inclusion in Maintenance Manual and Health & Safety File.
- Undertake defects snagging during the defects liability period, as per client request. (Two visits to be included)
- Undertake the role of Principal Designer as detailed under the CDM Regulation 2015.
- 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 UPS Storage Area 80kVA Riello MP 200 - LU37AP834160001(location 031/12), 40kVA Eaton (Lvs 2, Node 7), the MEDA

floors, and the access to and from Reception. Companies are highly recommended to undertake the site visits in order to gain better information for project requirements & price evaluation process.

- 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.

### Constraints -

NOC (Client) is operating under the assumption that the following dates shall be achievable by working in coordination with the Contractor and UKSBS.

It is thereby the duty of the contractor to ensure that the availability of site and manufacturer lead times are considered when offering the best value solution as part of the tender package. Any changes in programmed dates, shall be discussed with the client, and enforced with EWNs as required. NOCS Programme Dates –

1. Date of Issue of Contract Advert and location of original Advert - 05/09/2017 on Contracts Finder
2. Anticipated Award date - 25/09/2017
3. Pre Contract Meeting - 26-27/09/2017
4. Anticipated Contract Start date - 28/09/2017
5. Anticipated Contract End date - 31/01/2018

### Resource Requirements

- The tender package for SoW to also include Network data specification guidelines, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.
- NOC Site H&S questionnaire is part of the tender package and is mandatory to be completed as part of the tender submittal and before contract award.
- 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.

Dependencies -

Project end date is 31<sup>st</sup> January 2018 which has several dependencies, due to concurrent projects running on site.

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

Appendix

Site Specific Health & Safety Questionnaire – Appendix 1

## 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 ( $5+5+6=16\div3=5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	PROJ1.1	NOC Health and Safety Questionnaire

Scoring criteria			
<b>Evaluation Justification Statement</b>			
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	PROJ3.1	Description of Methodology	14.00%
Quality	PROJ3.2	Managing Working Conditions	14.00%
Quality	PROJ3.3	Detail Dates of Work	14.00%
Quality	PROJ3.4	Risks and Mitigation of Risk	14.00%
Quality	PROJ3.5	Example of Offered Battery Replacement	14.00%

## 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.

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:  $\text{Score/Total Points multiplied by 50}$  ( $80/100 \times 50 = 40$ )

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 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 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 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 or the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 modify duration if not 90 days or your Bid will be rejected.
- 7.34 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.
- 7.35 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 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.

- 7.39 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, 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.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> 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](#)