



Invitation to Quote

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

Subject **UK SBS STFC Event Week at Rutherford Appleton
Laboratory**

Sourcing reference number **PS150081**

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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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UKSBS

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Customers, our growth projections anticipate this will rise to £1bn in 2013/14.

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

Our achievements

In 2012/13 the Company grew in turnover from £44.7m to £52.4m, within that growth we:

- Reduced the Research Councils' 'back office' expenditure from £32m to £31.3m
- Saved £33m for the Research Councils in verified procurement savings, being greater than the entire cost of the services we provided to them
- Grew our customers from 7 to 22 (this will likely grow by a further 10 in 2013/14)
- Grew our customer base from 11,000 to 18,000 and will likely expand to 23,000+ in 2013/14

- Achieved an annual spend with SMEs that stands out across Central Government as a leading light at 32% (that's over £104.5M) against the 25% Government target

Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function's ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government's initiative to reform procurement in the public sector.

UK SBS Procurement's unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

Science and Technology Facilities Council

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.ac.uk

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	The Science and Technology Facilities Council Rutherford Appleton Laboratory Harwell Oxford Didcot OX11 0QX
3.2	Buyer name	Sarah Palmer Junior Category Manager
3.3	Buyer contact details	ProfessionalServices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£100,000.00 - £125,000.00
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	15/04/2015 Contracts Finder
3.7	Open day / Site Visit at Rutherford Appleton Laboratory	23/04/2015 starting at 9am
3.8	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	24/04/2015 14:00
3.9	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	27/04/2015 14:00
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	30/04/2015 14:00
3.11	Date/time Bidders should be available if face to face	N/A

	clarifications are required	
3.12	Anticipated rejection of unsuccessful Bids date	01/05/2015
3.13	Anticipated Award date	01/05/2015
3.14	Anticipated Contract Start date	04/05/2015
3.15	Anticipated Contract End date	31/07/2015
3.16	Bid Validity Period	60 Days

Section 4 – Specification

STFC Event Week 8th to 12th July 2015 – To include management and supply of:

- Temporary Marquees/structures,
- Toilets,
- Outdoor/Internal Furniture,
- Audio Visual Equipment/lighting and support technicians,
- Vehicle roll mat protection,
- Drinking Water supply
- SIA licenced staff

Abbreviations and Definitions

STFC (The 'Employer')	The Science and Technology Facilities Council
Supervisor	Person or persons appointed by the Employer with express delegated powers to act on behalf of the 'PM'
PM	Project Manager
Establishment	Rutherford Appleton Laboratory (RAL)
Site	Establishment
BS. EN./ISO	British or European Standard Specification or equivalent/ISO 9001, 14001, 18001; and any other related standards for Event Management or within the remit of The Works
Open Week	The period 8 th to 12 th July 2015
Contractors Representative	The Person or persons employed by the Contractor to manage the Contract
Employers Representative	The Person or persons employed by the Employer to manage the Contract

Additional Documentation

Appendix B – Site Plan

Appendix C – Running Order of Events

Appendix D – Working in Contolled Areas

Appendix E – Planning Proposals

INTRODUCTION

The Science and Technology Facilities Council, STFC, hereinafter referred to as “the

Employer” invites you to submit a tender to provide event project management, marquees and associated furnishings and A/V equipment, and luxury toilets and drinking water supply, in accordance with the terms and conditions specified.

CONTACTS

Sandra White - Contract Manager

Paul Prince - Project Manager

or such other person as may be appointed by the Employer from time to time.

STFC

Rutherford Appleton Laboratory

Harwell Oxford

Didcot

Oxfordshire

OX11 0QX

Contact details will be provided to the successful bidder after the contract award has been completed.

DETAILED REQUIREMENT

The work covers Event Management including supervision and management or and for the supply of Marquees to varying specifications including Pagodas, Toilets, Outdoor Furniture, Internal Furniture, A/V and lighting, Water standpipe and testing for an Event Week commencing 8th to 12th July 2015 to facilitate the order of events as at **APPENDIX C** at the Rutherford Appleton Laboratory, Harwell Oxford, Didcot, Oxfordshire (the Site),

The Works set up will be completed no later than the day prior to the commencement of the Running Order of Events as set out in **APPENDIX C**.

The Contractor shall ensure that his operatives, including those of his sub-contractors, comply at all times with the safety measures required by The Employers’s Safety, Health and Environment (SHE) Codes.

The majority of THE EMPLOYER’s SHE Codes are available on the following website: www.she.The Employer.ac.uk/she.

Site Plan

The Contractor must satisfy himself that the services requested under this contract may be provided in the areas marked and that the Contractor can provide and perform the tasks within the areas set aside prior to submitting his tender.

Please note, the site is particularly windy.

Marquees:

Welcome tent – 15m x 30m:

Usage: Registration tent for all visitors
1 marquee of this description required.
Clear span marquee structure
Flooring required – 15m x 30m
Weights required to secure the structure
Must be able to hold 500 people at any one time.

ASTEC & LHC Shared Structure – 10m x 20m:

Usage: Exhibition open to the public
1 marquee of this description required.
Clear span marquee structure with internal division to split the sections.
Internal division required to split the ASTEC & LHC sections
Flooring required – 10m x 20m - needs to be level
Weights required to secure the structure
Must have sides that are a minimum of 3m.
The structure needs to contain a large tunnel structure - 6m (l) x 3.8m (h) x 4m (h)
Liquid Nitrogen will be used within the displays
Marquees will need to be erected and completed by close of play on Sunday 5th Jul
Need 2 days - Monday 6th & Tuesday 7th - to build the 3 different roadshow exhibitions)
2 days to uninstall the 3 exhibitions (Sunday 12th and Monday 13th). This means the marquees cannot be taken down until Tuesday 14th
Each marquee needs to have 4 sides, one side must open for access but must close to ensure the space is fully enclosed.

Lasers Roadshow – 10m x 10m:

1 marquee of this description required.
Usage: Exhibition open to the public
Clear span marquee structure.
Flooring required – 10m x 10m – needs to be level.
Weights required to secure the structure
Ivory or black pleated linings to ceiling and walls required
Carpet required – 100 sq.m
Double debut glazed entrance doors required
The construction must contain a 7m x 4m centrepiece.
Must have sides that are a minimum of 3m.
Marquees will need to be erected and completed by close of play on Sunday 5th Jul
Need 2 days - Monday 6th & Tuesday 7th - to build the 3 different roadshow exhibitions)
2 days to uninstall the 3 exhibitions (Sunday 12th and Monday 13th). This means the marquees cannot be taken down until Tuesday 14th.
Each marquee needs to have 4 sides, one side must open for access but must close to ensure the space is fully enclosed.
Linings are required to enable lazer shows and the use of screens within the area without being impeded by solar glare

CLF – 10m x 10m:

Usage:Exhibition open to the public
1 marquee of this description required.
Clear span marquee structure
Flooring required – 10m x 10m
Weights required to secure the structure

ISIS – 15m x 25m:

Usage:Exhibition open to the public
1 marquee of this description required.
Clear span marquee structure
Flooring required – 15m x 25m
Weights required to secure the structure
Staging required – 5m (W) x 7m (L) x 300mm (H)

Catalysis – 9m x 9m

Usage:Exhibition open to the public
1 marquee of this description required.
Clear span marquee structure
Flooring required – 9m x 9m
Weights required to secure the structure

Diamond – 15m x 25m

Usage:Exhibition open to the public
1 marquee of this description required.
Clear span marquee structure
Flooring required – 15m x 25m
Weights required to secure the structure

Catering Car Park – 12.5m x 30m

1 marquee of this description required.
Clear span marquee structure
Flooring required – 12.5m x 30m
Weights required to secure the structure

Technology – 12m x 12m

1 marquee of this description required.
Clear span marquee structure
Flooring required – 12m x 12m
Weights required to secure the structure

Science Fair – 10m x 15m

2 marquees of this description required.
Clear span marquee structure
Flooring required – 10m x 15m
Weights required to secure the structure

Coffee Pods – Pagoda style – 6m x 6m

4 marquees of this description required.

Water & Information Points – Pagoda Style – 3m x 3m

4 marquees of this description required.

Furniture:

Car park vehicle matting approx. 100m

Outdoor seating for 600 people – (please bear in mind that the site is particularly windy)

Furniture requirements for individual marquees:

Welcome tent:

Chairs – x 10

Trestles (6ft) – x 17

CLF:

Chairs – x 6

Trestles (6ft) – x 2

ISIS:

Chairs – x30

Trestles (6ft) – x7

Benches with seat pads (2m) x 22

Catalysis:

Chairs – x8

Trestles (6ft) – x8

Technology:

Chairs – x10

Trestles (6ft) – x15

Science Fair:

Chairs – x26

Audio Visual Equipment / Lighting

Please be aware, the sound needs to be heard above the crowds of people within each marquee.

ISIS:

Plasma screen – (minimum 50inch) x 2

PA System

Lighting

Toilets:

Luxury toilet trailer units:

There must be four service areas for around 10,000 people in total, including cleaning regimes, consumables etc, and include disabled access.

Toilets must remain clean and stocked at all times.

Toilet attendance service is required during the events on 11th and 12th July.

There is a requirement for toilets to be emptied on 13th July. They will also be required to be emptied during the event.

Staffing and Security:

- SIA licensed security guards x 6 for bag search duties from 08.00 to 18.00 - 1 DAY
- SIA licensed security supervisor x 1 from 08.00 to 18.00 - 1 DAY
- Security Vetted ((BPSS - Identity/CRB), Security Guard from 5pm to 9am daily for the period Tuesday 7th July through to 9am Sunday 12th July
- Roaming audio visual technicians throughout the day on the 11th July between 09.00 and 17.00 to deal with any issues on site
- Cleaning staff required to attend to the toilets.

The contractor is to ensure adequate cover during the day when roistering comfort and meal breaks

Drinking Water:

A free from mains water service (self-service) will be provided by the contractor at four fixed points on the site as per **APPENDIX B**.

The Contractor shall provide temporary water service extensions from the supply points and installations for the works. The Contractor will allow for 25mm pipe work to allow final connection to the water distribution equipment from the standpipe allowing for 15m-20m runs.

Only approved apparatus may be connected to the system and the Contractor shall cease to use any apparatus when directed. The Contractor will provide tap drinking stations.

The Contractor will undertake any L8 testing of the water supply and provide certification to the Employer giving assurances it is safe to drink prior to the commencement of Open Week. The Contractor will engage a technician to provide hydrant flushing and gather samples from each point with UKAS accredited lab testing from a minimum of four (4) samples.

The Employer will provide drinking cups.

Additional Information

- The Contractor should note that Contract will not be accepted as complete before the site is cleared and handed back to The Employer after the Open Week.

- All test certificates if relevant must be presented duly signed and completed prior to the Programme commencing on site.

-In the event that the Contractor fails to submit appropriate test certificates, the Employer reserves the right to commission others direct to carry out the testing including re-testing as necessary, and to deduct any costs incurred from monies due to the Contractor.

Open Day / Site Visit

All bidders are invited to attend an Open Day prior to the submission of their tender. The open day will be starting [at 9am on Thursday 23rd April](#) to be held at Rutherford Appleton Laboratory, Harwell Oxford, Didcot, Oxfordshire OX11 0QX.

Agenda:- 09:00 Introductions
 09.10 Contract Overview (including Site related issues)
 10.00 Comfort Break
 10:15 Site Tour - option to take own measurements
 14:00 End

On arrival, please report to Reception in Building R75. Please try and arrive about 15 minutes before 9am to allow time to be signed in at Reception, parking and to make your way across the campus to R18, conference room 5.

Those attending on your behalf should be your proposed Project Manager/Site Foreman, and one other. We regret that no more than 2 people can attend per company and no further site visits will be possible during the tender period.

Please give the names of your two representatives and whether a car parking space is required, no later than midday on the 22nd April to:

Sarah Palmer via an RFx message within Emptoris.

Any questions that arise from the open day are to be submitted as a clarification question via RFx messages within Emptoris.

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.

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation 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	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
Quality	Proj1.1	Availability on required dates
Quality	Proj1.2	Ability to provide all required services
Quality	Proj1.3	Marquees
	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	60%
Quality	Proj1.4	Methodology	10%
Quality	Proj1.5	Mobilisation / De-Mobilisation	10%
Quality	Proj1.6	Risk Mitigation	10%
Quality	Proj1.7	Traffic Management Plan	10%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

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

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

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

	question.
20 or 30	Very poor response and not wholly acceptable. Requires major revision to the proposal to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40 or 50	Poor response only partially acceptable with deficiencies apparent. Some useful evidence provided but response falls well short of providing full confidence in the approach / solution described. Low probability of success.
60 or 70	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire. Good probability of success, weaknesses can be readily corrected.
80 or 90	Good response which describes in detail an approach / solution which provides high levels of assurance consistent with a quality provider. Great probability of success, no significant weaknesses noted.
100	Excellent response – comprehensive and useful, demonstrating a detailed understanding of the requirement. High probability of success, no weaknesses noted. The response includes a full description of techniques and measurements to be employed, providing full assurance consistent with a quality provider.

Please be aware that the final score returned may be different as there will be multiple evaluators and their individual scores after a moderation process 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 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

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.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

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

TEMPLATE VERSION CONTROL