



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Natural Environmental  
Research Council (NERC)**

**Subject British Antarctic Survey (BAS) Distributed Keyboard, Video  
& Mouse (KVM) and Control System**

**Sourcing reference number IT17337**



**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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VAT registration GB618 3673 25  
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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)

## 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	Natural Environment Research Council, Polaris House, North Star Avenue, Swindon SN2 1EU
3.2	Buyer name	UK SBS ICT Procurement
3.3	Buyer contact details	<a href="mailto:ICTProcurement@uksbs.co.uk">ICTProcurement@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	<p>The total estimated contract value including any extensions is £150, 000.00 excluding VAT.</p> <p>The total estimated contract value for year 1 is £130,000.00 excluding VAT.</p> <p>The total estimated contract value for the optional extension for year 2 is £7,500.00 excluding VAT per annum. The total estimated contract value for the optional extension for year 3 is £7,500.00 excluding VAT per annum.</p> <p>The total estimated contract value for spares is £5,000.00 excluding VAT if required.</p>
3.5	Process for the submission of clarifications and Bids	<p><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>.</b></p> <p><b>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></p>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	09/11/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received	20/11/2017 11.00

	through Emptoris messaging system	
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	22/11/2017 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	28/11/2017 14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	Not required
3.11	Anticipated selection and de selections of Bids notification date	05/12/2017
3.12	Anticipated Award date	05/12/2017
3.13	Anticipated Contract Start date	08/12/2017
3.14	Anticipated Contract End date	07/03/2019 with an option to extend until 07/03/2020 and a further option to extend until 07/03/2021
3.15	Bid Validity Period	90 Working Days

## Section 4 – Specification

### Video distribution system

A video distribution system is required for the new Royal Research Ship (RRS) Sir David Attenborough (SDA). The video system will use the existing Cisco IP network system on the ship. Full network specification is contained in Annexe 1. Video display configuration is contained in Annexe 2.

Supply of screens, keyboard and mice are not required and are out of scope of this requirement. BAS are seeking the receivers, transmitters, media converters (if required) to meet the specification below.

### Transmitters

The system must be able to handle up to 40 simultaneous video feeds (1920x1080p). The feeds will be a variety of HDMI, DVI sources thus the proposed system must be able to support this. The video sources range from live camera feeds from subsea equipment, through to side scan sonar, to data logging systems, swath bathymetry systems. Some video feeds will be constantly updating whereas other systems, very little screen updates will occur. The proposed system must support feeds from virtual servers as well as standard pc's.

The majority of input sources will be rack mounted, so transmitters must be rack mountable. There will also be ad-hoc inputs where desktop mounted transmitters may be needed. The proposed system must provide options for both desktop and rack mounted transmitters.

Quote for 32 rack mount transmitters and 8 desktop transmitters.

### Receivers

Receivers are required for read only displays, operator (KVM) consoles and video walls. The proposed solution should offer mounting options to fit a VESA bracket. The receivers should support Power over Ethernet (PoE) as well as AC input from a UK mains socket.

### Read Only displays (note screens are not in scope)

The system must be able to output to up to 80 x 22", 1920 x 1080 resolution, colour read only displays distributed throughout the ship as per the following plan:.

Deck 3	40
Deck 4	7

Deck 5	6	
Deck 6	3	
Deck 7	4	
Deck 8	6	
Total	66	(allowing 14 for possible future expansion)

To each of the spaces identified above a dedicated CAT 7 cable is in place and PoE is provided through a Cisco switch, each connection supports data rates of 1Gbps.

The read only displays should be able to display any of the possible 40 video feeds. User selection of video feeds should be via a web browser, tablet or key selection as deemed appropriate.

Quote for 80 receivers.

## **Operator Console**

A number of operator consoles are to be provided to allow users to take complete control of the associated systems connected. The system provided must allow the user to move the mouse from one screen to the next allowing them to take control of a different computer system.

The known requirements are as follows:

Deck 3	1 x 2 screen operator console and 2 x 4 screen operator console
Deck 4	2 x 4 screen operator console
Deck 5	3 x 4 screen operator console

The proposed system should be scalable to allow for additional operator consoles to be added as and when required.

Each of the operator consoles identified has 1 x dedicated OM4 multi-mode fibre optic cable per screen supporting data rates of 1Gbps.

Quote for 8 operator consoles.

## **Video Wall**

A number of video walls are required throughout the vessel. Each video wall must be able to support one video feed per screen with the option to scale video feeds across multiple screens. Example





Or



The configuration of content should be available via admin configuration schemes, or user selection. User selection will be via a web browser, tablet or key selection next to video wall.

The plan for video walls is as follows:

Deck 3            1 x 12 screen video wall

Deck 4            1 x 12 screen video wall

Deck 5            1 x 12 screen video wall, 2 x 4 screen video walls

Screen will be 22", 1920 x 1080 resolution, colour read only with an option of a few larger screens (for example 60 inch screen supporting 4 video feeds). To note screens are not to be supplied as part of this tender.

Each of the video wall screens identified has 1 x dedicated OM4 multi-mode fibre optic cable, connected to 1Gbps active equipment at this time. Although BAS would consider alternative designs to better utilise fibre / local switching at the video walls if this would:

a) reduce complexity

and / or

b) increase future proofing for 4K provision.

Quote for 44 receivers to support video walls.

### **Central Management**

The proposed solution must be centrally managed. The central management must include configuration changes, firmware updates and troubleshooting for all receivers and transmitters in the system.

The proposed solution must have options for linking user authentication and authorization to network authentication services such as Active Directory or LDAP. The system must be capable of using user authentication to authorize different levels of access to each input. For example so inputs must not be viewable unless a specific user is logged in, some inputs must be viewable but not controllable unless specific users are logged in. Management of these user controls must be done via the central management system.

BAS requires the proposed solution to be able to monitor network bandwidth and have options to trade quality and or frame rate against network bandwidth.

Quote for software or hardware to provide central management.

### **Reliability**

The system will have fault tolerance, as a minimum if the central configuration manager goes off-line the screens will continue to display content. Ideally, a secondary manager will automatically kick in allowing the system to operate without loss of functionality automatically.

The system must be designed to make effective use of multicast IP network transmissions to reduce the volume of data being sent around the network. The SDA will not have a dedicated switch network for this system, a dedicated VLAN will be configured on the Cisco switches purely for this traffic but the switches will also be handling scientific data traffic over their own dedicated VLAN.

Note – Cisco switches are not in scope of this tender and will be provided by BAS.

As the system will be installed on a vessel which spends much of the year at sea, away from locations where spare parts can easily be provided, BAS will be purchasing additional spare parts as part of this requirement to keep the system running.

The proposed system must be capable of delivering the requirements above and a cost effective upgrade path to 4K. The system should also allow for DisplayPort technologies to be connected into the system to ensure future proofing.

Quote for additional receivers, transmitters, central management system and operator consoles.

## **Installation, commissioning and acceptance testing**

BAS will install the equipment on the vessel. BAS will configure and test a subset of the receivers and transmitters, along with the central management system before the equipment is installed. BAS will require 2 days of remote support assistance from the successful bidder to provide advice on the configuration of the new system.

BAS will perform a series of acceptance tests once the subset of receivers and transmitters are configured. These tests will cover the major parts of this specification to verify the functionality BAS requires is present. The tests will cover

1. Linking the user authentication and authorization system to a network authentication service. Different levels of access will be configured and different users will login to check the system correctly applies different restrictions to different users.
2. Read only displays. Several read only displays will be setup, and using the controls provided BAS will check each input can be shown each of the displays, independently. This will include displaying one input on several displays as well as having each display show a different input.
3. Operator consoles. At least 2 operator consoles will be setup and BAS will check that each of the inputs can be controlled from each operator console, when a user with sufficient permissions is logged in. This will also include controlling multiple inputs at the same operator station.
4. Video walls. At least one 12 screen video wall will be setup, and BAS will check that 12 independent inputs can be disabled on the video wall. BAS will also check that a single input can be scaled to 4, 9 and 12 screens, whilst at the same time any unused screens can display other inputs.
5. Reliability. Whilst several displays are showing several different inputs, BAS will remove power to the primary central controller and check the existing display configuration continues to work without interruption. Should the provided system have a secondary controller BAS will check normal usage and management continues. The primary controller will be reconnected and BAS will check that full management functionality returns without interrupting the existing display configuration.

## **Software/Hardware Maintenance**

BAS requires software and hardware maintenance for a minimum of 1 year with options to extend for up to two further 1 year periods

BAS requires access to a support helpdesk to help diagnose hardware and software issues during the maintenance period. BAS requires access (by email or telephone) to the helpdesk from 9AM – 5PM UK time, during the working week (Monday – Friday, excluding UK holidays).

During the maintenance period BAS requires access to any software upgrades and fixes for the supplied system. BAS must be informed of mandatory and recommended upgrades and must have access to support assistance if required to install the upgrades.

As mentioned above, the system will be fitted to a vessel that spends a large amount of time at sea and away from locations where replacement parts are available.

### Warranty

The warranty period must be for a minimum period of 1 year.

If the standard warranty meets the maintenance requirements above then the additional maintenance should be priced to start when the standard warranty expires.

### Equipment Delivery

The equipment is to be delivered to the following:

RRS Sir David Attenborough

NERC Stores

Cammell Laird Shipyard

Campbeltown Road

Birkenhead

Merseyside

CH41 9BP

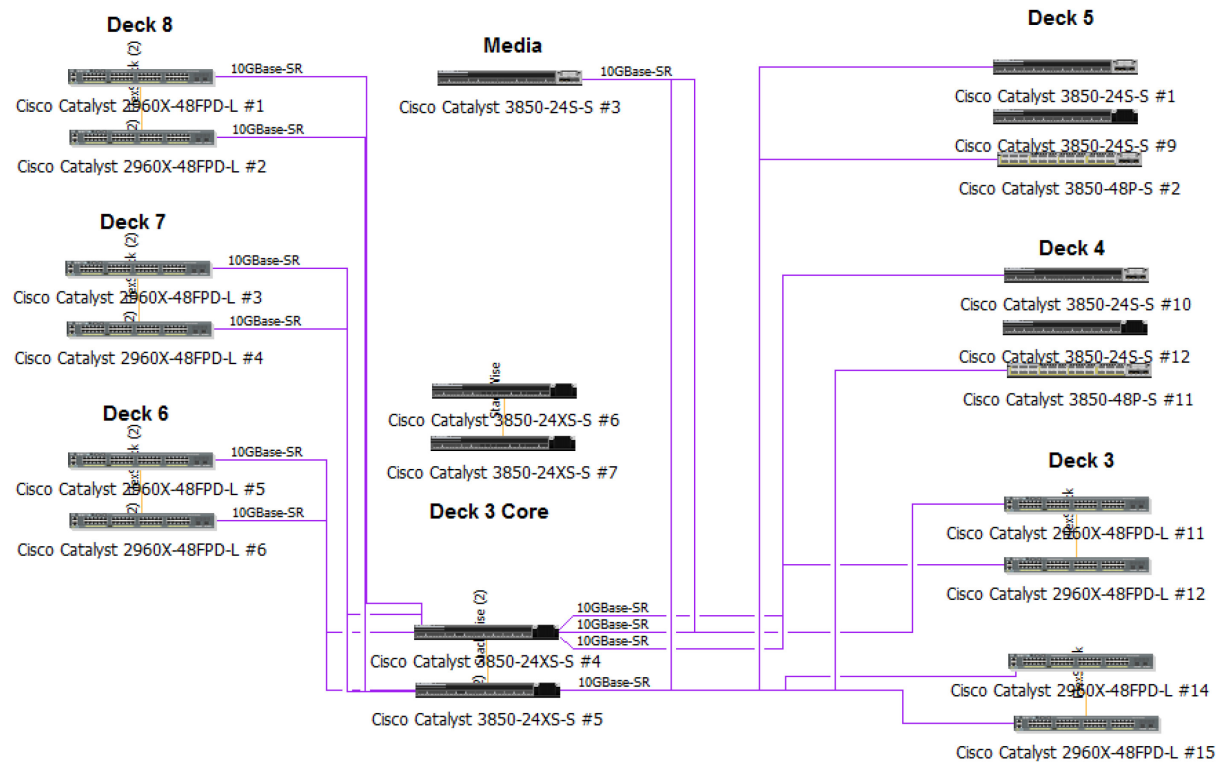
Delivery is required as soon as possible **but no later than the 7<sup>th</sup> March 2018.**

## Annexe 1 SDA Network Overview

The SDA network has been designed to support both data and video transmissions now and into the future. Through use of both fibre optic and CAT 7 cabling the system has been designed as far as practicable to be future-proofed.

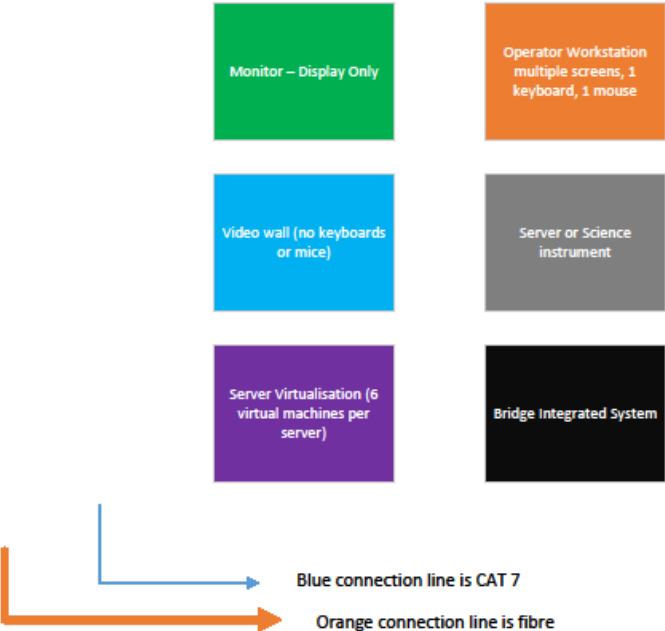
Each deck will be connected centrally to the server room (deck 3 core switch). There will be 2 x 10Gbps links between each deck and the server room over OM4 multi-mode fibre. It is envisaged that this will be configured through an aggregated link.

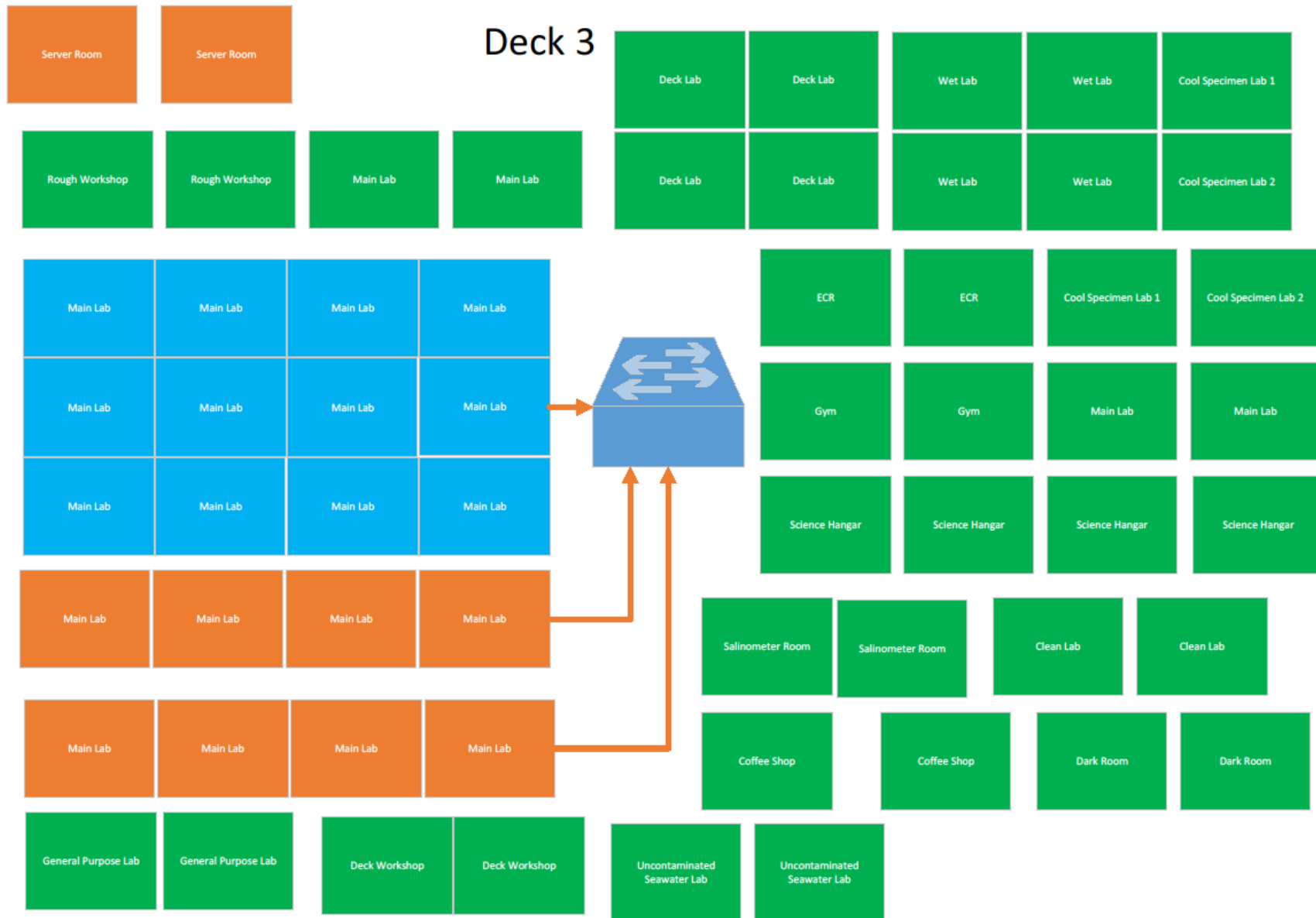
## Detailed network design

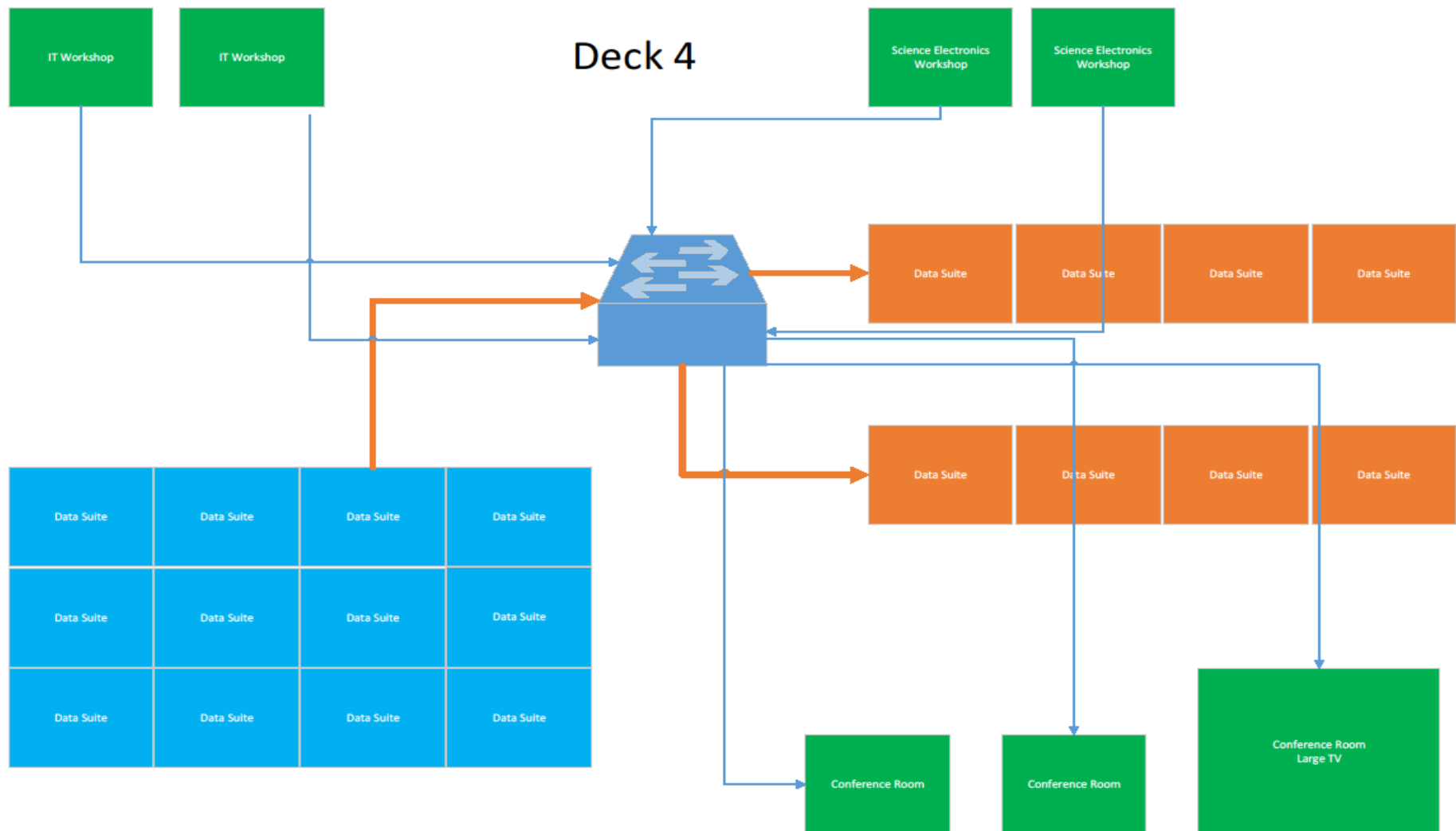


# Annexe 2 Visual Deck by Deck display requirements

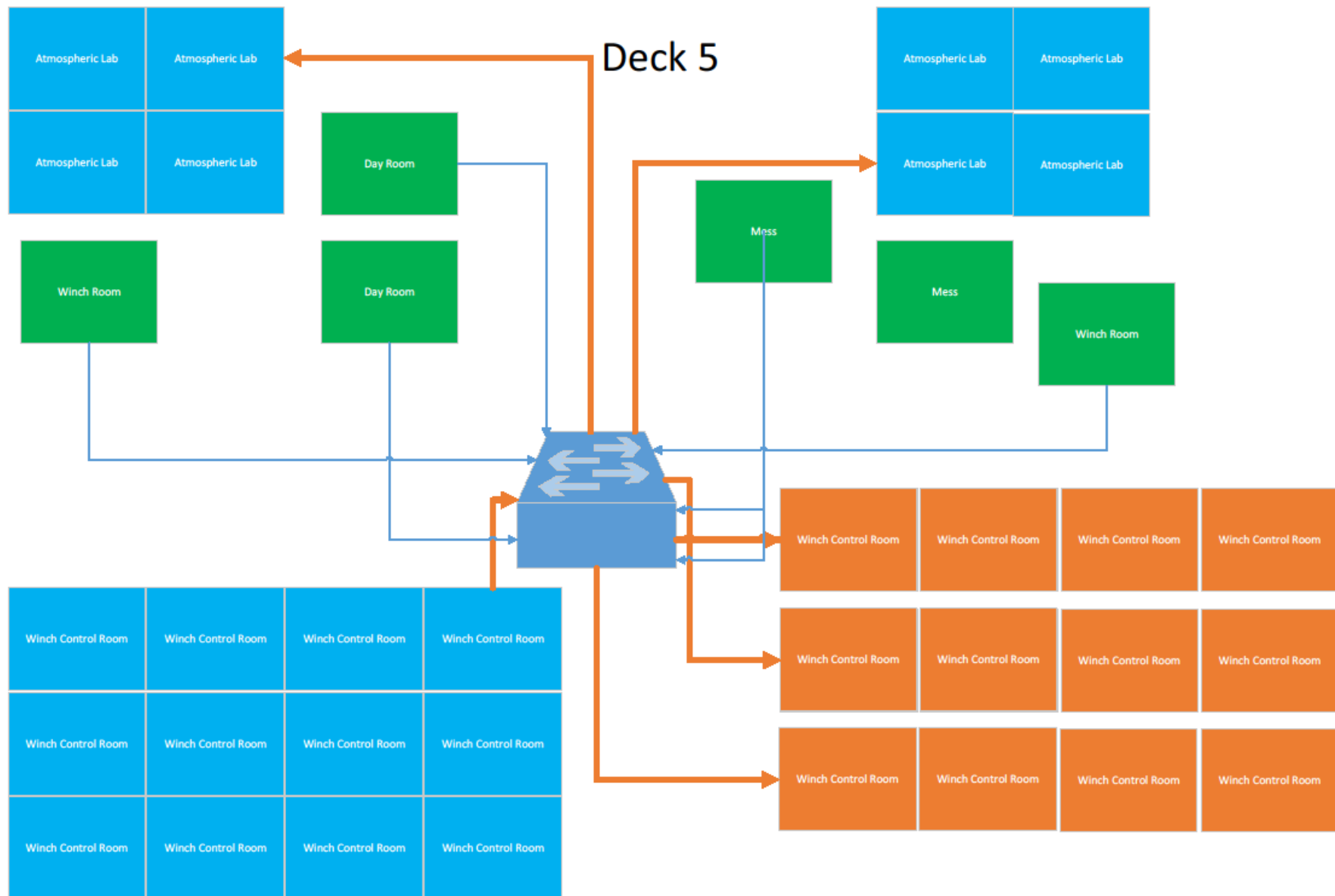
## Legend



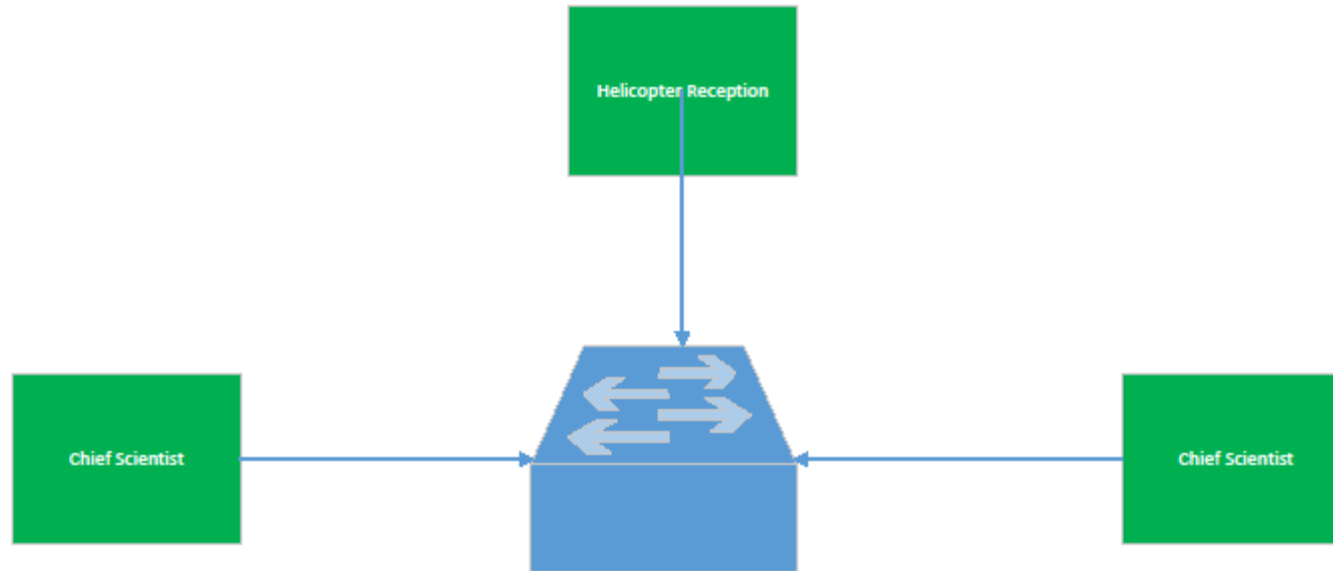




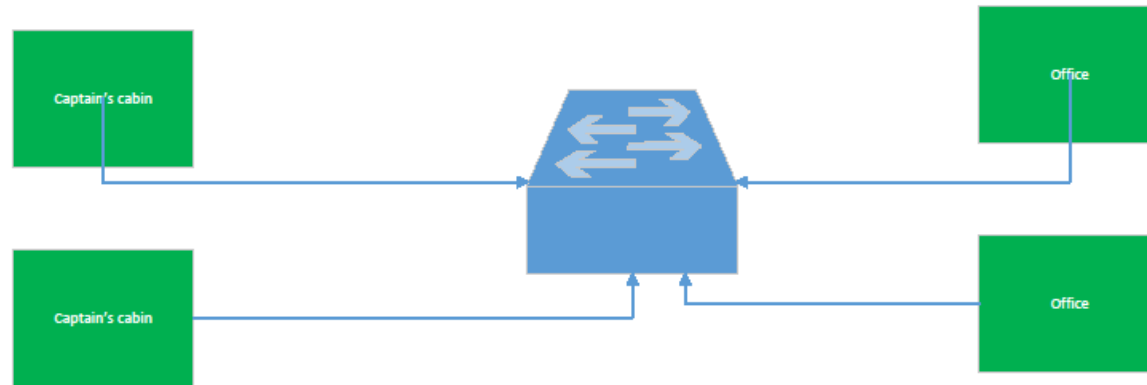


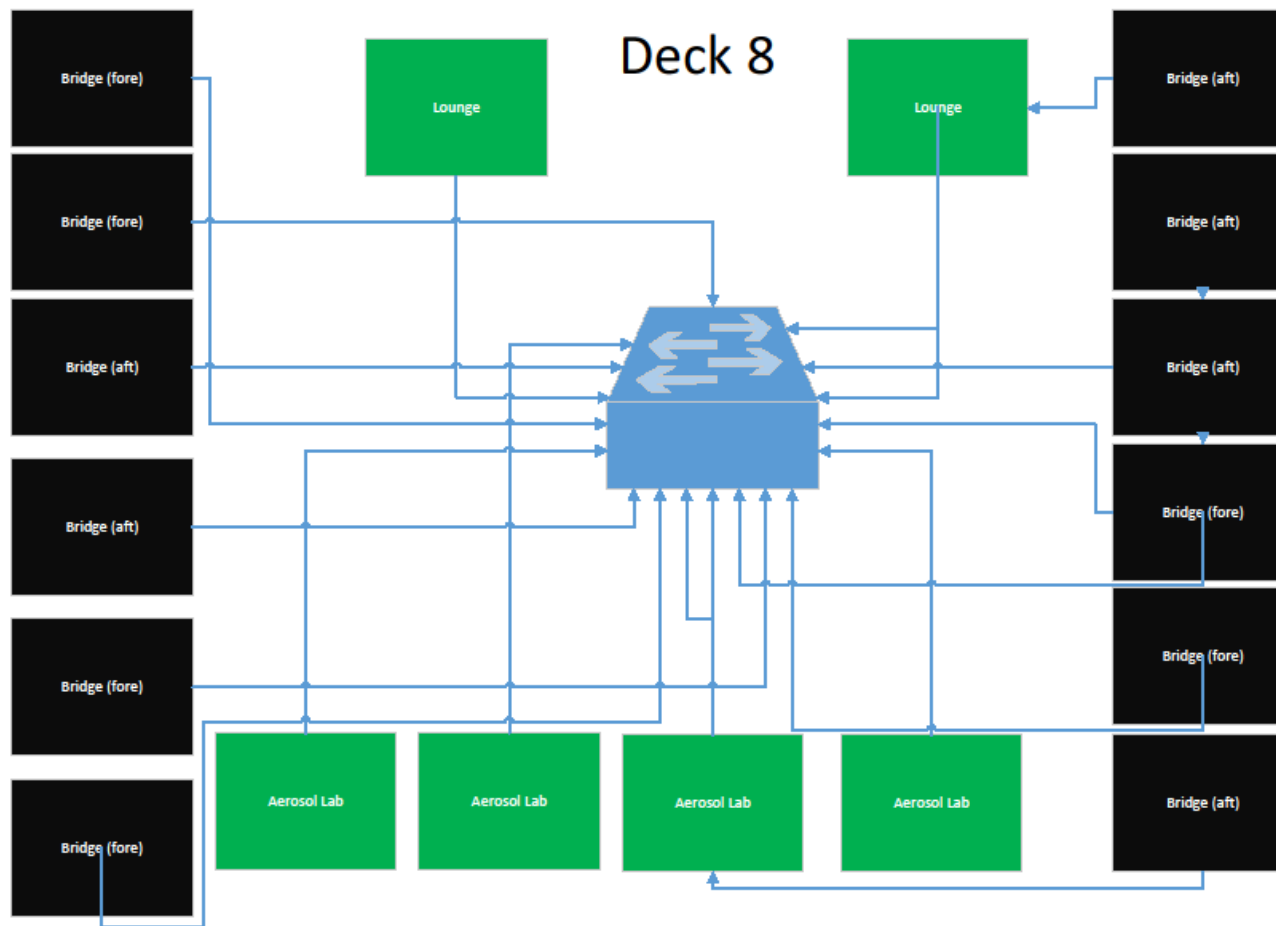


## Deck 6



## Deck 7





**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 NERC 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	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

### 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	20%
Quality	AW6.2	Proposed Solution	50%
Quality	AW6.3	Virtual Servers	20%
Quality	AW6.4	Warranty Period	10%
Quality	AW6.5	Warranty Replacements	Information only
Quality	AW6.6	Spares	Information only

## 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.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 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 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 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](#)