

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The Department for Business, Energy
and Industrial Strategy**

**Subject: Gas and Electricity Security Interactions: Context, Incentives and
Analysis**

Sourcing Reference Number: CR18187



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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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Version 3.6

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

Privacy Notice

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

YOUR DATA

The Contracting Authority will process the following personal data:

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

Purpose

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

Legal basis of processing

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

Recipients

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

Retention

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

YOUR RIGHTS

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

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

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

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

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

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

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

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

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

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

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

CONTACT DETAILS

The data controller for your personal data is:

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

You can contact the Data Protection Officer at:

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

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.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	The Department for Business, Energy and Industrial Strategy of, 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Karl Oakley
3.3	Buyer contact details	01793 867005 research@uksbs.co.uk
3.4	Maximum value of the Opportunity	The maximum value of this opportunity is £100,000.00 excluding VAT, split £50,000.00 for each Phase.
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	Wednesday 9th January 2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Tuesday 22 nd January 2019 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Tuesday 29 th January 2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 1 st February 2019 14:00
3.10	Date Bidders should be available if clarifications are required	Monday 11 th February 2019
3.11	Anticipated notification date of successful and unsuccessful Bids	Wednesday 13 th February 2019
3.12	Anticipated Award date	Monday 25 th February 2019
3.13	Anticipated Contract Start date	Monday 4 th March 2019
3.14	Anticipated End of Phase 1 date	Friday 3 rd May 2019
3.15	Anticipated End of Phase 2 and Contract End date	Friday 5 th July 2019
3.16	Bid Validity Period	60 Days

Section 4 – Specification

Background

On the 1st March 2018 GB's System Operator issued the first Gas Deficit Warning (GDW) since 2010. The market conditions and events around the GDW highlighted the growing interactions between the electricity and gas systems, especially at times of system stress.

A significant failure in national gas supply could affect supply for gas-fired power generators. The planned phase-out of coal-fired generators by 2025 and the increase in intermittent electricity generation sources may compound the reliance on gas as a peak generation source. As such, it is important that we understand the interactions between the gas and electricity markets, and the risks and benefits arising from those interactions.

The overall purpose of the analysis is to assess and highlight the current and future evolution of risks deriving from the interaction of gas and electricity markets at times of system stress. The work aims to shed light on an increasingly important aspect of energy security analysis, looking at the interactions between gas and electricity security in a joined-up way and highlighting energy security as an area characterised by cross-cutting risks which have the potential to impact different policy areas across the Department.

This work first aims to set out clearly how the two systems might impact each other and what are the complementary or contradictory incentives faced by operators in both markets. It also seeks to apply the results of the incentive analysis to a modelling exercise to study the likely market reactions to potential future stress event situations and their associated costs.

The outputs of the project will be used as part of the Department ongoing assessment of security of gas and electricity supply and they have the potential to inform future policy developments in the areas of energy security, the future role of gas, the clean growth challenge, heat policy and network resilience.

Aims and Objectives of the Project

The research project can be divided into 2 key phases, with the former having two areas.

PHASE 1

1. *Setting the scene: How does the growing interdependence between gas and electricity impact energy security in the short (up to 2025) to medium (up to 2035) term?*

What is the future (the future meaning up to 2035 for this and all sections) outlook for gas and its expected role in the electricity generation mix in GB?

What are the channels through which electricity fundamentals might impact gas fundamentals and vice versa?

What parameters characterise the GB gas and electricity system in a stress event? What is the most fitting way to describe a potential stress event situation in each of the gas and

electricity markets, in light of historical events, likely evolution of risks and previously assessed scenarios?

2. *Incentives Analysis: Do current market, regulatory and policy arrangements in GB capture cross-vector electricity/gas risks?*

What is the interaction between incentives for market players at times of system stress in the wholesale gas and electricity markets, balancing markets, network charging and provision of other ancillary services? How could this change in the future?

What are the likely market responses/behaviour from different market operators facing this set of economic signals? What are their likely operational and financial constraints? How are these likely to evolve in the future?

PHASE 2

3. *What-if Analysis: Using insights from the incentive analysis (phase 1), what can we learn from modelling simulations?*

What are the main results from a modelling exercise looking at the interaction between demand and supply in the gas and electricity markets at times of system stress?

How do these results change when testing different risk drivers, such as: (i) Wind availability; (ii) Coal generation phase-out; (iii) Duration of stress event; (iv) Increased import dependency and competition with other interconnected markets?

What does each scenario show in terms of fundamental demand and supply indicators (peak demand and composition, supply mix on both electricity and gas and unmet demand – if any)? Are there any physical or regulatory constraints that are hit in these type of modelling scenarios?

Suggested Methodology

The research methodology could include: quantitative/qualitative data analysis, economic/econometric modelling, energy systems modelling, case studies and literature review.

Contractors are expected to set out clearly what their preferred methodology and modelling tools are and how they consider them to be the best fit to carry out this type of research. The details of the chosen methodology are expected to be discussed and agreed with BEIS.

Phase 1: Setting the scene and incentive analysis

Tenderers are expected to characterise the current and potential future interaction between gas and electricity systems, including at times of system stress. This will include first defining the channels through which one system might impact the other and vice versa. A system diagram demonstrating the direction and strength between the different drivers would be a useful tool to visualise the interrelations.

Tenderers are also expected to include a description of potential demand triggers or supply shortfalls that could result in a system stress event situation across either or both the electricity and gas system as well as an assessment of the likely market responses and operational/economic constraints faced by different market players. Econometric/statistical modelling or any other suitable methodology could also be used to quantify and characterise the strength of the interrelations and relevant triggers or tipping points.

Other potential methodologies for this section could include a combination of literature review, analysis of current market arrangements, historical and international case studies, any relevant 'predictive' information, expert judgement, and other methods where appropriate.

However, independently of the proposed methodology, contractors are expected to deliver a minimum amount of new work and not completely base the findings exclusively on a review of existing literature or targeted interviews. Any proposal for an industry workshop will need to be clearly justified in terms of demonstrable added value to the project.

Phase 2: Scenario analysis

Contractors are expected to use the results from stages 1 and 2 to inform a set of stress test simulation analyses that look at the interaction of gas and electricity systems under a series of scenarios characterised by different risk drivers (i.e. weather, generation mix, etc.).

The scenarios are expected to be developed from the results of the previous stages of the research project as well as an analysis of both historical and likely future risk drivers in gas and electricity security. These may include but are not restricted to: demand variability driven by temperatures or levels of wind generation, potential for fuel switching in the power sector, duration of stress event or competition with interconnected markets. Scenarios and key assumptions will be discussed and agreed with BEIS. Only the most relevant scenarios and risk drivers identified as part of the previous stages of the research project will be modelled.

Modelling outputs are expected to consider at a minimum the fundamental demand and supply indicators characterising each modelled scenario for both the gas and electricity system. They are expected to include:

- Demand: Peak demand levels and profiles for both gas and electricity, differentiated by type of demand segment (i.e. domestic, industrial & commercial, power generation);
- Supply: Gas supply mix differentiated by major components (i.e. domestic production, Norwegian imports, continental interconnectors, LNG, storage, DSR) and electricity generation mix differentiated by main type of generation technology (i.e. unabated gas, unabated coal, nuclear, onshore and offshore wind, solar, biomass, interconnectors, batteries, other);
- Unmet demand: any potential volume of unmet gas or electricity demand by type of consumer and associated probability of disconnections.

This will require contractors to model and consider the fundamental characteristics of both the gas and electricity systems, including for instance supply availability and demand patterns for both gas and electricity, including both a spatial and a temporal dimension. These are expected to be clarified with tenderers at the onset of this stage of the project,

but should be able to capture at a minimum the different types of gas supply flexibility providers, electricity generation technologies, and different types of gas and electricity demand.

Contractors are expected to use their own quantitative and complementary modelling tools for the GB electricity and gas systems. Contractors are expected to provide an overview of their modelling capability and an assessment of its robustness.

Deliverables

This work is expected to deliver a report focusing on the interaction between the gas and electricity systems at time of system stress from both an incentive analysis and a modelling simulation perspective. The report will need to meet publications standards.

Contractors are also expected to deliver a presentation at key stages of the project, at a minimum at the end of phase 1 (context and incentives) and at the end of phase 2 (what-if scenario modelling). The contractor is also expected to attend regular catch-ups with the project team for the duration of the project.

Contractors are also expected to share the quantitative modelling outputs from the energy system modelling simulations and other quantitative analyses. This should meet BEIS QA standards and provide a complete self-contained picture of the modelling results.

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.

A decision to terminate the contract will be taken at the end of the first phase of the project. This will be based on (i) the degree of successful delivery of new information and insights at the end of the first phase of the project, including identification of a comprehensive and/or representative suite of modelling scenarios and (ii) an assessment of the proposed modelling treatment of the results of phase 1 for the last phase of the project.

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.5	Capacity
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	45%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding the Environment	20%
Quality	PROJ1.4	Risk Management	5%

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

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

DO NOT

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

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

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

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

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

USEFUL INFORMATION LINKS

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