



Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Innovate UK**
Subject Contracting Authority **Advanced Materials Landscape**
Sourcing reference number **BLOJEU-CR17077INN**

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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UKSBS

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

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

Section 2 – About the Contracting Authority

Innovate UK

The Innovate UK is the UK's innovation agency – driving innovation to boost economic growth. It works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy

Innovate UK is an organisation of around 300 staff, drawn mainly from business. It works across the UK, with a head office in Swindon.

With a strong business focus, Innovate UK drives growth by working with companies to de-risk, enable and support innovation. To do this, they work to:

- Determine which science and technology developments will drive future economic growth
- Meet UK innovators with great ideas in the fields they're focused on
- Fund the strongest opportunities
- Connect innovators with the right partners they need to succeed
- Help its innovators launch, build and grown successful businesses

Since 2007 Innovate UK has committed over £2.2 billion to innovation, matched by a similar amount in partner and business funding. They have helped more than 8,000 organisations with projects estimated to add more than £16 billion to the UK economy and create 70,000 extra new jobs

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	Innovate UK, Polaris House, North Star Avenue, SN2 1FL
3.2	Buyer name	Rebecca Fish
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£100,000 ex VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	18/07/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	16/08/2017 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	18/08/2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	24/08/2017 14:00
3.11	Anticipated selection and de selection of Bids notification date	08/09/2017
3.12	Anticipated Award date	08/09/2017
3.13	Anticipated Contract Start date	14/09/2017
3.14	Anticipated Contract End date	01/03/2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction

Innovate UK is the UK Government's innovation agency. We work with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. We're an organisation of around 300 staff, drawn mainly from business. We work across the UK, with a head office in Swindon.

We have a strong business focus, we drive growth by working with companies to de-risk, enable and support innovation. To do this, we work to:

- determine which science and technology developments will drive future economic growth
- meet UK innovators with great ideas in the fields we're focused on
- fund the strongest opportunities
- connect innovators with the right partners they need to succeed
- help our innovators launch, build and grow successful businesses

Since 2007 we have committed over £1.8 billion to innovation, matched by a similar amount in partner and business funding. We have helped more than 7,600 organisations with projects estimated to add more than £11.5 billion to the UK economy and create 55,000 extra new jobs.

Our strategy is guided by our 5 point plan:

1. Turn scientific excellence into economic impact and deliver results through innovation, in collaboration with the research community and government
2. Accelerate UK economic growth by nurturing high-growth potential SMEs in key market sectors, helping them to become high-growth mid-sized companies with strong productivity and export success
3. Build on innovation excellence throughout the UK, investing locally in areas of strength
4. Develop Catapult centres within a national innovation network to provide access to cutting-edge technologies, encourage inward investment and enable technical advances in existing businesses
5. Evolve our funding models, ensuring businesses we work with get the right kind of funding at the right time and helping public money go further and work harder.

The Government is implementing the recommendations of Sir Paul Nurse's review of the research councils by creating UK Research and Innovation, a new body incorporating the seven research councils, and that it would look to integrate Innovate UK into this new body. This year we will work in increasingly close partnership with the research councils, building on the firm foundations laid in previous years.

2. Aims

We want understand the size, shape and capabilities of the whole advanced materials sector and individual advanced materials industries within it: including their supply chain and their customers in the UK, as well as their growth rates. This is so that the Advanced materials

teams in Innovate UK and central BEIS can better target government innovation support and investment to help this sector grow. We hope that a better understanding of the sector will help us retain research, development and innovation in the UK, for example by making it easier for those engaged with innovation projects to find UK manufacturers for the new products they develop.

3. Objectives

- 1) Define advanced materials industry, its component materials and its relationship to the manufacturing supply chain, important end users and potential future end users. This is to set the boundary of the advanced materials industry in the UK.
- 2) Develop a method for data collection on relevant advanced materials industries and undertake a comprehensive market study of advanced materials industries.
 - a) Data collected should include (amongst other metrics), value of the industry, jobs, location of companies and other relevant organisations, their capabilities, exports and industries served (where in the supply-chain advanced materials sit). It would also be helpful to have some idea of companies' reliance on imported feed stocks or materials.
 - b) Innovate UK and Beis will endeavour to provide you with access to additional datasources and analysis available to them, however, this should not be relied upon within your bid.
- 3) Develop a data store that enables queries on the size and shape of the advanced materials industries, this can be in any form agreed with Innovate UK but must be readily accessible by Innovate UK and other government agencies.
- 4) Develop an easy to use tool for non-experts to manipulate data on advanced materials industries (this should not be the main focus of the project)
- 5) Produce a short report providing an overview of the advanced materials industry in the UK. Including:
 - a) Size (value, jobs, exports) of the advanced materials industry
 - b) Supply chain strengths and weaknesses
 - c) Opportunities for intervention (ie through policy levers, funding, convening etc)
 - d) The importance (value) of advanced materials (both domestic and imported) to the high value manufacturing sector, including jobs, exports and R and D supported.

4. Background to the Requirement

Advanced materials can be defined as:

Materials designed for targeted properties and includes both completely new materials and those that are developments on traditional materials. Such materials show novel or improved structural and/or functional properties.

<https://connect.innovateuk.org/documents/26203578/0/High-Level%20Strategy%20-%20National%20Strategy%20for%20Advanced%20Materials?version=1.0>

Practically, at Innovate UK we recognise that all cutting edge material research could be considered advanced materials. This includes innovation in: metals, polymers, composites, coatings, nanomaterials/2D/graphene, glass, ceramics and electronic and functional materials.

Innovate UK is organised into four sector-specific teams and an Open team . Each of these teams focuses on a specific set of industrial areas. Advanced materials industries are

supported under the Manufacturing and materials directorate. The Directorate had a budget of £137m focused on supporting both advanced material and manufacturing businesses. The Directorate also fund the 7 High Value Manufacturing Catapults across the UK that support cutting edge innovation in manufacturing.

With a small team of 5, the advanced materials team are tasked with supporting a diverse range of industries. Historically, our focus to date has been to target competitions on specific topic areas. However, with publication of the Industrial Strategy Green Paper and the announcement of the £4.9bn Industrial Strategy Challenge Fund we have an opportunity to develop larger programmes targeting materials sectors.

Our support is targeted innovation that will maximise return on investment for the UK economy. This is built on 4 key question:

1. Is the market of significant size to justify the investment?
2. Is the UK in a position to exploit the technology?
3. Is the timing right?
4. Can Innovate UK's investment make a difference?

This tender for services focuses on providing evidence to aid in answering the first two points. We are looking to gain greater clarity on the size and make-up of the advanced materials industries, their supply chain and their end customers. This information will be valuable in helping us better target our support and provide a robust evidence base from which we could secure further government support for the Advanced Materials industries.

We currently rely on a number of published studies to provide us with the relevant evidence. This includes Technology and market perspective for future Value Added Materials (https://ec.europa.eu/research/industrial_technologies/pdf/technology-market-perspective_en.pdf), Advanced materials landscape study, (KTN November 2015) and the Eight Great Technologies (Beis 2013). However, these only cover a subset of advanced materials industries, or are not geographically specific or need updating. We also have access to published market reports on a wide range of industries and technologies. However, these sources do not give us the level of granularity required to understand the UK landscape in detail. The basis of this tender is to address this gap and where possible develop a way to obtain relevant information on advanced materials after the close of the project.

5. Scope

- All the advanced materials industry (unless agreed with Innovate UK at the start of the project).
- Measure the size (turnover, employment, exports, investment, growth and other relevant metrics) in the advanced materials market.
- UK-focused, but contextualised against our international competitors.
- This is expected to be primarily desk-based research, but we are open to tenders that offer innovative suggestions.
- There is the possibility of a phase 2 study if questions are raised that would merit further research

6. Requirement

We expect the contractor to:

- Define advanced materials sectors for the study, as a minimum, this must include: metals, polymers, composites, coatings, nanomaterials/2D/graphene, glass, ceramics and electronic and functional materials. Innovate UK expect to refine this list in discussion with the successful bidder.
 - We expect bidders understand the landscape, where the data exists already, the forces acting on advanced materials market. However, we recognised that many of the skills required to complete this project are not specific to advanced materials, therefore an in-depth understanding of advanced materials is not a prerequisite for this bid. Innovate UK are willing, within reason, to aid the successful contractor in defining this landscape and providing expertise into advanced materials.
- Define the boundary between advanced materials and the wider manufacturing landscape. For example where does manufacturing advanced materials become manufactured products containing advanced materials?
 - Capturing data on both definitions is important to show both the direct value of the advanced materials industries in the UK and its role in supporting other high value manufacturing industries – but it is also important to define this boundary and be able to separate the data out appropriately.
- Develop a methodology for mapping the size and scope of the advanced materials industry in the UK. This can include published reports, sector analysis, patents, papers, ONS information, other government information, websites, social media and grey publications. We are particularly keen to see innovative approaches that use large data sources to fully define the size of the market rather than more conventional industry surveys. Innovate UK already have access to some reports, however bidders should not rely on this data and reports in order to provide a suitable methodology, the pre-existing data may be shared with the successful bidder should this be seen to enhance the outputs and the methodology provided.
- Gather meaningful industry data based on the developed methodology.
 - Please note that it is the contractors responsibility to source the data.
- Measure the size of the advanced materials industry (by material type/sector) in terms of:
 - Value to the UK economy
 - Number of jobs directly and indirectly supported
 - Exports
 - Key industry sectors supported and their value
- Provide a set of companies, with company data, that are active in each advanced materials type/sector.
- For each advanced material type/sector, provide:
 - Data on the geographic distribution of companies in the sector which can be sorted by company size and focus
 - Where key parts of the supply chain are missing in the UK
 - How the UK compares internationally

The fast-paced nature of our work means that we cannot predict how we will use the data. Therefore, Innovate UK are looking for innovative ways to deliver this project. In addition to a short report, we would welcome proposals that would incorporate tools to enable Innovate UK and other agencies to manipulate the data to suit specific needs.

There may be an opportunity for the winning supplier to have access to commercially sensitive information during the life of this project, for this reason, the winning supplier will be required to sign a non disclosure agreement as part of this tender process,

7. Timetable

The completion of this project must coincide with the Materials Research Exchange, which is due in early March 2018. The contractor is expected to launch the output of the project at this event. Please note that we are not expecting the contractor to organise the event or invite delegates.

In addition to the final project output, where necessary, the contractor must budget for a small amount of continued support beyond the end of the main project as well as time for training/dissemination to relevant staff in Innovate UK and other government departments.

For the duration of the project, we will expect monthly updates from the contractor, which depending on progress, should be a mix of face to face meetings (either in BEIS offices in London or Innovate UK offices in Swindon) and conference calls. Before these meetings, a brief monthly progress report must also be completed detailing work undertaken and any items needing attention. These meetings may result in shaping and refining the on-going work.

Indicative Budget

The initial budget for this work will be set at £100,000 plus VAT. Section 1A of the pricing schedule (AW5.2) should include all costs to complete the tasks set out in the specification up to the fore mentioned value. Any bids feeling that can add additional innovation that may come in above this value should add these costs into section 1B of the pricing schedule and provide details within their approach of what these costs relate to. The figure in Section 1A will be used for evaluation purposes and Innovate UK reserve the right to utilise the costs involved in section 1B at a later date if they see fit.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW6.2	Non Disclosure Agreement
-	-	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	20.00%
Quality	PROJ1.1	Approach	50.00%
Quality	PROJ1.2	Staff to Deliver	15.00%
Quality	PROJ1.3	Project Plan and Timescales	15.00%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

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

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

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

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

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

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

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score/Total Points multiplied by 50}$ ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

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

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

DO NOT

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

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60days 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 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](#)