



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of National Environmental Research Council, National Oceanography Center (NERC, NOC)**

**Subject Contracting Authority Fire Loop Alteration Project**

**Sourcing reference number FM17122**

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

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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 our 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	National Environmental Research Council, National Oceanography Centre, Southampton, SO14 3ZH
3.2	Buyer name	Huw Pearce
3.3	Buyer contact details	fmprocurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£27,500 (Excl VAT)
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	28/07/2017
	Site Visit	07-09/08/2017  Site visit requests must be made via the Emptoris tender platform, no later than 12pm 04/8/17, confirming the date required, names and direct contact number (maximum of 3 people per supplier)
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	11/08/17  14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	15/08/2017 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	18/08/2017  14.00
3.10	Date/time Bidders should be available if face to face	N/A

	clarifications are required	
3.11	Anticipated Award and Rejection of unsuccessful Bids date	05/09/2017
3.12	Anticipated Contract Start date	25/09/17
3.13	Anticipated Contract End date	30/11/17
3.14	Bid Validity Period	90 Days

## Section 4 – Specification

### INTRODUCTION

National Oceanography Centre (NOC), Southampton has a requirement to upgrade the existing fire loop system on site.

NOCS has an analog addressable system currently installed on site. The system has 17 fire system loops across site, with a capacity of 126 devices on each loop. Currently, we estimate that at least 3-4 loops have reached their system load capacity, and therefore, the system requires urgent upgradation to ensure building compliance and achieve optimum function.

### OBJECTIVES

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

- The winning contractor would be required to assist and liaise with the client to finalise the project brief. This would also include obtaining information from the client as required.
- Contractor to provide information to the project designers (if required), and also provide pre-construction information.
- Under the terms of the design & built contract, it is the responsibility of the contractor to ensure EH&S management on site, and ensure regular information flow with the client.
- Acting as the Principal Designer you will be required to provide the client with a bill of quantity/schedule of rates as part of the UKSBS ITQ.
- Liaising with the client, to help complete a tender package which includes the scope of works, project specifications, drawings, site layout etc.
- As the Principal Designer & Contractor, you must ensure that you carry a valid Professional Indemnity insurance certification of £5,000,000.00 and Public Liability Insurance certificate of £10,000,000.00 to operate on NOCS site, and carry the design liability for this project.
- The project shall follow the CDM2015 regulations and NEC3 contract terms & conditions.

#### Site Specific Terms of Responsibility –

- Ensure NOC Permit Systems - For example, Building Access, MEDA Access, Security grid room access, Lab area access, Fume cupboard & LEV Permit, Fire system isolations, Gas & Electrical system isolations, Water system isolation are followed by the contractors. Please refer to Appendix 04-Permits.
- Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site.
- Bi-weekly meetings to ensure project update which would include taking minutes and site inspection during construction period.

- As the client, NOC is required to ensure all Principal Designers & Contractors include sustainability procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production.
- The Scope of Works is to include a Standard Clause for Energy Performance by Practicable Measures and also ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.
- Contractor is to liaise with the client to understand UKSBS procurement procedure.
- Contractor to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s).
- The client requires all works to be completed by 30<sup>th</sup> November 2017.
- Contractor would be required ensure compliance under BS9990:2015, BS9999:2017; Regulatory Reform (Fire Safety) Order 2005; as well as industry guidelines such as ASFP guidelines and recommendations, which is available for review by the public, consultants and contractors. Any certifications on the project would require review & compliance under these guidelines. Any fire control dampers and associated products installed within the project - as part of passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over NOC Estates.
- The building layout & Containment plans area available on Appendix 2 Guidance for Consultants & Contractors BMS\_DMS - July 2017 - Consultant\_Contractor Sign Off ; Appendix 1 – NOC General Site layout and Exploded Floor Plate diagram image

## APPROACH

As stated above - a standard analogue addressable system has been installed on site, and the modified system – as part of the new project works - would be required to remain analogue addressable. As per the existing conditions on site, the three fire loops 1, 2 and 9 (Fire Panel 1) on level 1, are near or full capacity.

The current recommendation is to ensure that all loops are reconfigured to enable spare capacity across site.

- The current loop layout on site means that each level of the building is served by 2 different fire alarm panels. The project requirement is to reconfigure the current loop structure so that 1 level of the building will be served by 1 fire alarm panel. Therefore, a total of 5 fire panels (20 loops) will be split across 10 levels.

Fire Panel 1	Loops 1 to 4	Level 1
Fire Panel 2	Loops 5 to 6	Level 2
Fire Panel 2	Loops 7 to 8	Level 3
Fire Panel 3	Loops 9 to 12 (loops 11 & 12 spare)	Level 4
Fire Panel 4	Loops 13 to 14	Level 5
Fire Panel 4	Loops 15 to 16	Level 6
Fire Panel 5	Loops 17 to 18	Level 7,8,9,10
Fire Panel 5	Loops 19 to 20	Workshops

## SCOPE

The Scope of Works for the Principal Contractor would therefore emphasise on including -

- Reprogramming of all fire alarm panels and move loops to suit new configuration, as per site building policy and standards.
- New device identification labels to be stuck on all devices
- Installation of new loop cabling and alterations of existing loops 1,2 & 9.
- Level 1, which is functioning to full capacity is required to have a fourth loop installed, enabling loops 2 & 9 to be spilt.
- The client is aiming for approximately 20% spare capacity on each modified loop, which shall be achieved by new loop cabling and alterations on existing loops 1, 2 & 9.
- Provision of an updated front end graphics package, amending all changes to the system.
- Updated drawings.
- Ensure there is NO DOWNTIME to the system or the building users while reprogramming of fire alarm panels or moving the loops within the new configuration.
- Existing building standards must be met while new works are undertaken by the contractors. Please refer to Appendix 04 – Permits.
  
- Principal Contractor to ensure that the submitted tender valuation is a fixed term pricing and allows for –
- Field wiring for security install.
- Primary & Secondary containment (as required).
- Builder works (if required).
- Minor works and/or Making good & redecoration.
- Third Party attendances/ sub-contractor works.
- Final connections of the fire alarm system with any NOCS MEDA plant equipment (if required).
- 230V single phase power supplies.
- Operation & maintenance manual handover, which should include a specific section for H&S.
- O&M Manual to include information on recommended standards and frequency of system maintenance.
- Allowance for out of hours (17:00-06:00hrs) work price.
- Allowance for normal working hours (08:00-17:00hrs) price.
- Warranty, for any replacement parts on the FireLoop system, of at least 12 months from the date of commissioning.

## APPENDIX – DRAWINGS, ADDITIONAL INFORMATION

Please refer to Appendix 01 and 02.

## CONSTRAINTS

NOCS (Client) is operating under the assumption that the project shall be completed by 30<sup>th</sup> November 2017 & shall be achievable by working in coordination with the Contractor and UKSBS.



It is thereby the duty of the Contractor to ensure that the availability of site and manufacturer lead times are considered when offering the best value solution as part of the tender package. NEC3 Early Warning Notices (EWNs) will be applicable for any programme slippage and will be duly discussed with the client to enact controls to monitor the programme.

## **DEPENDENCIES**

Project end date is 30<sup>th</sup> November 2017, which has several dependencies, due to concurrent projects running on site.

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

## **RESOURCE REQUIREMENTS**

- Drawings – Shall be made available to the Principal Designer upon award of contract.
- Site Layout and plans (Including Fire Panel Locations) – Included in Appendix 1 in .dwg format, .TIF format and .jpg format.

## **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
Quality	PROJ1.1	NOC Health and Safety Questionnaire (Appendix A) - Please confirm that you have completed the attached NOC Health and Safety questionnaire and returned it, along with any supporting documentation.
Quality	PROJ1.2	Please confirm that if awarded the contract you would be able to complete all works, no later than 31st October 2017
-	-	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	30%

Quality	PROJ2.1	Please provide a method statement on how you would undertake the works from appointment to completion.	14%
Quality	PROJ2.2	Please provide details of how you plan to manage the working conditions within the NOC environment.	14%
Quality	PROJ2.3	Please provide a detailed programme stating how you intend to meet our target dates.	14%
Quality	PROJ2.4	Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.	14%
Quality	PROJ2.5	Please detail your procedure regarding the front end graphics software to ensure the continued accuracy of the information given to the end user whilst the project is ongoing?	14%

## 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 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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)