

Invitation to Quote

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

**Subject: Analysis of responses to the Government consultation on
the Future of Carbon Pricing in the UK**

Sourcing Reference Number: UK SBS CR19029

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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Version 3.6

UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our 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 Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

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)

Contracting on behalf of BEIS and UK Devolved Administrations

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 (BEIS) of 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Declan Ward
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£83,300.00 ex VAT maximum value based on 200 responses. Volumes are not guaranteed.
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	Thursday 16th May 2019 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Thursday 23 rd May 2019 at 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 24th May 2019 at 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 31st May 2019 at 14.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Wednesday 12th June 2019
3.12	Anticipated Award date	Wednesday 19th June 2019
3.13	Anticipated Contract Start date	Monday 01st July 2019
3.14	Anticipated Contract End date	Friday 02 nd August 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

Context

On 02 May 2019 the UK Government and Devolved Authorities (Scottish Government, Welsh Government and the Department for Agriculture, Environment and Rural Affairs in Northern Ireland, henceforth 'DAs') published a consultation on the future of carbon pricing in the UK after 2020, to close on 12 July 2019. This consultation is available to view [here](#).

We are committed to exploring a UK Emissions Trading System (ETS) that is linked to the EU ETS. As outlined at the Lords select committee, this is currently our preferred option. However, a linked UK ETS will be subject to negotiation and in the event that an acceptable linking agreement cannot be secured, alternative carbon pricing options must also be considered. These include the UK Administrations introducing a UK wide standalone domestic emissions trading system; the introduction of a tax on carbon; or participating in Phase IV of the EU ETS as non-EU Member State.

This consultation primarily seeks views to help inform the design and development of both a linked and a standalone UK ETS, though some questions could also inform to a tax on carbon (Chapters 1-3).

The consultation does not seek views regarding the attractiveness or otherwise of the option of remaining in the EU ETS on an ongoing basis as this is not the Government's preferred approach. However, options remain open ahead of the Future Economic Partnership negotiations and as such, the consultation also seeks views on the legislative basis to enable us to remain in Phase IV, in addition to further improvements we propose to make to the system (Chapter 4).

The consultation includes both closed and open-ended questions asking for feedback on the proposals. The consultation invites comment from any interested party, but we are expecting it to be of particular interest to UK installations and aircraft operators currently operating in the EU ETS (~1100), as well as UK trade associations representing specific sectors. Energy stakeholders, academics and climate NGOs will also have a keen interest in the publication. The number of questions in the consultation is 79. Not all questions will be relevant to all respondents. Questions will be designed to have an initial closed (yes/no) element followed by the opportunity to expand upon that answer, for example:

- a) Do you agree with the proposed changes to xxxx? (Y / N)
- b) Please expand on your answer and give evidence where possible

The questions also ask whether a respondent is a current operator and where they are based, to allow disaggregation and analysis of responses by region and sector. BEIS, on behalf of UK Government and DAs, would like to procure an external consultant to collate, analyse and produce a report on the consultation responses received. The successful bidder will need to apply a technical understanding to the EU ETS. The consultants will be responsible for the design and content of the report, addressing both quantitative and qualitative aspects from the consultation feedback, making sure it meets the aims and objectives within the prescribed timelines. This process will be done in consultation with the guidance and feedback of BEIS and DA officials to ensure a final product that is fit for purpose. The report will support BEIS and DA's in promptly developing a

thorough UK Government and DA response to the consultation. The report may or may not be made public, either in part or in its entirety, and may be directly referenced in the consultation response.

The following section, project aim and objectives, in addition to outlining the aims of the project, sets out the requirements and expected outputs.

2. Aims and Objectives of the Project

The aims of the project are:

- BEIS and DAs will have a manageable and presentable summary of all responses, using quantitative and qualitative analysis of the data to highlight trends, similarities and differences between responses. BEIS and DAs will be able to draw on and, if useful, directly reference this information as part of its response to the consultation.
- BEIS and DAs will gain a qualitative and quantitative understanding of respondent views to the consultation proposals, where relevant highlighting and considering the type of respondent (e.g. aggregating responses at a sector level).
- BEIS and DAs will gain an understanding of what options offered in the consultation stakeholders prefer and why.
- BEIS and DAs will gain an understanding of which areas of policy or proposals are particularly contentious.
- BEIS and DAs will gain an understanding of policy areas or proposals which may have been missed or not addressed in enough detail.
- BEIS and DAs will gain an understanding of suggested areas for improvement in our policy design.

To achieve this, the successful bidder will:

- Demonstrate they have relevant understanding of the EU ETS and carbon pricing (required) and understanding of how to deliver the report.
- Mobilise a team and have flexible resources to manage a varying and uncertain amount of responses / work.
- Review and analyse consultation responses (either to individual questions or groups of questions, as appropriate and agreed with BEIS and DAs), presenting results clearly, providing tables of all quantitative responses with appropriate disaggregation
- Identify and analyse trends (negative or positive) that can be seen in the responses (e.g. that all power sector respondents are in favour of x proposal but 95% of other respondents are against), and highlighting any issues or solutions respondents may have suggested. This also will include capability to perform analysis of the data sorted by geographical location of the operator (in England, Northern Ireland, Scotland, Wales and Offshore – a question in the consultation confirms respondent location).

- Include in the written report a summary of the views expressed in the free text sections for each question.
- Provide an annexe with the list of stakeholder respondents, broken down by sector and region (England, Northern Ireland, Scotland, Wales and offshore) where relevant.
- Engage with a group of BEIS and DA officials (including attending a meeting at 1 Victoria Street, London) 5 to 10 working days before the project, agreeing a clear methodology, and if possible, begin working on any responses that have already been received.
- Complete the analysis and produce a full report including all analysis and annexes as specified (provided electronically) within 15 working days of the consultation closing (i.e. by 02 August 2019), updating the officials group at least weekly on progress through this period.

Pricing

- Please submit prices referring to the distribution of responses below against the maximum of each band

Due to the uncertainty of how many responses the consultation will receive, we require that bidders provide a price per Band of Response Volume set out in the attached Consultation Price Schedule (XLS). There are seven bands (0-24, 25-49, 50-74, 75-99, 100-124, 125-149, 150-200). The final price will be proportional to the actual number of responses received.

- As per the section on Evaluation, price will be evaluated on an anticipated volume of 74 responses.
- We understand that the detail of responses to the free text/'open' questions is also likely to vary significantly. In order to quote a price for each band, we are asking bidders to quote the price based on a distribution of responses with the following sample complexity profile (where a page is defined as 500 words of free text):
 - 5% comprehensive and complete responses, with high levels of detail and more than 10 pages of free text in total per response.
 - 15% detailed responses with 3-9 pages of free text in total per response.
 - 80% minimal responses with no or less than 2 pages of free text in total per response.

3. Suggested Methodology

<p>Any other specific requirements</p>	<p>We do not have a strong preference for a methodology. Please outline your proposed approach(es) and methodology for producing the report, stating milestones if appropriate and whether they would cost a different amount or require a different amount of time. Also, set out your quality assurance process, including risk management.</p> <p>The minimum standard we expect would be to outline a strategy for the report that will help us meet the project aims and objectives outlined in this Invitation to Quote.</p>
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	<p>Due to the general format of the questions:</p> <p style="padding-left: 40px;">a) Do you agree with the proposed changes to xxxx? (Y / N) b) Please expand on your answer and give evidence where possible</p> <p>Consultants may wish to utilise question a) responses for quantitative analysis (for example, for each proposal - % agree/disagree). Responses to question b) may be used for more in-depth qualitative consideration – such as quoted viewpoints – and should be clearly placed in context; for example, presenting the proportion of respondents who expressed similar views. Government will consider any different suggested strategies as well.</p> <p>Consultants will provide an indicative/skeleton report to demonstrate potential chapter headings, style, layout and formatting.</p> <p>The successful bidder will not share any of the details of this project with any stakeholder bar BEIS and DAs and such other organisations that BEIS and DAs request detail be shared with, due to the sensitive nature of the report. Successful applicants must be GDPR compliant and have data security provisions in place.</p>
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4. Contract Deliverables and commitments

- Two scoping meetings and a Scoping Report:
 - Upon award of the contract the supplier will attend an initial scoping meeting with BEIS and DA officials at BEIS's London Victoria Street offices to clarify and finalise the methodology. If useful at this point BEIS can supply the responses received by that point in the format of a .csv file.
 - Within 24 hours of the final pack of responses being transferred to the supplier (in the format of a .csv file), the supplier will review the final pack of responses. If the complexity profile of final responses clearly differs by more than 10% from the sample complexity profile (as outlined above) then the aforementioned officials group and the supplier will discuss at a second scoping meeting within 48 hours of the receipt of consultation responses the relevant amendments to the methodology, and amend the contract terms as per the contract without delay to the timeline.
- The supplier will prepare for and attend one-hour weekly progress meetings with the officials group staff (either via telephone or face to face as necessary).
- An interim written report summarising the initial quantitative data analysis (answers to yes/no questions) of all questions indicating which proposals are favourable and unfavourable will be produced by the supplier no later than 5 working days following close consultation (i.e. by 19 July).
- Supplier completes a full report including executive summary and analysis and submits it to BEIS and DAs electronically in an editable format no later than 15 working days following close of consultation for review and approval (i.e. by 02 August). If required, the supplier will present their report in a 2-hour interactive meeting at BEIS's Victoria Street offices within 1 working day of submitting the report. Supplier will be required to carry out rework if the initial full report is not accepted.

- If the initial report is not accepted, the supplier will provide a revised report which will be submitted electronically to BEIS and DAs within 24 hours after agreeing with BEIS and DAs the required action. Once BEIS and DAs has reviewed and agrees that the report meets the required standard it will be agreed as the final report.

5. Timescales

Key deliverables (as above) to be delivered:

1. Meetings and scoping the 5-10 working days period immediately prior to the end of the consultation on 12 July.
2. An interim draft report of initial findings (indicating overall trends of quantitative yes/no analysis and any immediate observations) no later than 5 working days after the close of the consultation (19 July).
3. The full report to be delivered no later than 15 working days (2 August) following the close of the consultation (12 July).

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 estimated value of the opportunity quoted in section 3 of £83,000 + VAT is the maximum contract award value based upon 200+ responses. BEIS's current best estimate of responses and hence evaluation sample is 74 responses.

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	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Price
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	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	25%
Quality	PROJ1.1	Approach	25%
Quality	PROJ1.2	Staff to deliver	15%
Quality	PROJ1.3	Understanding the Environment	10%
Quality	PROJ1.4	Project plan and timescales	20%
Quality	PROJ1.5	Risk management	5%
Quality	PROJ1.6	CV's	For information only

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

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

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

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

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

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

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

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

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

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. 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](#)