



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The Natural Environment  
Research Council – National Oceanography Centre**

**Subject NERC NOC Pest Control and Hawking Requirement**

**Sourcing reference number FM17135**

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

Registered in England and Wales as a limited company. Company Number 6330639.  
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**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**

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	The Natural Environment Research Council Polaris House Swindon SN2 1ET
3.2	Buyer name	James Hackett
3.3	Buyer contact details	<a href="mailto:FMProcurement@uksbs.co.uk">FMProcurement@uksbs.co.uk</a> 01793 867387
3.4	Estimated value of the Opportunity	£10,000 Per Annum Excluding VAT £30,000 Total Value for full contract duration Excluding 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>.</b> <b>Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

### Section 3 - Timescales

3.6	Date of Issue of Contract Advert and location of original Advert	Tuesday September 19 <sup>th</sup> 2017 Contracts Finder
3.7	Site Visits <b><i>We strongly recommend that you attend a site visit in order to gain complete clarity of our requirements and the environment that you will be working in. please send a message to UK SBS through the Sourcing portal to confirm your attendance to this site visit.</i></b>	Friday 22 <sup>nd</sup> , Tuesday 26 <sup>th</sup> and Thursday 28 <sup>th</sup> September 2017  Please email <a href="mailto:FMPurchase@uksbs.co.uk">FMPurchase@uksbs.co.uk</a> to arrange an appointment.
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	17:00 Wednesday 4 <sup>th</sup> October 2017
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	17:00 Friday 6 <sup>th</sup> October 2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	17:00 Thursday 12 <sup>th</sup> October 2017
3.10	Date/time Bidders should be available if face to face clarifications are required	Wednesday 18 <sup>th</sup> October 2017
3.11	Anticipated selection and de selections of Bids notification date	Thursday 26 <sup>th</sup> October 2017
3.12	Anticipated Award date	Tuesday 31 <sup>st</sup> October 2017
3.13	Anticipated Contract Start date	Monday December 4 <sup>th</sup> 2017
3.14	Anticipated Contract End date	Friday December 4 <sup>th</sup> 2020
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### **Section One**

#### **General Contract Details**

The nominated pest control contractor shall carry out the following services at the NOC site in Southampton:

- Falconry and Nest Removal – Section Two
- General pest control – Section Three
- Other ad-hoc pest prevention services as required – Section Four
- Provision for emergency call-outs – Section Five

#### **General Contract Provisions**

The nominated pest control contractor shall ensure the following provisions are in place prior to commencement of and during the contract period:

- Provide a breakdown of fees as per the schedule
- Hold a minimum of £10 million public liability insurance for the duration of the works.
- Provide the client with a completed NOC H&S Questionnaire for appraisal prior to the start of works.
- Submit site and project specific risk assessments and method statements prior to the start of works
- Provide the client with at least 48 hours' notice of site visits. All visits are to take place in working hours unless agreed in advance with the client
- Welfare facilities are to be provided by the client
- The contractor is responsible for safe and legally compliant disposal of all waste arising from works
- Relevant training information is to be provided to the client e.g. for the application of pesticides, rodenticides and use of high level access equipment

#### **Site Visits**

Potential bidders are strongly advised to visit site before completing their bid submission. Site Visits for this project can be arranged by emailing [FMProcurement@uksbs.co.uk](mailto:FMProcurement@uksbs.co.uk) with the subject: FM17135 – NOC Pest Control Site Visits

The nominated pest control contractor shall carry out site visits as agreed in sections three and four of this contract.

All pest control operatives must be annually inducted by a member of the NOC Estates team to be able to carry out works onsite.

Upon arrival to site, each pest control operative must sign in with NOC Security Control on Level 4 and sign out prior to leaving site. Security Guards may be asked to sign the electronic report to confirm the contractors attendance should there be no-one available in the main Estates Office.

Access permits must be obtained from an authorised Estates employee for all MEDA and high level access and the relevant procedures for MEDA and high level works must be adhered to (as per Estates Contractors Code of Safe Practice issued to all contractors during their site induction).

**NOC Site Contact**

The Estates Operations Supervisor shall have overall responsibility to oversee the pest control contract for NOC and shall be the point of contact for the contractor for any contract or service related issues and queries.

The contractor must report to the Estates Operations Supervisor (or designated other) before the commencement of any works onsite will be permitted. Should neither be available, works must be re-scheduled for an alternative date.

Any member of NOC Estates Office or Security Staff are authorised to sign off attendance dockets after each site visit.

**Section Two****Falconry and Nest Removal**

The nominated pest control contractor shall provide the following Falconry service, which shall be reviewed on an annual basis in March each year:

- Up to 20 flights per year, scheduled as follows (subject to gull activity):
  - Fortnightly between 01<sup>st</sup> April and 30<sup>th</sup> April;
  - Weekly between 01<sup>st</sup> May and 30 June;
  - Fortnightly Between 01<sup>st</sup> July and 31<sup>st</sup> July;
  - 6 contingency flights to be organised as required;

All visits are to be pre-arranged in March each year for the forthcoming period and the nominated pest control contractor shall advise, in good time, if they are unable to attend site on any agreed date.

- Regular checks of the roof nodes are to be carried out between 01<sup>st</sup> April and 30<sup>th</sup> September and any debris that could be used as nesting material is to be cleared. Frequency to be carried as follows:
  - Fortnightly - High season;
  - Monthly – Low season
- High level works are to be carried out in accordance with NOC procedures and may only be conducted once a detailed risk assessment and method statement has been agreed by both parties.
- No lone working is permitted at height, at any time.
- Nest removal shall be arranged as required upon advice from the nominated pest control contractor.
- Any high level access equipment required to carry out nest removals is to be provided by the Contractor and subsequently recharged to NOC.
- All nest material collected is to be removed by the Contractor.
- Visits for humane bird removal services are to be included within this contract, if required.
- A map of the route the contractor is required to cover shall be provided by NOC and approx. duration per visit they intend to be onsite whilst carrying out the falconry shall be provided by the contractor ;
- The nominated contractor shall provide a detailed electronic report after each visit, signed by a member of NOC Estates staff, to include any nest locations that are observed.



### **Section Three**

#### **Pests**

Under this service contract, the nominated contractor shall provide pest control services on a monthly basis on a day and time agreed with NOC Estates. If, due to unforeseen circumstances, the contractor is unable to attend site on the agreed day and time, they shall advise NOC Estates in good time and an alternative day and time shall be mutually agreed.

The nominated contractor shall provide, free of charge, 21 external bait boxes that are located at agreed points across the NOC site. Additional metal bait boxes to also be supplied, at an additional cost.

The nominated contractor shall provide a detailed electronic report after each visit, signed by a member of NOC Estates staff, to include images of any problem areas and any issues that are observed.

Pests included within this contract are as follows:

- House Mouse                    (***Mus domesticus***)
- Brown Rat                    (***Rattus norvegicus***)
- Black Rat                    (***Rattus rattus***)
- Pigeons
- Oriental Cockroach    (***Blatta orientalis***)
- German Cockroach    (***Blattella germanica***)
- American Cockroach   (***Periplaneta americana***)
- Silverfish                    (***Lepisma saccharina***)

#### **Insects**

Under the Service, crawling insects (known as casual intruders) will be treated if they are discovered in situations where they could pose a risk to food hygiene or health.

This protects against the following casual intruders:

- Ground Beetle            (***Caribidae***)
- Woodlice                   (***Isopoda***)
- Centipedes                (***Chilopoda***)
- Earwigs                    (***Forficula auricularia***)
- Millipedes                (***Diplopoda***)

#### **FLY CONTROL UNITS**

Under this service contact, the nominated contractor shall service any fly control units currently at the NOC site and shall carry out a full service at a frequency of 2 per annum.

This service is to include one annual maintenance visit per unit to thoroughly clean inside and outside of each unit, brush and clean the electric grid, check the high tension output, check the electrical system, fit a new UV lamp, reassemble and test the unit and fix a service sticker. In addition, 2 visits will be carried out per annum to check the unit is in good working order if required.

## **Section Four**

### **Other ad-hoc Chargeable Services**

#### **Pigeon Removal**

In the event of pigeon presence within any NOC building, NOC Estates shall attempt, in the first instance, to allow the pigeons to exit the building of their own accord.

If, after 3 days, the pigeons are still within the building, then the nominated contractor shall be called to attend site and try to humanely remove the animal.

If all humane methods to remove the pigeon have been exhausted and there is a requirement to exterminate the animal by method of shooting then this shall be conducted out of normal working hours (with prior agreement from NOC Estates Management or Supervisory team only):

- Monday to Friday – 23.00hrs to 06.00hrs (out of hour permits and risk assessments required);
- Saturday, Sunday, Bank Holiday and NOC Closure days – 06.00hrs to 23.00hrs

Carcasses shall be removed from site and disposed of by the pest control contractor.

Discretion on this matter is of the utmost importance not only when carrying out these duties but also when discussing the issues whilst onsite.

#### **High Level Works and Provision of Access Equipment**

In the event of high level works being required at NOC, e.g. nest removal from workshop roof areas, removal of pigeons from internal high level areas or cage trap installation on top of containers, the provision of the appropriate high level access equipment shall be provided by the contractor, at a pre- agreed price with the client, and subsequently re-charged to the client accordingly. High level works are to be carried out in accordance with NOC procedures and may only be conducted once a detailed risk assessment and method statement has been agreed by both parties.

#### **Non-Contractual Pests**

Provision for additional services to be provided upon request.

## **Section Five**

#### **Provision of Unlimited Call-Outs**

Provision of unlimited call outs between scheduled visits or for an emergency visit for the control of specified pests, must be responded to rapidly, preferably on the same day, but certainly by the end of the next working day.

#### **Response Times**

Response times are to be within 24 hours but in extreme emergencies within **four** or **eight** hours.

#### **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 ( $5+5+6=16\div3=5.33$ ))

### Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Quality	PROJ1.3	NOC Health and Safety Questionnaire.
Quality	PROJ1.4	Understanding of Requirement

### 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	Fixed Price	25.00%
Price	AW5.3	Transactional	5.00%
Quality	PROJ1.1	Method	35.00%
Quality	PROJ1.2	Risk Assessment	35.00%

## 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: 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 60 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](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)