



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The National Environment
Research Council (NERC) National Oceanography Centre
Southampton (NOCs)**

Subject Consultant Principal Designer

Sourcing reference number FM17103

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

Registered in England and Wales as a limited company. Company Number 6330639.
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UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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 Customers.

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

Section 2 – About Our Customer

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

Section 3 - Working with UK Shared Business Services Ltd.

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	Customer Name and address	Priyanka Guha Roy Healy National Oceanography Centre University of Southampton Waterfront Campus European Way Southampton SO14 3ZH
3.2	Buyer name	Claire Wilding
3.3	Buyer contact details	Claire.wilding@uksbs.co.uk Tel: 07540 1000 24
3.4	Estimated value of the Opportunity	£36,000 (Excl VAT)
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	22/06/2017 Location: Contracts Finder
3.7	Site Visits	In order to book a site visit please submit the names of those that wish to attend through the message function on the E-sourcing portal. Site visits will be held on Monday 26th June 2017.
3.8	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	14:00 on 30/06/2017
3.9	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	14:00 on 04/07/2017

3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	11:00 on 07/07/2017
3.11	Date/time Bidders should be available if face to face clarifications are required	N/A
3.12	Anticipated rejection of unsuccessful Bids date	14:00 on 20/07/2017
3.13	Anticipated Award date	20/07/2017
3.14	Anticipated Contract Start date	01/08/2017
3.15	Anticipated Contract End date	28/02/2018
3.16	Bid Validity Period	90 Days

Section 4 – Specification

INTRODUCTION

National Oceanography Centre, Southampton has a requirement to refurbish three passenger lifts on site, located respectively in Node 1, Node 9 and the North Wing.

As part of the recent site condition survey undertaken in 2016, and due to frequent lift faults resulting in service call outs; this upgradation is now categorised as a long-term maintenance project, and will be required to be completed on or before 28th Feb 2018.

Fee proposals are invited from suitably qualified lift consultants for professional services associated with the above project.

OBJECTIVES

NOC would like to avail the services of a specialist lift consultant, who shall also undertake the terms of responsibilities as the Project Principal Designer, to facilitate the completion of this project as per the requirements of CDM 2015.

- The Lead Consultant 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.
- The lead consultant would be required to provide information to the project designers (if required), provide pre-construction information and finalise the Scope of Works.
- Within the role of Principal Designer, you would be required to liaise with the principal contractor, ensure EH&S management on site and ensure Information flow between the contractor & the client.
- As the lead consultant you will be required to provide the client with an estimate bill of quantity/ schedule of rates.
- You must also provide the client with the Tender Package, which shall be provided to the contractors as part of the UKSBS contractor bidding process. This shall include the scope of works, project specifications, technical M&E specifications, drawings, site layout etc.
- Principal designer must ensure that they carry a valid Professional Indemnity insurance certification of £5,000,000.00 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 are followed by the contractors.
- Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site.
- 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 Design Consultants 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. This includes pre and post-project energy usage via use of smart meters. The procurement of energy meters is to be built into project costs, as required.

- Lead Consultant to also ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.
- Lead consultant to liaise with the client to understand UKSBS procurement procedure.
- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s). The tender package for SoW to also include Network data specification guidelines, DMS/BMS guidelines for operations as compliant with the NOCS Building Standards.
- The client requires works for all three lifts to be completed no later than 28th February 2018.

APPROACH

It is envisaged that the project will be undertaken in two phases with Node 1 lift being refurbished first, and Node 9 & North Wing lifts will be refurbished together at a later stage. The phasing of works will be determined after the condition survey is presented to the client and by the extent of works required and costs for the same.

It is expected that the new lift hydraulic equipment will be cooled using a chilled water PHX (plate heat exchanger). To accomplish this element in the design phase, the lift consultant shall be expected to coordinate communication and information between the successful principal contractor and a suitable M&E Consultant during the design process of the chilled water supply. The M&E consultant will be responsible for carrying the design liability for the Chilled Water modification and supply to the PHX; however to ensure compliance under CDM2015, the project shall be under the control of one Principal Designer and one Principal Contractor; with NOC acting as the client for the duration of the project. The M&E consultant should be appointed by the Principal Designer/Lead Consultant and the costs included in the submittal tender.

SCOPE

Your duties and the scope of works for the Lead Consultant/Principal Designer would therefore include the following requirements -

- Attend site and carry out a detailed survey of the three lifts and provide a brief report confirming what scope of work is required for each lift, budgets for the recommended work and estimated programme. This should be completed within two weeks of the client instruction and contract award from UKSBS.
- The consultant should allow for an Asbestos Survey that is required to be undertaken as part of the Scope of Works and included in the Contractor Tender Package.
- The Consultant is to allow for chilled water system costs and advise the same to the client.
- Attend site and meet with the client to discuss the project in detail.
- Produce a draft technical specification covering the agreed work. Issue to the client for approval.
- Meet with the client to run through the specification and agree any revisions.
- Make any necessary alterations to the specification before finalising for tender

purposes.

- Recommend contractors for inclusion on the tender list
- Issue the final Technical Specification to the client to undertake the tender process.
- Provide technical advice during the tender process.
- Undertake full tender analysis, including price and technical assessment with recommendations.
- Hold a post tender meeting with recommended lift contractors (At least one meeting to be included).
- Hold meetings with contractor at stages during ordering and manufacturing process (At least two meetings to be included, and subject to client discretion).
- Coordinate communication and information between the successful lift contractor and the appointed M&E Consultant during the design and installation process of the chilled water supply.
- Comment on drawings produced by contractor.
- Overview project until completion (One visit to site per fortnight of on site programme)
- Produce an initial snagging list for each lift prior to witness test.
- Witness test of the lifts including snagging (Three visits to be included)
- Comment on documents for inclusion in Maintenance Manual and Health & Safety File.
- Undertake defects snagging during the defects liability period (Three visits to be included)
- Undertake the role of Principal Designer as detailed under the CDM Regulation 2015.

The Principal Designers duties shall include;

- Notify details of the project to HSE where applicable
- Co-ordinate health and safety aspects of the design work and cooperate with others involved with the project inclusive of:
 - Client liaison to establish the existing hazards
 - Detail hazards associated with the works
 - Undertake a risk assessment
 - Facilitate good communication between the client, designers and contractors
 - Prepare and issue pre-construction information for issue with the tender documentation
 - Ensure there are suitable management arrangements for the project welfare facilities
 - Ensure information relating to the Construction Phase Health and Safety Plan is made available
 - Ensure the Health and Safety File is made available at the end of the works for use in the safe management of the lift.

On appointment of the successful lift consultant they will be expected from issue of client instruction to issue the Brief Lift Reports within 2 weeks and the Technical Specifications within 4-5 weeks of issue of brief reports.

CONSTRAINTS

NOC (Client) is operating under the assumption that the following dates shall be achievable by working in coordination with the Lead Consultant/Principal Designer and UKSBS.

It is thereby the duty of the lead consultant 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.

NOCS Programme Dates –

Task Name	Duration	Start	Finish
Node 1 Lift Replacement	150 days	Mon 29/05/17	Fri 22/12/17
Briefing & UKSBS Preparation	11 days	Mon 22/05/17	Mon 05/06/17
Consultant Tender Launch	10 days	Wed 07/06/17	Tue 20/06/17
Consultant Tender briefing/design period	30 days	Mon 26/06/17	Fri 04/08/17
Contractor Tender	15 days	Wed 16/08/17	Tue 05/09/17
Mobilisation and Construction	130 days	Mon 18/09/17	Fri 16/03/18
Snags Rectification	8 days	Wed 03/01/18	Fri 12/01/18
O&M Handover & Completion	15 days	Mon 01/01/18	Fri 19/01/18
North Wing and Node 9 Replacement	180 days	Mon 29/05/17	Fri 02/02/18
Briefing & UKSBS Preparation	15 days	Mon 22/05/17	Fri 09/06/17
Consultant Tender Launch	10 days	Thu 15/06/17	Wed 28/06/17
Consultant Tender briefing/design period	40 days	Mon 03/07/17	Fri 25/08/17
Contractor Tender	15 days	Mon 04/09/17	Fri 22/09/17
Mobilisation and Construction	130 days	Mon 02/10/17	Fri 30/03/18
Snags Rectification	8 days	Mon 22/01/18	Wed 31/01/18
O&M Handover & Completion	15 days	Mon 15/01/18	Fri 02/02/18

DEPENDENCIES

Project end date is 28th Feb 2017, which has several dependencies, due to concurrent projects running on site.

Principal Designer 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, MCC locations) - Shall be made available to the Principal Designer upon award of contract.
- Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s). The tender package for SoW to also include Network data specification guidelines, DMS/BMS guidelines for operations as

compliant with the NOCS Building Standards.

- It is mandatory to provide the client with a Bill of Quantity and expected project costs before tender is launched for the services of a Principal Contractor.

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

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	PROJ1.2	Bid Compliance
Quality	PROJ2.1	Scope of Works
Quality	PROJ2.2	Completion of Works

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	40%
Quality	PROJ2.5	Continuity of Team Members	15%
Quality	PROJ2.6	Method Statement	15%
Quality	PROJ2.7	Risks	15%
Quality	PROJ2.8	NOC Working Conditions	15%

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: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

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: $\text{Score/Total Points} \times 50$ ($80/100 \times 50 = 40$)

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.ukpbs.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.
- 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 typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer'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 and concise 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer 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 Customer 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 may 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.
- 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.
- 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 if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract 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 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. 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](#)