

# Invitation to Quote



## Department for Science, Innovation & Technology

**Invitation to Quote (ITQ) on behalf of Department for Science,  
Innovation & Technology (DSIT)**

**Subject: UK Space Sector Emissions**

**Sourcing Reference Number: PS24200**

## Table of Contents

Section	Content
1	<a href="#"><u>About UK Shared Business Services Ltd.</u></a>
2	<a href="#"><u>About the Contracting Authority</u></a>
3	<a href="#"><u>Working with the Contracting Authority.</u></a>
4	<a href="#"><u>Specification</u></a>
5	<a href="#"><u>Evaluation model</u></a>
6	<a href="#"><u>Evaluation questionnaire</u></a>
7	<a href="#"><u>General Information</u></a>
Appendix A	Glossary of Terms
Annex A	Pre-Market Engagement Sessions Feedback

## Section 1 – About UK Shared Business Services

### Putting the business into shared services

UK Shared Business Services Ltd (UKSBS) 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.

UKSBS 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 DESIT / DESNZ DSIT, DESNZ, UKSBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

### Our Customers

DSIT, DESNZ

UKSBS 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 (UKSBS) 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 UKSBS 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.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

## **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 UK General Data Protection Regulation (UK 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 whose 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***

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area. Where your personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses.

### **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**

DSIT

The data controller for your personal data is:

The Department for Science, Innovation & Technology (DSIT)

You can contact the Data Protection Officer at:

DSIT Data Protection Officer, Department for Science, Innovation & Technology, 22-26 Whitehall Place, London, SW1A 2EG. Email: [dataprotection@dsit.gov.uk](mailto:dataprotection@dsit.gov.uk)

## Section 2 – About the Contracting Authority

Department for Innovation, Science & Technology (DSIT)

The Department for Science, Innovation and Technology (DSIT) brings together the relevant parts of the former Department for Business, Energy and Industrial Strategy and the former Department for Digital, Culture, Media and Sport. It drives innovation that will deliver improved public services, create new better-paid jobs and grow the economy.

DSIT is a ministerial department, supported by 14 agencies and public bodies.

Our responsibilities

- Positioning the UK at the forefront of global scientific and technological advancement
- Driving innovations that change lives and sustain economic growth.
- Delivering talent programmes, physical and digital infrastructure and regulation to support our economy, security and public services.
- R&D funding.

## 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	Department for Science, Innovation & Technology (DSIT) 22-26 Whitehall Place, London, SW1A 2EG
3.2.	Buyer name	Mark Mugisha
3.3.	Buyer contact details	<a href="mailto:Professionalservices@uksbs.co.uk">Professionalservices@uksbs.co.uk</a>
3.4.	Maximum value of the Opportunity	£50,000.00 Excluding VAT (£60,000 including VAT)
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the eSourcing portal. Guidance on how to obtain support on using the eSourcing portal can be found in Section 7.25.</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, unless formally advised to do so by UKSBS.</b>

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Monday, 16 <sup>th</sup> September 2024 Contracts finder
3.7.	Latest date / time ITQ clarification questions shall be received through the eSourcing Portal	Wednesday, 25 <sup>th</sup> September 2024 11.00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the eSourcing Portal	Friday, 27 <sup>th</sup> September 2024
3.9.	Latest date and time ITQ Bid shall be submitted through the J eSourcing Portal ( <b>the Deadline</b> )	Friday, 04 <sup>th</sup> October 2024 11:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Thursday, 17 <sup>th</sup> October 2024
3.11.	Anticipated Contract Award date	Monday, 21 <sup>st</sup> October 2024
3.12.	Anticipated Contract Start date	Friday, 25 <sup>th</sup> October 2024
3.13.	Anticipated Contract End date	Friday, 14 <sup>th</sup> March 2025
3.14.	Bid Validity Period	90 Days

## Section 4 – Specification

### Section 4 - Specification

#### 1. Introduction

The overall aim of this project is to establish an initial understanding and baseline estimate of current and future greenhouse gas (GHG) emissions from across the UK-based space sector, with a view to advising on further necessary research and evidence-gathering required in future. The supplier is also expected to assess the extent to which these emissions are accounted for within government policy, as well as emissions monitoring across other sectors.

Further details of the requirement can be found within the specification sub-sections found below.

#### 2. Background

##### Net Zero Strategy (2021)

The UK government published the Net Zero Strategy (NZS) in 2021, setting out how it will meet the legally binding commitment of net zero emissions by 2050. The NZS looks at the need for all sectors across the entirety of the UK economy to increase efficiencies and decrease overall greenhouse gas (GHG) emissions, with varying fuel sources and approaches required for broad sectors of the economy.

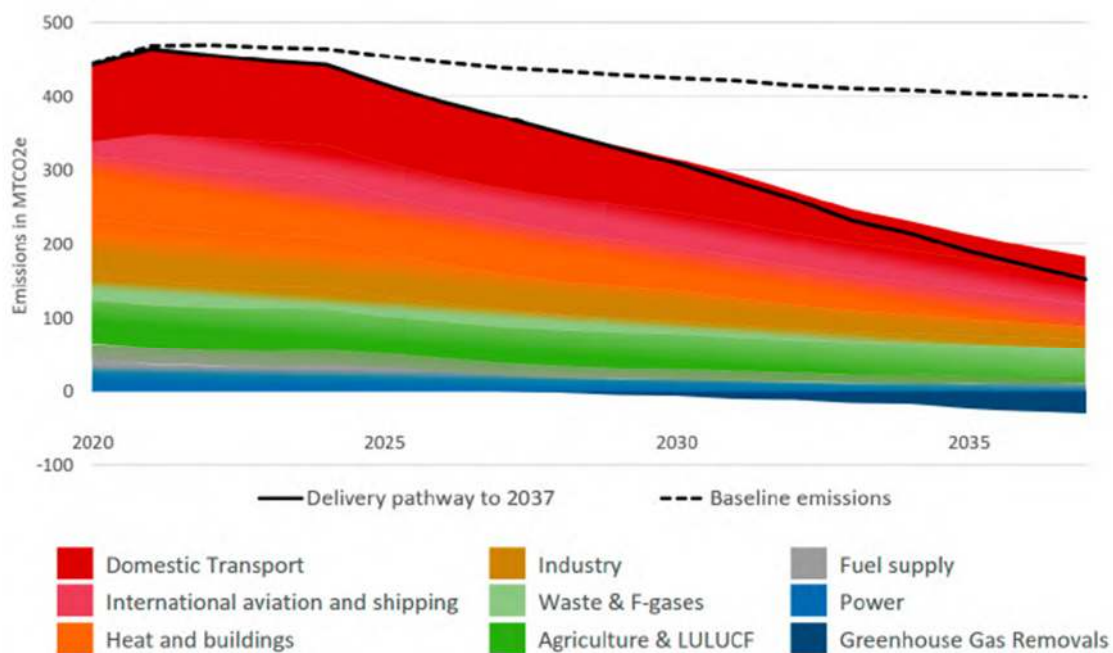


Figure 1: Indicative delivery pathway to 2037 by sector, [Net Zero Strategy 2021](#)

Emissions can be broadly categorised into three distinction categories per the Greenhouse Gas Protocol, as outlined below:

Scope	Definition	Examples of applications to UK space sector
1	Direct emissions from sources an organisation owns or controls directly.	Emissions from buildings, vehicle fuel, owned/controlled chemical, and industrial processes, etc.



<b>2</b>	Indirect emissions from where electricity purchased and used by an organisation is produced.	Emissions from generating electricity used for buildings, some vehicles, some data centres, etc.
<b>3</b>	All other indirect emissions from an organisation's activity, from sources beyond their control.	Emissions from manufacturing, mining and refining, business travel, waste, water, and procurement of day-to-day goods and services.

UK territorial emissions are reported to the International Panel on Climate Change (IPCC) in annual UK GHG inventory reports. These emissions are often tracked through Standard Industrial Classification (SIC) codes, which companies are required to provide as part of filing with Companies House.

HMG has a responsibility to understand the environmental impact of space policy decisions in line with the 2050 Net Zero legislation. There is therefore a need to provide a central understanding of what current UK-based space sector GHG emissions are and the impact of successfully growing the sector per the National Space Strategy ambitions. However, the UK space sector does not typically align to SIC codes and the potential growth of this developing sector must be fully accounted for in future Net Zero modelling.

### Overview of the UK space sector

The space sector has several definitions; for the purposes of this project, this should align to the definition as set out in the [2024 Size and Health of the UK Space Industry report \(https://tinyurl.com/3dxwxhf5\)](https://tinyurl.com/3dxwxhf5). This summarises the segments of space sector activity as:

<b>“Upstream”</b>	1. <b>Space Manufacturing:</b> Design and/or manufacture of space equipment and subsystems	<i>Including:</i> launch vehicles and subsystems, satellites / payloads / spacecraft and subsystems, scientific instruments, ground segment systems and equipment (control centres and telemetry), suppliers of materials and components, scientific and engineering support, fundamental and applied research.
	2. <b>Space Operations:</b> Launch and/or operation of satellites and/or spacecraft.	<i>Including:</i> launch services, launch brokerage services, proprietary satellite operation (incl. sale/lease of capacity), third-party ground segment operation, ground station networks.
	3. <b>In-Space Economy:</b> In-space/ lunar activities.	<i>Including:</i> in-orbit servicing (incl. space-tugs), in-space manufacturing, Space Surveillance and Tracking (SST), debris removal, space tourism, space resource utilisation, other in-space/lunar activities.

<b>“Downstream”</b>	<b>4. Space Applications:</b> Applications of satellite signals and data.	<i>Including:</i> Direct-To-Home (DTH) broadcasting, fixed and mobile satellite communications services (incl. Very Small Aperture Terminal (VSAT), location-based signal and connectivity service providers, supply of user devices and equipment, processors of satellite data, applications relying on embedded satellite signals (e.g. Global Positioning System (GPS) devices and location-based services) and/or data (e.g. meteorology, commercial Geographic Information System (GIS) software and geospatial products), other (e.g. Quantum Key Distribution).
<b>Underpinning both upstream and downstream activity</b>	<b>5. Ancillary Services:</b> Specialised support services, e.g. financial, insurance, legal, IT.	<i>Including:</i> launch and satellite insurance (incl. brokerage) services, financial and legal services, software and IT services, market research and consultancy services, business incubation and development, policymaking, regulation and oversight.

‘Upstream’, ‘Downstream’ and underpinning activities of the UK space sector span multiple defined sectors and NZS monitoring areas. Emissions from different parts of the space value chain may therefore be accounted for under wider government GHG emissions monitoring. Extensive activity like regulation, grant-funding and support for innovative technology has been taken to ensure that these sectors, e.g. manufacturing, transport, grow in line with the 2050 Net Zero target.

The emissions impact of UK space activity growing in line with the ambitions of the 2021 National Space Strategy is not fully understood, nor is there a clear methodology for ensuring this is factored into wider UK pathways to Net Zero.

With the exception of [Scotland’s Space Sustainability Roadmap](https://spacescotland.org/resources/) (<https://spacescotland.org/resources/>) there has been limited research into the impacts of the exponentially expanding space sector and its value chain on GHG emissions and associated pollutants, and more broadly how we can ensure the UK space industry develops in a sustainable manner.

### 3. Aims and Objectives

The primary aim of this project is to establish a central understanding of the current GHG emissions of the UK space sector, and the extent to which these are already accounted for by wider Net Zero policy. Secondary to this, this project will provide an initial speculative view on future scenarios, accounting for different levels of future growth of the sector and estimates for levels of GHG emissions as a result of this growth. This will be used to develop an internal government understanding of our own policy impacts on emissions within a growing space sector, and in turn provide evidence for whether further policy and analysis decisions on UK space emissions should be taken.

### 4. Scope

The Department of Science, Innovation and Technology (DSIT) are looking for an initial pathfinder study, to assess the scale of the issue before further policy and analysis decisions are taken. The initial scope of this work is limited to UK territorial emissions, but options to expand beyond this may be considered in the future, subject to internal funding

and policy decisions. An exact definition of territorial boundary can be agreed at the inception meeting, but as a starter, bidders should take this to mean GHG emissions that take place within the territorial boundaries of the United Kingdom.

This research project is intended to develop an initial, baseline understanding of emissions in the space sector – DSIT understands that there will be evidence gaps or caveats in the final report, where further research may be required in future to supplement. DSIT will agree a mutually acceptable cadence of meetings to provide clarity with the successful bidder during the inception meeting, to ensure evidence gaps, major caveats and/or future research areas are well-understood in advance of the final report.

## 5. Required Outputs

The supplier shall ensure that the project delivers:

- a. A report for potential publication on gov.uk setting out findings, consisting of no more than 30 A4 pages. Suppliers are also expected to deliver a PowerPoint presentation on the report to the DSIT and to make this available to the DSIT alongside the other outputs. Outputs must include:
  - i. An executive summary of the findings of the report;
  - ii. An overview of the methodology used to develop the baseline estimate of GHG emissions from the UK-based space sector;
  - iii. A summary of the evidence base including any data drawn upon and, if applicable, the details of any engagement with academics;
  - iv. Clear outlines of any modelling scenarios used for considering space sector growth and potential emissions pathways;
  - v. Conclusions from these initial findings and commentary on where the supplier has found specific evidence and/or policy gaps and recommend further actions to be taken (including any additional research required).
  - vi. The report and PowerPoint presentation do not require professional graphic design. DSIT will provide a suitable template for both outputs. Final outputs should be legible and accessible to readers.
- b. A full account of the methodology used to inform this report and the underlying datasets (to be provided in Microsoft Excel format).
  - i. This must allow for the work to be updated or developed further by DSIT (or a contracted third party), as and when required. Please refer to the Short Form Contract for full details on Intellectual Property Rights (“IPRs”).
  - ii. Any visuals included within the report should also be included as part of the dataset and clearly labelled to allow for them to be reproduced.

*Outputs should also be provided in an accessible HTML format.*

## 6. Detailed Requirements

We expect the report to reflect that the supplier understands:

- HMG’s goal of reaching net zero by 2050
- How emissions are categorised , i.e. Scope 1, Scope 2, Scope 3 (<https://tinyurl.com/2hvfcaam>)
- Some industries are already subject to regulatory controls when it comes to emissions (e.g. industries covered by carbon cap and trading schemes) ( <https://tinyurl.com/3uacxspj>)
- How GHG emissions are currently monitored/understood across the space sector

- That, as per HMG's Size and Health of the UK Space Industry definition (scheduled to be updated shortly), space sector activity can be broken down into five segments: Space Manufacturing, Space Operations and In-Space Economy (Upstream), Space Applications (Downstream), and Ancillary Services (underpinning both Upstream and Downstream).

#### Essential Criteria

The supplier shall ensure that the project is structured as outlined below.

#### **Primary focus of the project (70%) – Developing a baseline understanding of GHG emissions from the UK-based space sector**

- Clearly outlines the methodology for producing the current and future GHG emissions estimates and models
- Collates and examines quantified estimates of greenhouse gas emissions across the UK space sector value chain. Only elements of the value chain being carried out in the UK are to be attributed to UK sector emissions. Suppliers may use existing government data sources on territorial emissions, but are also permitted to draw on alternative sources.
- Presents Greenhouse Gas emissions broken down by segment, as per HMG's regular Size and Health of the UK Space Industry survey (published 26 July 2024). Client and successful bidder to further discuss what is possible at inception meeting.
- Explores the breakdown of emissions across scope 1 and 2 emissions.
- Identifies the extent to which these emissions may already be accounted for in existing wider HMG Net Zero modelling (e.g. in manufacturing/aviation).
- Answers whether we would put the space sector's attributed emissions into the "hard to abate" category.

#### **Secondary focus of the project (20%) – Speculative view on future scenarios**

- speculate over potential scenarios for future emissions based on varying levels of realistic future UK-based space sector growth up to 2030 (to align with the National Space Strategy).
- detail the key variables affecting growth of the sector.
- present modelled scenarios, accounting for high, medium and low levels of growth across the sector. The purpose of these is to give an impression of the potential scale of the issue in the future, up to 2030 and beyond. As such, these are expected to be indicative. Emissions should be presented cumulatively over time.
- answer how responsive space sector emissions are to carbon pricing and whether space sector emissions are likely to be covered by existing initiatives like the UK's Emissions Trading Scheme.
- The key focus of this study is about developing the baseline understanding. We would expect suppliers to speculate over future growth and would not look to use this to inform future spending, but instead inform recommendations for further research.

#### **Tertiary focus of the project (10%) – Recommendations for further work in this area**

- Identify areas for future development and outline recommendations for HMG to consider following the publication of this report.

As noted in section 4, this research project is intended to develop an initial, baseline understanding of emissions in the space sector –DSIT understands that there will be

evidence gaps or caveats in the final report, particularly where it comes to the secondary and tertiary focus areas.

### **Methodology**

This commission is for a desktop review and modelling exercise using existing published government reports and datasets.

Suppliers will also be required to consider primary sources of information as part of their data collection, i.e. through engaging industry partners.

- DSIT will provide a cover letter to the successful bidder to use when engaging industry partners.
- DSIT will also provide a list of the companies to the successful bidder at the inception meeting. A list of recommended researchers and other stakeholders can also be provided at this meeting.
- There is no specific expectation from DSIT on the number of suppliers/industry partners they will engage. This is ultimately up to the supplier and what they deem as appropriate according to this specification and establishing an indicative baseline for the sector.

Modelling the growth and future emissions of the sector is an area this research must address, but we are open to different methods of approaching it being proposed. There will be discussions between DSIT and the supplier on the final method and questions to address.

- As mentioned above, modelled scenarios should account for high, medium and low levels of growth across the sector. The expectation is that these scenarios are indicative and represent an impression of the potential scale of the issue in the future, up to 2030 and beyond.
- DSIT will also provide the successful bidder with some sector growth forecasts, either directly or by indicating where these can be found.
- Suppliers should clarify, within progress meetings with DSIT and within their methodology, any assumptions that will be used to fill in gaps of knowledge/ where data is unavailable.

Bidders will be required to provide details of their proposed methodology, including an indicative project plan, which should include timelines.

The supplier should be transparent about their data sources and methodology within their outputs. It must be possible for future suppliers or DSIT staff to continue to develop this work in future years, without having to rely on evidence or a methodology that can only be accessed by going through the original suppliers.

## **7. Ownership and Publication**

DSIT on behalf of His Majesty's Government, will take ownership of any outputs from the commissioned work, as well as the associated methodology, and will decide on if and when to publish the report or associated methodology.

IP in the methodology will be vested in the Crown to allow DSIT (or a contracted third party) to update this work or use these datasets in subsequent research, as and when required. The methodology should be documented in a readily accessible format (such as Microsoft Word), and key supporting documentation, for example spreadsheets, should be provided in a machine-readable format (such as Microsoft Excel), that enables them to be used by DSIT. PDF would not be considered a suitable format.

All outputs produced in the commissioning of this work will remain in the ownership of DSIT/ His Majesty's Government. The successful bidder will be expected to work with DSIT on a contract exit strategy, where all research will be transferred to DSIT. The

deadline for this process will be clarified at a later date, however it is expected this will be approximately one month prior to contract expiry.

The Authority will determine if/when the report and relevant findings are published. If the report is published by government, the supplier will be required to support with communications handling, e.g. sharing any of their own social media or comms plans with DSIT. For further details on ownership and publication, please refer to the Short Form Contract for full details on Intellectual Property Rights (“IPRs”).

## 8. Quality Assurance

This work should be subject to internal quality assurance by the supplier conducting the work, alongside peer review on the modelling portion of the project, prior to sharing with DSIT for review or sign-off.

Draft outputs should be made available to DSIT per the timeline outlined below, and any feedback should be duly considered prior to providing final deliverables for sign-off. The below timelines are indicative and can be discussed/revised at the inception meeting.

Anticipated Contract Start Date	25 <sup>th</sup> October 2024
Review point: Insights from preliminary findings and modelling review	8 weeks from start date
Data and modelling feedback provided to supplier	10 weeks from start date
Review point: First draft received by DSIT	14 weeks from start date
First draft feedback provided to supplier (including sharing with OGDs and ALBs)	16 weeks from start date
Anticipated Contract End Date	14 <sup>th</sup> March 2025

DSIT will share drafts with several select OGDs (other-government departments) and ALBs (arms-length bodies). Their window for reviewing and providing feedback will align with the various review timescales outlined above. The approach taken should draw on best practice, and should be appropriately documented, referenced, and presented.

Should the supplier use AI tools to support them in delivering any of their outputs, DSIT requests that these are disclosed with complete transparency within bids. Whilst the use of AI tools is not prohibited in conducting this work, the supplier must ensure that a suitable assurance process is in place. The assurance process should be disclosed to DSIT within the Invitation to Quote response and will be considered when evaluating bids.

## 9. Working Arrangements

A DSIT contract manager will be assigned to the project and will be the central point of contact. Contact details will be shared with the successful bidder following contract award. Suppliers bidding for this work should outline, in their proposal, their specific contract manager, expertise and duties. On contract award, this person would become DSIT’s main contact point for all enquiries pertaining to the service delivery, including quality of service, service escalation points and queries. Suppliers should also provide a brief outline of their service delivery escalation process, beyond the Contract Manager.

## 10. Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

DSIT recognises that arrangements in relation to consortia may (within limits) be subject to future change. Bidders should therefore respond in the light of the arrangements as currently envisaged. Bidders are reminded that any future proposed change in relation to consortia must be notified to DSIT so that it can make a further assessment by applying the selection criteria to the new information provided.

## 11. Budget and Payment Schedule

The total budget for this project is capped at £50k excluding VAT. (£60k including VAT).

Suppliers should provide a full and detailed breakdown of costs. This should include staff (and day rate) allocated to specific tasks. Suppliers shall detail this breakdown of costs using the provided AW5.2 Price Schedule.

### Payment Milestones

There will be a phasing of payments, which will be linked to delivery of key milestones, as is outlined below. Dates below are currently approximate based on the timeline in section 8 but will be formally agreed with the supplier during the inception meeting to ensure these reflect the final timeline for this project.

<b>Milestone</b>	<b>Requirement to be delivered by:</b>	<b>Payment that may be invoiced upon completion of milestone</b>
<b>Draft of emerging deliverables for DSIT review, consisting of:</b> <ol style="list-style-type: none"> <li><b>Modelling</b></li> <li><b>Report</b></li> </ol>	Exact dates to be confirmed in kick-off meeting. First draft report to be received approximately 14 weeks from contract start date.	50% of total contract value
<b>Final outputs received in full and signed off by DSIT:</b> <ol style="list-style-type: none"> <li><b>Report</b></li> <li><b>Modelling</b></li> </ol>	Mid-March 2025, no later than 20 weeks from contract start date (exact date to be confirmed in kick-off meeting).	Remaining 50% of total contract value

In submitting full tenders, suppliers confirm in writing that the price offered will be held for a minimum of 90 calendar days from the date of submission. Any payment conditions applicable to the prime supplier must also be replicated with sub-contractors.

The DSIT aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

**12. Terms and Conditions, and Special 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.

**Use of AI tools**

Use of AI tools is not prohibited but the supplier should disclose and clearly outline to DSIT where these have been used. Suppliers should ensure that all assumptions and sources used in this report have been fully vetted and these, along with draft/ final outputs are subject to proper quality control processes before submitting deliverables to DSIT.

**Personal Data**

DSIT does not expect that this project will require inclusion of sensitive data and personal data to be processed. The only exception to this will be providing the successful bidder with professional contact details of individuals within companies or researchers who may be contacted solely as part of any primary research. Should any sensitive and/or personal data need to be processed, then relevant data protection documentation and provisions will apply (i.e. Annex 1 – Processing Personal Data).



## Section 5 – Evaluation of Bids

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 UKSBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

After evaluation and if required moderation 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 ( $5+5+6=16 \div 3 = 5.33$ ))

Do not exceed the page limits specified within each of the Non Commercial criteria, any additional content provided beyond the specified page limit will not be considered or scored during the evaluation process. Where bidders include a cover page and/or annex, this will be taken into consideration within the page limit and therefore this is discouraged.

Where a Non Commercial criteria requires an additional attachment such as an organogram or risk register bidders are to note the eSourcing Portal only permits 1 document upload per question therefore bidders must attach their response as a Zip folder.

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL1.2	Employment breaches/ Equality
Qualification	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Qualification	SEL1.10	Information security requirements
Qualification	SEL2.12	General Data Protection Regulations (GDPR) Act and Data Protection Act 2018
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Qualification	AW4.3	PPN 01/22 - Contracts with suppliers from Russia or Belarus
Commercial	AW5.3	Firm and Fixed Price
Commercial	AW5.4	Maximum Budget
Technical	AW6.1	Compliance to the Specification

Technical	AW6.2	Variable Bids
-	-	Invitation to Quote response received on time within the eSourcing Portal
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.	

## 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.

Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	25%	25%
Technical	PROJ1.1	Approach / Methodology	75%	30%
Technical	PROJ1.2	Understanding the Project Environment		25%
Technical	PROJ1.3	Ability to deliver		10%
Technical	PROJ1.4	Project and Risk		10%

## Evaluation of criteria

### Non-Commercial 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 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. As there will be multiple evaluators their individual scores and commentary will be recorded, then a consensus meeting will be convened by the evaluators to determine your score. Note this will include a chairperson or lead and all evaluators are of equal status.

#### **Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

The convened meeting came to a consensus that the final recorded score to given to your submission against this question should be 60, with the justification and reasons for this score recorded.

Once the consensus process has been finalised, all justifications recorded and all non-priced scores are agreed, this will then be subject to an independent commercial moderation review.

**Commercial Elements** will be evaluated on the following criteria.

Price will be evaluated using proportionate pricing (lowest bid / bid \* mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.

For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:

(Maximum marks available in this example being 12.5)

Bidder A Score =  $50000/50000 \times 12.5 = 12.5$

Bidder B Score =  $50000/80000 \times 12.5 = 7.81$

Bidder C Score =  $50000/100000 \times 12.5 = 6.25$

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.

The lowest score possible is 0.

The scores achieved for the Non Commercial and Commercial Criteria will be combined to give a bidders total score and ranking.

#### **Award criteria in the event of a tied place for an award decision**

If as a result of the application of the aforementioned scored criteria applicable to Commercial and Non Commercial has been undertaken and suitable due diligence has occurred to ratify this position, this then results in a tied place re more than one supplier has attained a score that is equal to another bidder under this procurement procedures due process, then the Contracting Authority shall make an award decision on the basis of the bidder who provided a bid that attained the highest score under Commercial criteria.

For example:

Bidder A scores 12.50 for Commercial and 45.00 for Non-Commercial

Bidder B scores 15.10 for Commercial and 42.40 for Non-Commercial

The result is a tied place at score of 57.50

The Contracting Authority stated in its procurement documents that the bidder who scored the highest on under Commercial criteria in a tied place, shall be awarded the contract therefore Bidder B wins the award.

This evaluation criteria will therefore not be subject to any averaging.

## Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> <li>ITQ logged upon opening in alignment with UKSBS's procurement procedures.</li> <li>Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UKSBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.</li> </ul>
Compliance check	<ul style="list-style-type: none"> <li>Check all Mandatory requirements are acceptable to the Contracting Authority.</li> <li>Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.</li> </ul>
Scoring of the Bid	<ul style="list-style-type: none"> <li>Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.</li> </ul>
Clarifications	<ul style="list-style-type: none"> <li>The Evaluation team may require written clarification to Bids</li> </ul>
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> <li>Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.</li> </ul>
Moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> <li>To review the outcomes of the Commercial review</li> <li>To agree final scoring for each Bid, relative rankings of the Bids</li> <li>To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response</li> </ul>
Due diligence of the Bid	<ul style="list-style-type: none"> <li>the Contracting Authority may request the following requirements at any stage of the Procurement: <ul style="list-style-type: none"> <li>Submission of insurance documents from the Bidder</li> <li>Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder</li> <li>Taking up of Bidder references from the Bidders Customers.</li> <li>Financial Credit check for the Bidder</li> </ul> </li> </ul>
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> <li>To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.</li> </ul>

## **Section 6 – Evaluation Response Questionnaire**

Bidders should note that the evaluation response questionnaire is located within the **eSourcing Portal**.

Guidance on how to register and use the eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

**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 Section 3 of 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 the eSourcing portal 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 eSourcing 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.
- 7.10 Do complete all questions in the evaluation response 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 UKSBS 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 UKSBS 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 UKSBS 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 page limits, the additional pages 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 the eSourcing portal. 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 eSourcing portal and problems with functionality within the portal must be submitted to eSourcing Helpdesk

**Phone** 08000 698 632

**Email** [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

Please note; the eSourcing Portal is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. 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 Response 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 the eSourcing Portal.
- 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 90 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 eSourcing Portal.
- 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 the eSourcing Portal.
- 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 revised its Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> April 2014 to replace the previous 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

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

## **8.0 Freedom of information**

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UKSBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 8.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 8.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 8.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UKSBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 8.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UKSBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

## **9.0. Timescales**

- 9.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. The Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

## **10.0. The Contracting Authority's Contact Details**

- 10.1 Unless stated otherwise in these Instructions or in writing from UKSBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants, and advisers) during the period of this

procurement must be directed through the eSourcing tool to the designated UKSBS contact.

- 10.2 Bidders should be mindful that the designated Contact or other persons associated with this opportunity, should not under any circumstances be sent a copy of their Response outside of the eSourcing portal, unless the portal cannot receive your response due to an outage, should this happen then Contracting Authority will suitably formally instruct all bidders as to how to submit your Response. Failure to follow this requirement will result in disqualification of the Response.

## Appendix A – Glossary of Terms

TERM	MEANING
<b>“UKSBS”</b>	means UK Shared Business Services Ltd herein after referred to as UKSBS.
<b>“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”</b>	means the Bidders formal offer in response to this Invitation to Quote
<b>“Bidder(s)”</b>	means the organisations being invited to respond to this Invitation to Quote
<b>“Central Purchasing Body”</b>	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
<b>“Conditions of Bid”</b>	means the terms and conditions set out in this ITQ relating to the submission of a Bid
<b>“Contract”</b>	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
<b>“Contracting Bodies”</b>	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
<b>“Contracting Authority”</b>	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
<b>“Customer”</b>	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
<b>“Due Diligence Information”</b>	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
<b>"EIR"</b>	mean the Environmental Information Regulations 2004 together with any guidance and / or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
<b>“FoIA”</b>	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
<b>“Invitation to Quote” or “ITQ”</b>	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. <b>NOTE:</b> This document is often referred to as an Invitation to Tender within other organisations
<b>“Mandatory”</b>	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
<b>“Named Procurement person ”</b>	means the single point of contact for the Contracting Authority based in UKSBS that will be dealing with the procurement
<b>“Order”</b>	means an order for served by any Contracting Body on the Supplier
<b>“Supplier(s)”</b>	means the organisation(s) awarded the Contract
<b>“Supplies / Services / Works”</b>	means any supplies/services and supplies or works set out at within <u>Section [4] Specification</u>