



Invitation to Quote

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

Subject: Non-domestic Buildings Potential for Low Carbon Heating, Hot Water, Ventilation and Cooling (HVAC) Technology

Sourcing Reference Number: CR18146

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy and Industrial Strategy 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£110,000.00 excluding 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 not being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday 16 th November 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Thursday, 29 th November 2018 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday, 30 th November 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday, 7 th December 2018 14:00
3.10	Anticipated notification date of successful and unsuccessful Bids	Friday, 14 th December 2018
3.12	Anticipated Award date	Friday, 14 th December 2018
3.13	Anticipated Contract Start date	Monday, 17 th December 2018
3.14	Anticipated Contract End date	Monday, 30 th September 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Background

In order to meet the 5th Carbon Budget, the Clean Growth Strategy identified the need to focus on decarbonising non-domestic buildings, with almost 50MtCO₂e of savings coming over the Carbon budget 5 period. We understand that half of this reduction can be achieved through energy efficiency measures. Our evidence base for energy efficiency measures are fairly developed due to the Buildings Energy and Efficiency Survey (BEES), which we conducted between 2014 and 2015. This survey examined the potential for installing energy efficiency measures across different non-domestic buildings across all non-domestic sectors, considering various factors such as whether the building is owned or rented, the type of business activity conducted in the building, the size of that business etc. As a result of BEES, we have a good understanding of what energy efficiency technologies, which sectors and what building types policy can target in order to maximise carbon reductions. BEES has also fed into developing models for policies such as for those targeting building regulation and the private rented sector.

Whilst energy efficiency measures can achieve half of the non-domestic potential required for CB5, and we have some good evidence on how best to implement those measures, we know that low carbon heating measures will be required to deliver the remaining potential. However, our evidence base on these technologies and how/where the potential lies to implement these measures is limited.

In order to develop confidence and robustness around future policy design involving low carbon heating measures, (which is crucial to our carbon reduction ambitions), it is important we develop the evidence base around low carbon heating, hot water, ventilation and cooling, how they are used or could be used to support our wider long term aims on strategic heat decarbonisation.

Aims and Objectives of the Project

The project will help to develop our existing evidence base around the potential to reduce carbon emissions in non-domestic buildings. Our current evidence is largely based on the Buildings Energy Efficiency Survey (BEES) on the potential to deploy energy efficiency measures in non-domestic buildings. This project will build on this, using BEES as a starting point and gathering further evidence to focus on the potential for implementing low carbon heating cooling and ventilation technologies. Understanding this potential is key to delivering our Clean Growth Strategy commitments and meeting our fifth carbon budget, as we know that whilst energy efficiency measures will deliver around half of the carbon savings required in the non-domestic sector, low carbon heating and cooling measures are needed to deliver the rest.

A key deliverable will be a model/extensions to a model, to develop building and technology archetypes, and map these to one another to understand what types of buildings are suited to which technologies. These archetypes will need to be compatible with the Buildings Energy Efficiency Survey (BEES) sample. We expect to use the outputs of this model to

understand the capital costs, cost savings, carbon savings, energy consumption and various other cost and benefit profiles of particular low carbon HVAC technologies.

This research will be aligned with the BEES scope, covering non-domestic buildings in England and Wales (with the exception of data centres, industrial processes and transport e.g. bus and train stations). This data can be scaled for the UK using the same scale as BEES. We expect the outputs to be used widely across Government, informing policy across a number of areas such as the public sector, business energy, building regulations, the private rented sector and industrial buildings (though not industrial processes), future heat policy and informing options around long term strategic heat decarbonisation.

The outputs will help determine where to target particular low carbon heating and cooling policies, identifying where the greatest potential to reduce carbon through these technologies exists, where the technologies with the quickest paybacks can be most easily implemented, what the 'quick wins' will be and what the savings (both bill and carbon) and costs will be associated with this potential.

The research will need to answer the following specific questions:

The overarching question is:

What potential is there across England and Wales, to reduce carbon emissions by implementing low carbon space heating, hot water, ventilation and cooling (HVAC) technologies in non-domestic buildings?

We would expect contractors to consider technologies which are beyond current traditional fossil fuel-based HVAC systems. Broadly, we would expect these to be broadly categorised in the following groups: Heat pump-based technologies including hybrids with existing fossil fuel systems, bio-energy based technologies, hydrogen based technologies or connections to heat networks. There may be other technologies which are suitable for specific buildings e.g. solar thermal.

Detailed Questions

Suitability & Context

- What heating, cooling and ventilation (HVAC) systems do different building types in different sectors of the non-domestic building stock currently use?
- What low carbon HVAC systems could different building types in different sectors of the non-domestic building stock feasibly switch to? This should take into account numerous factors including technical feasibility and practical feasibility.
- How many non-domestic buildings have multiple technologies i.e. secondary heating or combined heating and cooling systems etc. and in which sectors they are found and potentially how they work together as packages of low carbon heating measures?
- Are there any specific technical challenges associated with non-domestic buildings in off gas grid areas?
- Are there any specific technical challenges associated with non-domestic buildings associated with industrial processes?

Cost, Performance and Use

- What are the capital, operational and fuel costs of operating different heating systems in different building types?
- What are the technical characteristics of these heating systems, for example efficiency, lifetime, capacity, size, load profile, load capacity (seasonal/daily) etc.
- How do these costs compare to the counterfactual? i.e. what is the net impact of switching?
- Is there any correlation between heat loads/load profiles or mix of end uses and requirements and the technology options available?

2050 Context

- Which of these buildings sectors will be most affected by a long-term strategy for heat decarbonisation (i.e. through electrification or hydrogen or other) for heating in buildings? This question does not expect contractors to model or assume different scenarios for the future, but to identify buildings/sectors/systems which will most likely be affected by changes through electrification or hydrogen etc, and where possible identify how they could adapt.

We propose to additionally do deep dives on specific areas of policy interest (for example off gas grid or buildings with high heating and cooling loads). In these cases the research would act to give market context to the heating and cooling technical cost and performance information.

As with BEES, we expect this research to provide a snapshot of what the potential is at a given point in time, however, if contractors are able to consider projections of how costs/efficiencies are likely to change over time, this would be particularly valuable.

Suggested Methodology

Whilst we are not being prescriptive about the methodology contractors wish to employ for their research, we envisage the project could be split into three distinct phases, and recommend the use of the following techniques at each phase:

Phase I: We envisage this to be largely desk based research, which could be reviewed and verified by an independent panel, as part of quality assurance purposes.

1. Evidence review - Literature review of existing evidence including BEES model.
2. Data collection - HVAC systems assumptions generation on costs, performance, lifetimes, efficiencies, sizing. Likely to be predominantly publicly available data. Potentially, some market intelligence data gathering where contractors should be able to gather additional data from key stakeholders. It is important to note that the extra information we are looking for are estimates of installation costs and installation feasibility which would not necessarily be found through building surveys or audits – therefore discussion with industry experts is considered more appropriate.
3. Sub-sector deep dives – More in-depth analysis of specific sub-sectors, we expect as a minimum these should include six sectors but we are open to bidders proposals on which sectors should be focused on (factories, private/public sector offices, higher education (teaching and research), hospitals, large food shops and leisure centres). We consider these sectors to either represent significant proportions of non-domestic HVAC energy use or are considered to have more complex HVAC systems or both, and therefore require a more detailed evidence gathering process to inform the modelling exercise in Phase II. This is also likely to be desk based but informed by engagement with relevant experts.

Phase II: Model design – In order to answer the research questions, we expect that a modelling exercise is necessary in order to determine the suitability of switching HVAC systems in different building types and to establish the cost and benefits of this process. An archetype approach is proposed which would utilise the BEES survey and model as the sample data of the non-domestic building stock. BEIS has developed a model based on the BEES sample and we expect to be able to provide the key aspects of this to the contractor. This modelling exercise therefore may be developed as an add-on module to the existing model.

We would expect the design of both the buildings and technology archetypes to be informed by groups of experts who are familiar with specifying and managing HVAC systems in particular building sectors. These are likely to include Mechanical and Electrical (M&E) consultants, installers, facilities managers and other industry experts.

4.
 - a. Technology archetypes creation and case studies – developing common technology archetypes to be used across the building archetypes. E.g. a ground-source heat pump heating and cooling system which can be used in a large naturally ventilated building.
 - b. Building archetype creation e.g. Office_large_naturally ventilated
5. Modelling BEES sample - assignment of building archetypes to existing BEES sample, assignment of counterfactual technology archetypes and logic selection for potential low carbon technology archetypes, and use these to develop a set of assumptions for the non-domestic buildings model.
6. Cost/Benefit analysis – Assess the cost and benefits using same criteria from the BEES sample (energy consumption, energy savings, capital expenditure, carbon savings, bill savings) of switching to the most feasible, cost effective low carbon HVAC system.

Phase III: Validation

7. Model validation – we propose that as a minimum, the outputs of the model should be validated through an external Quality Assurance (QA) process using impartial industry experts e.g. Chartered Institute of Building Services Engineers (CIBSE). Contractors may propose alternative methods such as access to bulk building data or site surveys but the proposed approach should be clearly articulated.

Risks and Mitigations

The consultant awarded the contract may face certain risks around sector engagement, data availability and the limitations of using the BEES sample. By not making building assessments/site surveys a requirement for this research, BEIS has mitigated some of these risks in part, but not fully and therefore the contractor should set out their mitigation strategies against these in their bid.

To this end, a clear risk register, identifying high risk elements of the project and a risk management plan, outlining the mitigation strategies (with explicit quality assurance processes, in line with HM Government's Aqua Book) should be included in the bid.

Deliverables

- Literature review of current evidence on low carbon HVAC technologies and how they are implemented across non-domestic buildings.

- Assumptions log for all building and technology archetypes including counterfactuals. This should include both technical and economic assumptions. As with BEES, these assumptions are likely to represent a snapshot at a given point in time, however, it would be particularly useful to have forward looking assumptions.
- A model and model outputs on the potential to implement low carbon HVAC technologies in non-domestic buildings, split by sector and sub-sector in line with the BEES sample, in a format compatible with current BEIS models.
- The underlying data that feeds into the model should be provided in an Excel format (csv, xlsx, etc). The findings from this study will be incorporated into other BEIS models such as BEES and PRS models, which are our main carbon reduction modelling tools. There may also be scope to use programmes such as R to provide additional insight and create data visualisations. Therefore, providing underlying data in an appropriate format would be necessary.
- A quality assurance log with details on how the assumptions, methodology, results and findings were quality assured, to what extent they were assured i.e. peer review, panel review, independent external review etc, the findings from these quality assurance exercises and any changes which were made following these exercises in line with BEIS modelling integrity guidance and quality assurance best practice¹.
- A technical report with an executive summary, methodology, findings, caveats to findings, limitations of the data and potential for how these findings can be used in conjunction with other data. This will include chapters on sub-sector deep dives providing a more in-depth overview of these sectors and their associated challenges.
- Report from independent review by expert panel, to validate assumptions and findings.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

¹ <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc>

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16\div3=5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	40%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding the Environment	20%
Quality	PROJ1.5	Risk Management	10%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)