

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Trade & Investment (UKTI)
Subject UK SBS The identification of business opportunities in the
Agritech sector in Africa**

Sourcing reference number CR150037UKTI

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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Customers, our growth projections anticipate this will rise to £1bn in 2013/14.

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

Our achievements

In 2012/13 the Company grew in turnover from £44.7m to £52.4m, within that growth we:

- Reduced the Research Councils' 'back office' expenditure from £32m to £31.3m
- Saved £33m for the Research Councils in verified procurement savings, being greater than the entire cost of the services we provided to them
- Grew our customers from 7 to 22 (this will likely grow by a further 10 in 2013/14)
- Grew our customer base from 11,000 to 18,000 and will likely expand to 23,000+ in 2013/14

- Achieved an annual spend with SMEs that stands out across Central Government as a leading light at 32% (that's over £104.5M) against the 25% Government target

Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function's ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government's initiative to reform procurement in the public sector.

UK SBS Procurement's unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

UK Trade and Investment

UK Trade and Investment helps UK-based companies succeed in the global economy. UKTI also help overseas companies bring their high quality investment to the UK's dynamic economy which is acknowledged as Europe's best place from which to succeed in global business.

The UK Trade & Investment offers expertise and contacts through its extensive network of specialists in the UK and other diplomatic offices around the world.

The organisation provides companies with the tools they require to be competitive on the world stage.

UK Trade and Investment achievements include:

- UKTI launched its five-year strategy Britain Open for Business in May 2011 which set out a clear vision for realising the Government's ambitions for growth through trade and investment. During the year it realigned its headquarters function to more effectively deliver this strategy.
- In 2011-12 we assisted 25,000 UK businesses generate around £30 billion of additional sales which created or safeguarded well over 100,000 jobs. We exceeded our target of 750 inward investment successes and helped the UK maintain its position as the second most successful defence exporter, exporting £8 billion of defence and security goods and services.

www.ukti.gov.uk

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	UK Trade and Investment 1 Victoria Street London SW1H 0ET
3.2	Buyer name	UK SBS Research team
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£30,000 Exclusive of VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	12/05/2015 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	19/05/2015 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	22/05/2015 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	27/05/2015 14.00
3.11	Anticipated rejection of unsuccessful Bids date	03/06/2015
3.12	Anticipated Award date	03/06/2015
3.13	Anticipated Contract Start date	08/06/2015
3.14	Anticipated Contract End date	15/09/2015
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction

UK Trade and Investment (UKTI) provides expert international trade advice and practical support to UK based companies who want to grow their business overseas. We provide tailored support packages for companies who are: first time exporters (FTEs), small and medium-sized enterprises (SMEs), medium-sized businesses (MSBs). This includes the production of tailored market research which is used to identify market access issues and solutions, as well as new business opportunities which are loaded onto the business opportunities website or, subject to the accessible value to the UK being over £250mn, incorporate into the High Value Opportunities programme.

2. Aims

UKTI is actively working to support UK companies to enter Africa's Agritech markets. The aim of this piece of research is to generate market collateral and provide information on previous unrecorded business opportunities, with the aim of supporting UK market entry into the Angolan, Mozambican, South African and Tanzanian Agritech markets. Success is demonstrated through the capture of Business Wins (A BW is signed by a business which has benefited from UKTI support showing actual business won or forecast sales for up to 5 years). Heightened engagement in other Sub Saharan Africa markets can be considered a secondary aim. This research project fits with UKTI work in Sub-Saharan Africa and would be expected to contribute towards an additional £3mn of BWs and generate an additional 150 service deliveries (SDs – counted as a single intervention with an UK business).

3. Objectives

The report should have 4 main outcomes

1. Identify and validate new and pre-pipeline business opportunities in Agritech sector. Business opportunities should be mapped against area of UK comparative advantage, with a value of £100,000 - £20mn in accessible value for UK firms. These opportunities should cover Aid funded business (approx. 20%), Government procurement (approx. 20%) and private sector (60%).
2. Agritech Sector analysis in the four named markets (which should be aligned to the specific business opportunities).
3. Identification of market access challenges including advice on how to overcome them
4. Signpost UKTI, Government and Private sector support including project financing. (Some details to be provided by UKTI, including an introduction to UK Export Finance).

4. Background to the Requirement

Research has shown that exporters are generally more sceptical of exporting to Africa due to the perception of a challenging business environment, and other market access problems. Further examples of market access issues are outlined in Annex A. The report should help

address these perceptions, encourage UK firms to increase their footprint in Africa and, in support of UKTI's strategy, provide additional support for businesses, especially SMEs wishing to export.

5. Requirement

1. The research should be completed as a fully formatted report, in line with UKTI marketing guidelines which can be used as part of an e-marketing campaign. Examples of successful reports can be found [here](#) , with a further link is available [here](#) so, the Implementer will be required to work closely with UKTI's digital team to produce a compatible HTML version, hyperlinked PDF document (both within and to external websites).

2. Identified opportunities to be matched to UK Agritech strengths, including accessible value for the UK supply chain.

3. Findings will be need to be presented in a business opportunities report and plain language should be used throughout to ensure is easily understood by its target audience - (e.g. UK Agritech firms), including the use of visual aids (e.g. graphs, tables etc.) where appropriate.

4. The project focus is on Agriculture/Agritech sectors. This to include the following key subsectors: animal health, precision agriculture, aquaculture and infrastructure in Angola, Mozambique, RSA and Tanzania. Further details are provided in 6.1 and in Annex B.

5. The Implementing Partner will have an established market presence and experience in Sub-Saharan Africa with close links to the business community and government sector.

6. The Implementing Partner will be able to demonstrate in-house expertise through the provision of resumes and prior relevant work.

7. The Implementing Partner will provide analysis of costs breakdown in an activity based budget as part of the bid process in order to ensure value for money.

8. For UK firms to be able to take full advantage of the identified opportunities, these should be future-proofed (e.g. projects span between 1-5 years).

9. The Implementing Partner will be required to circulate key outputs (as in Scope below) to the UKTI Project Board for their review/comments and participate in all scheduled meetings, include rigorous quality control provisions into all stages of the research work (e.g. Implementer outputs should reflect UKTI Project Board feedback on previous versions).

10. The Implementer should only use official sources (e.g. UK/partner government and relevant industry) for information/statistics that will be included in the report, i.e. not sourced from media articles.

11. The identification of Business Opportunities may not rely on desk based market research of internet advertised procurement opportunities but rather be the product of a mix of in country engagement and desk based research, drawing on relationships with the business community and public sector.

6. Scope

6.1 Sectors

The project will focus on the Agritech sector covering the following countries and subsectors:

COUNTRIES	SECTORS/SUBSECTORS (a full list exists in the appendix)
Angola Mozambique RSA Tanzania	<ul style="list-style-type: none">• Plant Science: Genetic improvement, In-field production, Health protection, Harvesting – post-harvest and storage.• Animal health: Genetic improvement, Nutrition, Health and welfare.• Precision Agriculture: Soils and Substrates, Environmental interaction.• Engineering: Traction and machinery for cultivation, Harvesting/picking, drilling, spraying and spreading etc.• ICT and decision support systems embracing: All aspects of temporal and spatial precision, Planning, Scheduling and resource use efficiency in production systems.• Aquaculture Health/Aquaculture: Fresh water fish, Marine fish, Shellfish, Algal and seaweed cultivation, Feed for aquaculture, Enclosed systems with hydroponic plant cultivation..• Infrastructure: Glasshouses, Livestock production units, Heating and cooling systems, Stores etc. <p>(Further information on the subsectors is available at Annex B)</p>

6.2 Content

CHAPTER	SECTION
1) Introduction	Why do Business in Africa ?
2) Agritech: Sector & Sub- sectors Analysis, Validated business opportunities	Sector analysis for: Angola, Mozambique, RSA and Tanzania with Business Opportunities Mapping: quantitative data analysis, timelines of projects and details of key contacts etc
3) Challenges & Opportunities	Trade, Regulatory, Market access issues and how to overcome these challenges.
4) Africa	Project Financing

Government Support	
5) Case Study	UK SMEs Case Studies for each country.
6) UKTI Services	How can UKTI help you link: https://www.gov.uk/government/collections/uk-trade-and-investment-services-for-exporters

7. Timetable¹

The research project is expected to be completed by 15 September 2015, with an outreach campaign launch in late September/Early October, targeting SMEs in the UK through UKTI's network of regional offices.

ACTIVITY	DATE
Agree budget, project specification and delivery date for the final report with appointed Implementer	15/06/2015
Provide Implementing partner with on-the-shelf/other available information (e.g. Incomplete EY report, UKEF documents and an example of a good "sector report")	22/06/2015
Implementing partner to submit first part of the report on: Introduction to the UKTI Project Board (UKPB) for review and sign off.	20/07/2015
UKPB to provide Implementing partner with feedback. If the draft in order, approve for payment but if further work is required, agree a new date for review.	24/07/2015
Implementing partner to submit draft report on Agritech sector and sub-sectors to UKTI Project Board (UKPB) for review.	10/08/2015
UKPB to provide Implementer with feedback – approve payment if in order, or reject if requiring further work and agree a new date for a revised version.	14/08/2015
Implementing partner to submit draft report on Challenges & Opportunities and Validated business opportunities to UKPB.	31/08/2015
UKPB to provide feedback and ask Implementing partner to take corrective measures if required.	01/09/2015

¹ This may change subject to agreement with UK SBS

Implementing partner to submit draft report on Government Support, Case Studies, Conclusion , UKTI services and Useful contacts details to UKPB for review.	07/09/2015
UKPB to provide feedback and ask Implementer to take corrective measures as necessary.	11/09/2015
Implementing partner to provide UKPB with complete final report.	15/09/2015

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.

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

After moderation 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	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	25%
Quality	AW6.2	Understanding	10.05%
Quality	AW6.3	Project Plan and Timescales	15%
Quality	AW6.4	Methodology	19.95%
Quality	AW6.5	Staff and Capability to deliver	30%

Award Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

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

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

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

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

0	The Question is not answered or the response is completely unacceptable.
20	Extremely poor response – they have completely missed the point of the question.
40	Very poor response and not acceptable. Requires major revision to the proposal to make it acceptable. Only partially answers the requirement, with major

	deficiencies and little relevant detail proposed.
60	Poor response with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of success, sufficient obstacles but correctable
80	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire. Good probability of success, weaknesses can be readily corrected.
100	Response demonstrates they can meet a high performance level. High probability of success, no significant weaknesses noted. The response is compelling in its description of techniques and measurements to be employed.

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will $(60+40+80+60) \div 4 = 60$

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

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

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

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

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

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

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

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

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

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS 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 UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS 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 UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

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

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

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

USEFUL INFORMATION LINKS

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

Section 8 - Annex A

Doing Business in Angola, Mozambique, RSA & Tanzania

Market analysis, access and trade issues may include

Selling UK Products and Services

- Using an Agent or Distributor
- Establishing an Office
- Joint Ventures/Licensing
- Selling to the Government
- Distribution and Sales Channels
- Trade Promotion and Advertising
- Pricing
- Sales Service/Customer Support
- Protecting Intellectual Property
- Due Diligence
- Web Resources

Trade Regulations, Customs and Standards

- Market Access/Trade Barriers
- Import Requirements and Documentation
- Prohibited and Restricted Imports
- Customs Regulations and Contact Information
- Standards
- Trade Agreements
- Web Resources

Trade and Project Financing

- Methods of Payments (How UK Companies Get Paid?)
- How Does The Banking System Operate?
- Foreign Exchange Controls
- UK Banks and Local Correspondent Banks
- Project Financing
- Web Resources

Section 9 - Annex B

Sector/Sub-Sectors listings

- **Plant Science** - Scientific study of plants, including their growth, structure, physiology, reproduction, ecology and pathology, as well as their economic use, fit for purpose, and cultivation by humans (including cereals, oilseeds, pulses, forage, potato, sugar beet, vegetables, salads, mushrooms; fruit; bulbs; woody and herbaceous ornamentals; and “industrial” crops) including:
 - **Genetic improvement:** genetics; genomics; biotechnology; breeding; propagation; and genetic conservation.
 - **In-field production:** physiology; agronomy; soil management; irrigation; nutrition and protected cropping.
 - **Health protection:** plant protection products; pest, disease and weed identification; diagnostic tools; epidemiology and population dynamics; biological control agents; and application technologies.
 - **Harvesting, post-harvest and storage:** post-harvest physiology and storage technologies; automated harvesting technologies; post-harvest cleaning and grading; on-farm waste processing; biomass processing; silage production.
- **Animal Health** – Development of products and services for the detection, identification, characterisation, management, prevention and treatment of animal diseases and animal health (including: dairy and beef cattle, sheep, goats, pigs, chickens (layers and broilers) and other poultry; marine and freshwater fish and shellfish). Key areas:
 - **Genetic improvement:** genetics; genomics; breeding; reproductive technologies and genetic conservation.
 - **Nutrition:** physiology; feed formulation; grassland productivity; grazing systems.
 - **Health and welfare:** endemic and exotic diseases; parasites; detection and diagnostic technologies; disease epidemiology, management and control; vaccines; therapeutics; surveillance; behaviour modification; building design and environmental control.
- **Precision Agriculture** – Use of technologies to allow farmers and growers to make more informed decisions on cropped areas, animal husbandry and land management. Key areas:
 - **Soils and substrates:** soil physics, biology and chemistry; soil amendment (biosolids, AD digestates, water retention gels etc.); tillage; sampling; growing media and hydroponics.
 - **Environmental interaction:** chemical and biological emissions to air and water; impacts on plant and animal biodiversity; ecosystem service provision; reductions in Greenhouse Gas Emissions and energy use.
 - **Engineering:** traction and machinery for cultivation, harvesting/picking, drilling, spraying and spreading; post-harvest transport and treatment; robotics; GPS applications; autonomous devices; hand held, fixed and remote sensing in crop and livestock production systems.
 - **ICT and decision support systems embracing:** all aspects of temporal and spatial precision, planning, scheduling and resource use efficiency in production systems.
- **Aquaculture**

- Intensive farming of fish, shellfish, and plants, and cultivation of algae in freshwater, coastal waters and onshore.

- **Infrastructure**
 - Glasshouses, livestock production units, heating and cooling systems, stores (including ambient ventilated, controlled temperature and atmosphere); freezing plants, irrigation; water treatment, storage and distribution systems; supplementary illumination; 'vertical' and contained production systems.