



Invitation to Quote

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

Subject – UK SBS FM150075 Pressure Systems Inspection.

Sourcing reference number – FM150075

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

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

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Customers.

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

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

Natural Environment Research Council

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

www.nerc.ac.uk

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	National Oceanography Centre European Way Southampton SO14 3ZH
3.2	Buyer name	James Hackett
3.3	Buyer contact details	FMPurchase@uksbs.co.uk 01793 867387
3.4	Estimated value of the Opportunity	£16,500 + 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. <u>Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.</u>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	19/10/2015 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	14:00 on 27/10/2015
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	14:00 on 28/10/2015
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	14:00 on 30/10/2015
3.10	Date/time Bidders should be available if clarifications are required	03/11/2015
3.11	Anticipated rejection of unsuccessful Bids date	04/11/2015
3.12	Anticipated Award date	05/11/2015

3.13	Anticipated Contract Start date	05/11/2015
3.14	Anticipated Contract End date	30/11/2015
3.15	Bid Validity Period	60 Days

Section 4 – Specification

NOC Small Works Specification:

Works:	Periodic Pressure System Examinations			Requestor:	Estates
Location:	Building Wide			Date:	September 2015
Programme:	4 Weeks Total	Estimate:	£16,500 + Vat	Priority:	Statutory (1)

TECHNICAL SPECIFICATION

B1.0 DESCRIPTION OF WORKS

SUMMARY

The National Oceanography Centre (NOC) has a number of Buildings (Waterfront Campus) which requires the services of an Engineer (Competent Person) to undertake the formal examination of the installed pressure systems and associated critical components within a 4 week period.

Examinations shall be conducted in accordance with the NOC written scheme of examinations, extract included in this specification, to ensure compliance with Regulation 9 of the Pressure Systems Safety Regulations 2000.

The examinations and report shall be undertaken in our programme year 2015.

B1.1 Scope of Works

- o Undertake examinations of the installed equipment
- o Provide a report (electronic and hard copy)
- o Carryout any remedial repairs where imminent danger is identified

B1.2 Report

The report shall be based on the actual condition of the pressure systems, as found during the examination. Where repairs are carried out as a result of imminent danger the report must include remedial action taken, even if the repair works are completed before the examination has been completed.

The report shall be written to enable the identification of the particular systems or parts, against those as detailed in the written scheme of examinations.

Include in the report for all the test results, settings and data from the WSE examination specific activities, as listed in B2.2.

The report shall define all remedial actions and repairs required along with associated budget costs for each repair, for the installed pressure systems and associated critical components, as listed in the written scheme of examinations.

B1.3 Survey and Review

During the tender process undertake site surveys as required and review the existing documentation from the previous examinations. All schedule items listed in (B2.1) shall be deemed to be inclusive and all costs are to be declared for the works in (B2.2).

B1.3.1 Where additional systems are identified which are outside the scope of the schedule (B2.1) they will be added to the Contract sum.

B1.3.2 Where systems have been removed, since the last inspection or found to be no longer required, they will be omitted from the Contract sum.

B1.4 Remedial Repairs (where imminent danger is identified)

Where system defects are identified, which in the opinion of the examiner imminent danger is present; they shall be rectified within 24 hours. Costs for this work will be added to the Contracts sum.

B2.0 WRITTEN SCHEME OF EXAMINATIONS

B2.1 Systems and Descriptions

WSE Ref No	System and Description
3770A	Main Compressed Air
3770B	Compressed Air - Meda 672 (Compressor C 6)
3770C	Compressed Air - Meda 672 (Compressor C 7)
3771A	Oxygen - Node 2
3771B	Nitrogen - Node 3
3771C	Acetylene - Node 5
3771D	Carbon Dioxide - Node 5
3771E	Argon Cryogenic Supply (RM 181-12)-Node 6
3771F	Oxygen - Node 6
3771G	Bottled Compressed Air (Zero Air) -Node 6
3771H	Argon - Node 6
3771J	Nitrogen - Node 6
3771K	Hydrogen - Node 6
3771L	Acetylene - Node 7
3771M	Argon - Node 7
3771N	Helium - Node 7
3771P	Methane - Node 7
3771Q	Spare 1 - Node 7
3771R	Spare 2 (Argon) - Node 7
3771S	Liquid Nitrogen - Node 8
3771T	Hydrogen - Node 8
3771U	Argon - Node 8
3771V	10% Methane/Argon Balance - Node 8
3771W	Nitrogen - Node 8
3780	Compressed Air - Workshop
3781	Compressed Air - Building A 6

WSE Ref No	System and Description
3782	H.P. Compressed Air - Building A 5
3783	Argon - Building A 6 Welding Systems
3784	Inergen Fire Protection - 234/08 Server Room
3785	Hot Water System Gas Charged Pressurisation Vessels
3786A	Refrigeration System - Chiller No. 1, Energy Centre
3786B	Refrigeration System - Chiller No. 2, Energy Centre
3786C	Refrigeration System - Chiller No. 3, Energy Centre

B2.2 Specific Activities and Associated Costs

Ref	Specific Activities	Period	£ Cost
1	Pressure Relief Valves: - Remove from system, examine, test for correct lift pressure as dictated by the system pressure, adjust if required (and possible) and refit to system.	12m	
2	Pressure Indicators and Gauges: - Verify pressure indicator readings are consistent with system pressure and that the indicator is functioning correctly over its range.	12m	
3	Temperature Switches: - Remove from system as appropriate, examine and test for correct temperature cut-out as dictated by the operational requirement. Adjust if required (and possible) and recommission to system.	12m	
4	Pressure Controllers: - Examine and check function of controller and any associated pressure indicators and or pressure relief valves fitted.	12m	
5	Flashback Arrestors:- Remove from system, examine, conduct reverse flow test, verify age and recommission to system.	12m	
6	High Pressure Flexible Hoses:- Examine, verify integrity, leak check and verify age.	12m	
7	Valves (critical line or drain) :- Examine and function check the critical line and drain valves of the system and verify clear.	12m	
8	Air Receivers:- Conduct an external visual 'working' examination to verify that necessary protection devices are fitted and that the vessel is sound and undamaged externally.	12m	
9	System:- Inspect, after individual critical items above have been undertaken. The complete system including the pipework and pipe joints and ensure that all necessary protection devices are correctly fitted. Pipework inspection may	12m	

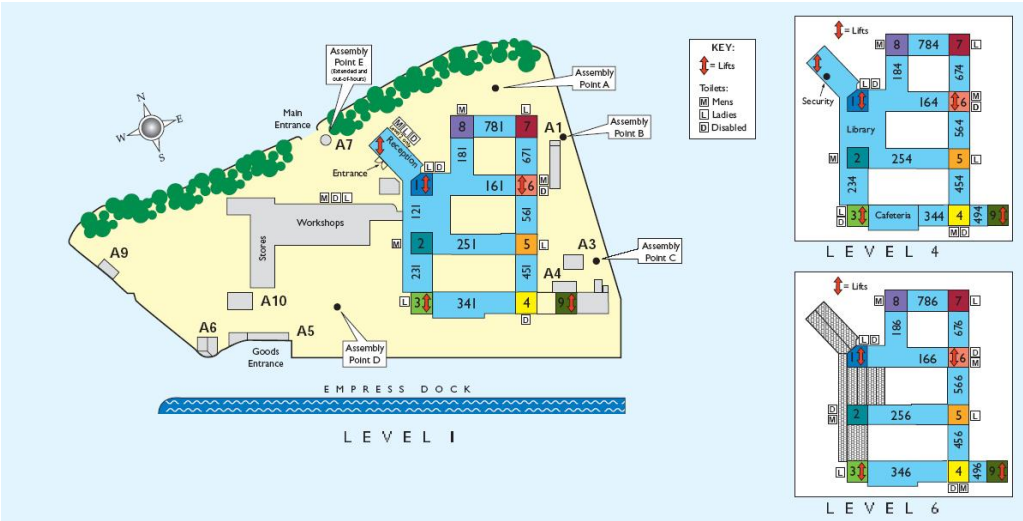
Ref	Specific Activities	Period	£ Cost
	include ultrasonic thickness measurement (at the discretion of the Examiner) at points selected by the Examiner. Witness system functional performance and verify that control devices are performing correctly and safely.		
10	Air Receiver (Internal Examination):- Undertake a formal internal examination of the air receiver shell and any internal fittings. Remove inspection plugs or manhole/handhold doors, and carryout formal examination including scrape test at corrosion points and spot ultrasonic thickness checks, close vessel using new sealing material or joint set as appropriate (the cost of the new joint set shall be included in the tender sum) Ensure that the vessel is leak free and functioning correctly when returned to operation.	12m	
11	Report:- Enter all examination test results and findings in the Regulatory Compliance Management Dossier (RCMD). In addition, provide the annual report on the status of the system. This shall detail articles examined, findings, and any remedial work that may be required to affect a safe system together with a statement on the suitability of the system for continued safe use. (refer to B1.2).	12m	
	£ TOTAL		

B2.3 Schedule of Buildings, Descriptions and Site Plans

The National Oceanography Centre, Southampton site is a collaborative partnership between the Natural Environment Research Council and the University of Southampton. The Centre was opened in 1995 and constructed with a design life of 125 years. The campus is an international centre of excellence, primarily in ocean and earth science, and marine technology. A significant level of scientific research is undertaken throughout the campus. Approximately 1700 persons are based at the site, employed by the Natural Environment Research Council, the University of Southampton and a number of associated tenants.

B2.3.1 Site Plans:

NOC is split up into the main building and (10) ten out buildings located around the site. The main building is sectioned into nodes, plates and levels (shown in the image left). There are (9) nine nodes with connecting plates on each level. Levels 1, 4 & 6 are for public use incorporating meeting areas, offices, catering and wellbeing facilities. Levels 2, 3 & 5 mainly contain the internal services for the building such as electrical cabling, water & heating piping etc. These areas require special permit access to enter.



Section 5 – Evaluation model

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

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

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

Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications

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
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.3	NOC Health and Safety.
Quality	PROJ2.1	Completion of works.
Quality	PROJ2.4	Understanding of requirement.
-	-	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	35%
Price	AW5.7	Prompt payment	5%
Price	PROJ2.3	Methodology	60%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well

	short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 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](#)