



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The Science & Technology
Facilities Council**

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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UKSBS

Shared Business Services

Subject UK SBS D100X Optical Tables
Sourcing reference number PR16118

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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

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 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

Science and Technology Facilities Council

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.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	Science & Technology Facilities Council Rutherford Appleton Laboratory Harwell Oxford OX11 0QX
3.2	Buyer name	Peter Clarke
3.3	Buyer contact details	peter.clarke@uksbs.co.uk phone : +44 (0) 1235 – 446795
3.4	Estimated value of the Opportunity	£50,000.00 - £80,000.00
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	15/06/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	04/07/2016 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	05/07/2016 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	06/07/2016 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	15/07/2016

3.12	Anticipated Award date	22/07/2016
3.13	Anticipated Contract Start date	25/07/2016
3.14	Delivery Date	28/10/2016
3.15	Bid Validity Period	60 Days

Section 4 – Specification

D100X Optical Tables

1. Introduction

Proposals are sought by the Science and Technology Facilities Council (STFC) for the supply of a set of optical tables for the 100 J laser system being built for the D-100X Project. These optical tables will form the base of the laser system and will be operated at room temperature in ambient atmospheric conditions in an ISO7 (Class 10,000) clean room. The tables will be installed initially at the Rutherford Appleton Laboratory (RAL) in the UK, before being transported to the European XFEL Facility in Hamburg, Germany.

This document along with the accompanying technical drawings describes the technical specification for these optical tables. The minimum scope of the contract is for manufacture, certification, delivery and installation at RAL.

2. Requirements:

2.1 Performance Values

Table 1 shows the required specification for the optical table surfaces. In instances where the Supplier cannot meet the requested specification they shall indicate the level to which they can achieve and provide reasoning behind the disparity.

Table 1: Performance requirements for all optical tables

Item	Ideal	Range
Surface Flatness	$\pm 0.1\text{mm per } 1\text{m}^2$	$\pm 0.1\text{mm per } 0.6 \text{ m}^2$
Maximum Dynamic Deflection Coefficient	0.4×10^{-3}	0.8×10^{-3}
Deflection Under Load, see Drawing SL-1034015-A SHEET 1	$0.5\mu\text{m}$	$0 - 1.2 \mu\text{m}$
Maximum Relative Table-top Motion	100nm	$0-200\text{nm}$

Additional requirements are:

- Core construction is expected to be high density honeycomb
- The working surface material shall be magnetic
- The Supplier shall indicate the best practise for earthing the tables, i.e. whether top and bottom surfaces are connected, suitable connection points etc.
- The table will be located in a Cleanroom environment, ISO 7 (RAL) and ISO 6 (XFEL) so shall be

delivered clean and oil free.

- As an option, (OPTION 1) the Supplier shall provide the additional cost, if any, for sealed holes such that liquids / dust / contaminants cannot become trapped within the table and risk escaping upon transport and reinstallation. The sealing material shall be compatible with cleaning alcohol based solvents and Acetone.

2.2 Dimensional Values

2.2.1 Optical tables

There are 7 tables in total that form the full optical table for the D-100X system. These are separated into two sections of connected tables supporting the 'front end & 10 J amplifier' and the '100 J amplifier' comprising 3 tables and 4 tables, respectively. Both table sections are approximately 9.5m x 1.5m. A full detailed schematic of the assembled tables is provided in Drawing SL-1034015-A including table dimensions, locations of joining sections, cut outs and services holes.

- The joining sections shall not protrude from the working surface and should not use any working surface mounting holes. **Where this is unavoidable the Supplier will provide the reasons and suggest methods for mitigation.**
- The Supplier shall indicate the minimum distance a services hole can be placed to the edge of the table, and where this is exceeded in the supplied drawing shall suggest alternative placement.
- The supplier shall indicate preferred service hole size and shape.
- Service holes to be suitably lined using materials similar to table edges.

2.2.2 Table support legs

As stated above, the tables will be installed initially at RAL and finally at the European XFEL in Hamburg. The XFEL laser hutch incorporates a false floor that is 300mm above a concrete base. Within this lab the support legs must be in contact with the concrete base, not the false floor.

Therefore the table leg supports at the XFEL laser hutch must be 300mm longer than those used at RAL. **This results in the requirement for two different heights, as shown in Drawing SL-1034015-A SHEET 1.**

The Supplier shall provide the options that they believe best suit the two situations, this is expected to be either two complete sets of legs or a set of extensions for use at the XFEL laser hutch. The Supplier shall indicate any concerns regarding stability of the table in the case of the longer legs.

- Drawing SL-1034015-A SHEET 1 shows an additional schematic of the tables with an approximate outline and mass of the largest components.
- The Supplier shall perform their own loading calculations in order to determine optimum leg positions. Note: there are certain areas underneath the table that are allocated for specific services, these cannot be moved and are shown on drawing SL-1034015-A SHEET 2.
- The minimum requirements for damping and tuning of the support legs should be advised by the Supplier.
- Leg type shall be rigid fixed.
- There shall be no active isolation of the table-tops (e.g. floating tables).

- Adjustability in legs $\pm 30\text{mm}$

Table 2 shows the dimension specifications that apply to all optical tables within the tender. **Where the range is not specified the Supplier shall provide their expected tolerances for the item in question.**

Table 2: Dimension requirements for optical tables and tapped holes

Item	Ideal	Range
Hole Size	M6-1.0	NA
Hole Pitch	25mm square	NA
Table thickness	300mm	300-400mm
Table-top height above floor (RAL) and false floor (XFEL)	910mm	905-915mm
Gap between floor and underside optical table (RAL) & false floor (XFEL)	$\geq 520\text{mm}$	NA
Gap between concrete base and underside optical table (XFEL)	$\geq 820\text{mm}$	NA
Edge to centreline of first hole dimension	12.5mm	NA

Additional requirements are:

- The distance of the first set of holes from the table edge will be 12.5 mm, so that two connected tables maintain the 25 mm pitch.
- It is desirable for hole rows and columns on table surface to be labelled. A proposed labelling convention is shown on drawing SL-1034015-A SHEET 3.

2.3 Services Containment

The laser system includes a number of services (vacuum, compressed gas, water, power and data) which need to be routed from the floor and distributed to various locations on the optical table surface. The table top is well populated with the laser system, so it is expected that services will be routed around the edge and/or underneath the tables. There is limited space in the laboratory around the edges of the tables, so a compact solution for containing the different service types is required.

The supplier is invited to provide a mounting method that facilitates our installation of cable containment or add a full cable containment solution to the tender response as an optional extra.

OPTION2: In the event that the preferred solution is for STFC to install their own containment, it is expected that we will require fixing holes along the underside or edges of the optical tables. The Supplier shall provide the cost of a 150mm pitch square array of tapped M6 holes on the underside of the tables and suggest options for including holes in the table edge.

OPTION 3: The Supplier provides a suitable cable containment solution around the edges of the table

and below the table surface meeting the requirements below.

- The containment is mounted using either the tapped holes in the bottom surface of the table, or potentially the sides if the supplier can propose a workable solution.
- The containment shall be tiered vertically to allow for segregation of different services within the trunking. The segregated sections are expected to be:
 - power cables
 - digital communication and low level signal cables
 - gas and water flexible pipework
- Any containment that spans two tables must be easily separable at the table interfaces to facilitate decommissioning and shipment to the final laboratory
- The maximum depth of the cable containment (from edge of table) is 80mm.
- The areas available for table edge mounted cable containment are shown on Drawing SL-1034015-A SHEET 2.
- The Supplier must explain how the tables could be transported with the trunking left in place.
- The cable containment shall not clash with the under table racks as shown in Drawing SL-1034015-A SHEET 2.
- The cable containment shall allow services to be routed up through the service cut-outs

2.4 Delivery and Installation

The tables are required for end October 2016.

The quote should include delivery and installation charges. The tables will need to be delivered, located and set-up (joined) within the Laboratory at Rutherford Appleton.

The supplier will be responsible for supplying the equipment to move and install the tables. The laboratory where the tables are to be installed is a clean room. This will necessitate any installation equipment and the tables themselves to be appropriately clean for such an environment.

Tables must be installed such that flatness over the entire system is $\pm 2\text{mm}$ and are level.

Supplier to undertake a site visit to confirm arrangements for the installation of tables.

Tables shall have a 1 year warranty after completion of installation.

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 ($5+5+6 = 16 \div 3 = 5.33$))

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 Mandatory Elements of 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	38.00%
Price	AW5.7	Prompt Payment Discount	2.00%
Quality	AW6.2	Technical Overview	10.00%
Quality	AW6.3	Sealed Holes	4.00%
Quality	AW6.4	Table Joining Methods	4.00%
Quality	AW6.5	Table Heights	6.00%
Quality	AW6.6	Leg Positions	4.00%
Quality	AW6.7	Services Routing Solution	5.00%

Quality	AW6.8	Tapped Holes	4.00%
Quality	AW6.9	Permanent Labels	3.00%
Quality	AW6.10	Quality Management Procedures	5.00%
Quality	AW6.11	Delivery Schedule	10.00%
Quality	AW6.12	Installation Method	5.00%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

full assurance consistent with a quality provider.

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

Guidance on completion of the questionnaire is available at <http://www.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](#)