

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **UK Research and Innovation**

Subject: **Supply of Subglacial Lake CECs Sampling Winch**

Sourcing Reference Number: **CS20149**

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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Version 3.0

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 Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

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

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

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

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

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Section 3 - Working with the Contracting Authority.

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

| Section 3 – Contact details | | |
|-----------------------------|---|---|
| 3.1. | Contracting Authority Name and address | UK Research and Innovation Polaris House North Star Avenue Swindon SN2 1FL |
| 3.2. | Buyer name | Siân Bureau |
| 3.3. | Buyer contact details | professionalservices@uksbs.co.uk |
| 3.4. | Maximum value of the Opportunity | £116,600.00 excluding VAT - this is the maximum available budget and must include import taxes and transportation. |
| 3.5. | Process for the submission of clarifications and Bids | All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing 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 on Contracts Finder | Wednesday, 22 April 2020 Contracts Finder |
| 3.7. | Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system | Thursday, 30 April 2020 11.00 |
| 3.8. | Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal | Tuesday, 05 May 2020 |
| 3.9. | Latest date and time ITQ Bid shall be submitted through Delta eSourcing | Tuesday, 12 May 2020 11.00 |
| 3.10. | Anticipated notification date of successful and unsuccessful Bids | Monday, 01 June 2020 |
| 3.11. | Anticipated Contract Award date | Thursday, 04 June 2020 |
| 3.12. | Anticipated Contract Start date | Monday, 15 June 2020 |
| 3.13. | Anticipated Contract End date | Friday, 25 September 2020 |
| 3.14. | Bid Validity Period | 60 Days |

• Section 4 – Specification

1. Introduction

British Antarctic Survey (BAS) delivers and enables world-leading interdisciplinary research in the Polar Regions. Its skilled science and support staff based in Cambridge, Antarctica and the Arctic, work together to deliver research that uses the Polar Regions to advance our understanding of Earth as a sustainable planet. Through its extensive logistic capability and know how BAS facilitates access for the British and international science community to the UK polar research operation. Numerous national and international collaborations, combined with an excellent infrastructure help sustain a world leading position for the UK in Antarctic affairs. British Antarctic Survey is a component of the Natural Environment Research Council (NERC). NERC is part of UK Research and Innovation www.ukri.org

Subglacial Lake CECs Sampling Winch

A winch is required as part of a system to collect samples, both sediment cores and water, from a subglacial lake. A borehole, 2.7km through the ice into the lake will be drilled using filtered sterilised hot water. Once the hole to the lake has been drilled the hot water drill will be removed and the sampling winch moved into position.

When sampling a clean tent will be inflated over the ice borehole. The sampling tether having been spooled onto the winch will pass through the clean tent at where pre-cleaned instruments and samplers will be attached to the tether. The instruments and samplers will then be quickly dropped into the lake to take measurements and samples. The lake is expected to be about 300m deep. The winch has to be fast as the borehole will begin to freeze up. More than one sampling run is expected.

Another use for the winch will be to spool on a coaxial cable which will allow a electro-mechanical ice drill to drill the upper section of the ice. For this reason the winch needs to be able to be unspooled and respoiled with the tether or the coaxial cable.

Although air temperature at the location of Lake CECs can get down to -50°C, the average temperature in the summer is about -20°C but can occasionally dip below this. We are also hoping to operate the winch in a large tent.

2. Winch Specification

The winch must meet the following criteria:

- The winch must be capable of holding 3500m of 6.9mm coated tether (min bend radius 10cm)
- The winch must also be capable of connecting 350m of 6.53mm coaxial cable (Minimum bend radius 13cm) required for a shallow electromechanical firn drill used to drill through the upper section of the ice sheet.
- A 2 conductor slip ring with connectors (min IP66 rating) will be provided to allow power to the drill. Cable will be provided however terminations at both ends must be provided. Slip ring to be capable of at least 800V and 6A.
- Appropriate sheave wheel to also be provided.
- Pull on lowest layer must be a minimum of 6kN. There will be periods of maximum torque and zero motion at corer pull out.
- Must be able to operate at -30 degrees C.
- Must be able to pay in and out at >80m/min.

- Slowest controllable speed must be 0.25m/min.
- Electric Drive with level wind and speed control.
- 3 phase power up to 80kW is available.
- System must have remote control with joystick to allow operation and control close to the clean tent but with the winch further away (~10m).
- Load on the cable, speed and length paid out to be displayed.
 - Load at a resolution of 1kg
 - Speed at a resolution of 0.1 m/min
 - Length paid out at a resolution of 0.01 m
- RS232 communications with the winch controller to allow logging of Load on the cable, speed and length paid out.
- Total mass <1000kg to facilitate shipping (shipping cost for most expensive leg is ~\$30/kg).
- Winch must be clean with the majority made from stainless steel.
 - Equivalent to a marine winch where there is no rust.
 - Can be cleaned for biological sampling.
 - Overall IP56 rating to all spraying down.
- Lifting points and lifting sling (4 legs with shackles) to be provided.
- A suitable spares package will also be provided.
- Training (for 2 persons) on operation and spooling to be provided at Factory Acceptance Test.
- Operators manual and documentation to be supplied. A 3D step/igs file of the equipment is also expected to be provided.
- The equipment be able to be CE marked and conform to the Machinery Directive (type IIB declaration).
- Delivery to BAS Cambridge or Harwich directly to the RRS James Clark Ross to be **on or before 25th September 2020** at the latest.

Packaging Instructions

- Timber cases (to ISPM 15) or equivalent
- Plywood/softwood cases must be constructed to ISPM 15 standard, or equivalent, a copy of the ISPM 15 certificate, or equivalent, must be attached to the case and documentation. Each case should be fitted with an appropriate inner waterproof liner and sealed. Bearers must be adequate to withstand forklift use and appropriate for size and weight of case, they must be a minimum of 110mm high.

Quality

- Reliability is extremely important as the sampling site is very remote. The logistics cost is such that the winch is expected to work out of the box. Additionally, winch is expected to remain on site for more than one year with no chance of repair.
- The required minimum run time is 300 hours.
- A warranty of 18 months on all components is required.

3. Acceptance Testing

UKRI reserves the right, at its sole discretion, to [undertake / witness] a Factory Acceptance Test (FAT) on the selected winch at the Supplier's premises prior to delivery to UKRI.

The Parties shall endeavour to agree and document the form that the FAT takes within 10 weeks following contract award. The FAT shall include testing of all functions in the specification (Cable capacity, speeds (low and high), pull force, weight etc.); build quality, and quality of the documentation to be provided. Ability to operate in Antarctic conditions will not be tested as part of the FAT.

UKRI shall, not later than 10 days prior to the scheduled delivery date, confirm to the Supplier whether it intends to undertake the FAT. All costs associated with undertaking the FAT shall be at the Supplier's expense (excepting costs for UKRI personnel time, travel and subsistence).

If the selected winch successfully passes the FAT (which UKRI shall acknowledge promptly in writing), or if UKRI elects not to undertake the FAT in accordance with the above timescale, then the Supplier may deliver the winch to UKRI.

In the event the winch fails FAT, UKRI may at its sole discretion:

- Reject the winch and terminate the contract without further liability to UKRI; or
- Request the Supplier to repeat FAT (at the Supplier's expense); or
- Elect to take delivery (potentially subject to e.g. agreed modifications or workaround).

Following delivery, UKRI has a period of 10 (ten) days to undertake such inspections and tests as it may deem reasonably required to satisfy itself that the selected winch meets the requirements of the contract. Acceptance shall be granted following completion of such tests (which shall be promptly notified to the Supplier) or following expiry of this period, whereupon the supplier may submit its final invoice in accordance with the contract.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

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

| Pass / Fail criteria | | |
|----------------------|---------|---|
| Questionnaire | Q No. | Question subject |
| Commercial | SEL1.2 | Employment breaches/ Equality |
| Commercial | SEL1.3 | Compliance to Section 54 of the Modern Slavery Act |
| Commercial | FOI1.1 | Freedom of Information |
| Commercial | AW1.1 | Form of Bid |
| Commercial | AW1.3 | Certificate of Bona Fide Bid |
| Commercial | AW3.1 | Validation check |
| Commercial | AW4.1 | Compliance to the Contract Terms |
| Commercial | AW4.2 | Changes to the Contract Terms |
| Price | AW5.1 | Firm and Fixed Price |
| Price | AW5.3 | Maximum Budget |
| Quality | AW6.1 | Compliance to the Specification |
| Quality | AW6.2 | Variable Bids |
| Quality | PROJ1.3 | Delivery |
| - | - | Invitation to Quote – received on time within e-sourcing tool |
| | | In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria. |

Scoring criteria

Evaluation Justification Statement

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

| Questionnaire | Q No. | Question subject | Maximum Marks |
|---------------|---------|-----------------------------------|---------------|
| Price | AW5.2 | Price | 10% |
| Quality | AW6.1 | Compliance to Winch specification | 20% |
| Quality | PROJ1.1 | Lessons Learnt | 35% |
| Quality | PROJ1.2 | Minimum guaranteed run time | 35% |

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

| | |
|----|--|
| 0 | The Question is not answered, or the response is completely unacceptable. |
| 10 | Extremely poor response – they have completely missed the point of the question. |
| 20 | Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed. |
| 40 | Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier. |
| 60 | Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire. |
| 80 | Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed. |

| | |
|-----|--|
| 100 | Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider. |
|-----|--|

All questions will be scored based on the above mechanism. Please be aware that 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 60
 Evaluator 3 scored your bid as 40
 Evaluator 4 scored your bid as 40
 Your final score will $(60+60+40+40) \div 4 = 50$

Please note, bidders must meet a minimum overall pass mark of 60 in each of the evaluated quality questions. Failure to do so will mean that bids will not be considered further and will not be taken forward regardless of other questions scored.

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.

Evaluation process

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

| Stage | Summary of activity |
|---------------------|--|
| Receipt and Opening | <ul style="list-style-type: none"> ITQ logged upon opening in alignment with UK SBS's procurement procedures. |

| | |
|--|--|
| | <ul style="list-style-type: none"> Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission. |
| Compliance check | <ul style="list-style-type: none"> Check all Mandatory requirements are acceptable to the Contracting Authority. Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid. |
| Scoring of the Bid | <ul style="list-style-type: none"> Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the Selection criteria. |
| Clarifications | <ul style="list-style-type: none"> The Evaluation team may require written clarification to Bids |
| Re - scoring of the Bid and Clarifications | <ul style="list-style-type: none"> Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Selection criteria. |
| Moderation | <ul style="list-style-type: none"> There shall be moderation meeting(s) between the evaluators to agree clarification questions To agree final scoring for each Bid and relative rankings of the Bids. |
| Validation of unsuccessful Bidders | <ul style="list-style-type: none"> To confirm contents of the letters to provide details of scoring |

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

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

DO NOT

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

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

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

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

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

USEFUL INFORMATION LINKS

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