

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of the National Oceanography
Centre - Southampton**

**Subject NERC NOC Southampton Portable Appliance Testing 2018 -
2021**

Sourcing reference number FM18010



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

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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 Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

Natural Environment Research Council (NERC)

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 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	Natural Environment Research Council National Oceanography Centre European Way Southampton SO14 3HZ
3.2	Buyer name	James Hackett
3.3	Buyer contact details	01793 867005 FMPurchase@uksbs.co.uk
3.4	Estimated value of the Opportunity	£30,000.00 based on a 3 year contract Exclusive of VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday 26 th January 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 2 nd February 2018 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday 7 th February 2018 11:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 12 th February 2018 11:00
3.10	Date/time Bidders should be available if face to face clarifications are required	Wednesday 14 th February 2018
3.11	Anticipated successful/unsuccessful notification date	Monday 19 th February 2018
3.12	Anticipated Award date	Wednesday 21 st February 2018
3.13	Anticipated Contract Start date	Monday 5 th March 2018
3.14	Anticipated Contract End date	Friday 5 th March 2021
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1.0 Introduction

The purpose of this policy is to establish clarity and consistency of the annual Portable Appliance Testing (PAT) carried out at the National Oceanography Centre, Southampton site (NOCS), by the designated external contractor.

2.0 Schedule of Testing

The annual testing shall be carried out across the whole of NOCS over a period of 6 to 8 weeks, as follows:

Weeks 1 & 2 – Level 1, Level 2, Ancillary Buildings, Containers in Yard

Weeks 3 & 4 – Level 4, Level 5, Energy Centre

Weeks 5 & 6 – Level 6, Aquarium, Small Boats, Specialist Areas

Weeks 7 & 8 – Contingency weeks, if required.

- A testing schedule shall be issued on a weekly basis to all testers. Testing shall be carried out between 08.00 and 16.30hrs, Monday to Friday, during the testing period;
- As areas are completed they are to be highlighted on the schedule, which is to be submitted to the Estates Operations Supervisor at the end of each working day for office records to be updated;
- Any issues are to be written on the schedule and will be dealt with accordingly;
- Should there be any rooms where you are unable to gain access for any reason, this is to be reported to the Estates Operations Supervisor (or designated person) as soon as possible so that access can be arranged;
- Ensure all doors are checked prior to entry, even if they are open, in case there are any warning/restriction notices displayed on them;
- Any areas that the testers were unable to access during the allocated periods must be noted on the schedule so an alternative date can be allocated.
- The Estates Operations Supervisor shall carry out daily work inspections during the first week of the testing schedule and then weekly thereafter;
- Formal weekly meetings shall be held between the Estates Operations Supervisor and the Contractor to round up each week and discuss/resolve any issues that may have arisen

Restricted Access Areas

- To gain entry to Restricted Access areas (clearly labelled entrances as restricted access) formal written approval must be obtained from the room manager in advance;
- An up to date list of restricted access areas shall be provided to the Contractor on the first day of each testing period;
- Written permission to enter the restricted access rooms must be obtained, in advance of testing, by NOC along with pre-arranged dates for testing to be carried out in those areas.
- Should there be an issue with entry on the arranged date, the PAT contractors must liaise with the Estates Operations Supervisor who shall liaise directly with the room manager to resolve and, if necessary, arrange another convenient date;
- Under no circumstances must the contractor enter any restricted access room without the relevant approvals being put in place in advance;
- Permission cannot be granted verbally by a person who may happen to be in the room on any given day;

3.0 Items to be tested

- All portable appliances located within the NOCS building, ancillary buildings, and small boats areas are to be tested as per PAT guidelines (see Test Schedule by Category table overleaf);
- Room occupants are advised to make all portable appliances that require testing easily accessible when their area is due to be tested. Under no circumstances are contractors to open drawers or cupboards to look for items;
- All existing labels are to be removed from items before a new sticker is affixed to the item;
- New labels are to be affixed to tested items securely and so they can be viewed at a quick glance;
- Items that have been visually inspected only are to be clearly labelled with a V, showing the date the visual inspection was carried out and the date of the next combined inspection and tests that will follow;
- Electrical equipment in offices, such as PC's and monitors, are on a three year testing cycle. Labels must reflect this with the test dates, i.e. Tested June 2015 Next test date June 2018. They must still be checked in case any new equipment has arrived since the previous round of testing;
- Plug covers are to be removed and plugs inspected on all items;

Test Schedule by Category of Equipment

Category	Equipment	Formal Visual Inspection	Combined Inspection and Tests
1	Portable equipment which is held in the hand while in use. Examples: Electric drills, saws, soldering irons, inspection lamps, vacuum cleaners, floor polishers, domestic irons, hot air guns etc.	No	12 Months, or 6 months if subject to arduous use or used within a hazardous environment
2	All equipment that is used in wet or hazardous locations like laboratories, workshops, kitchens or is moved frequently. Examples: Lab equipment such as hotplates, shakers, ovens, refrigerators, centrifuges, vacuum pumps, electronic instrumentation; kitchen equipment such as mixers, slicers, microwave ovens, kettles, freezers; portable heaters, extensions leads; power leads.	No	12 Months
3	Electrical equipment in offices. Examples: IT equipment/PCs, photocopiers, fax machines, video and audio equipment, laptop power supplies, task lighting.	2 years	3 years
4	All other electrical plant and equipment including 3-phase equipment and items permanently connected to the supply without plug and socket connectors	No	5 years

4.0 Recording of data

The recording of data **MUST** be accurate and consistent. If it is not obvious what an item is, then this must be confirmed with the room occupant.

Room numbers must be recorded in the following format, to include any letters, numbers and forward slashes:

- Rooms in main building to be recorded as per door number e.g. 104/04;
- Ancillary buildings to be recorded as per door number e.g. A101/01;
- Areas along the workshop corridor to be recorded as per door number e.g. W1/02;
- Stores and Hanger areas to be recorded as per door number e.g. S1/55;
- Small boats area to be recorded as SMALL BOATS;
- Containers to be recorded as per container number.

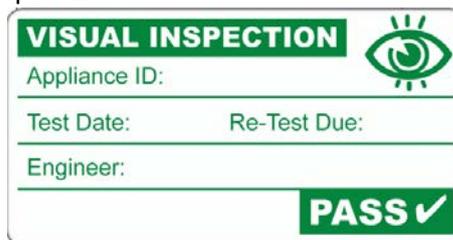
If you have any difficulties adhering to the above please report to The Estates Operations Supervisor immediately.

5.0 Labelling of tested items

- Suitable labels must be affixed to all appliances and/or leads upon completion of either formal visual inspection or combined inspection and testing.
- All labels **MUST** contain a re-test date as well as the date tested.
- Labels should be easily visible, not covering any instructions on the equipment,
- The formal/combined inspections shall be identified with a label of suitable quality to adhere to the appliance for the period of validity;
- The following wrap around labels are the NOC preferred option for formal/combined inspections:



- The following labels to identify when the visual inspection has been carried out is the NOC preferred option:



Out-of-date labels must be removed from all items

6.0 Additional Training for Entering Restricted Access Areas

There are a number of restricted access areas located at the NOC site, which include the following:

- Radioactive Areas (both Supervised and Non-Designated);
- Chemical Laboratories;
- Clean Rooms;
- Plant Rooms;

These areas are generally identified by a number of warning notices displayed on the doors and, in some cases, a key coded lock.

Additional training will be given, as required, regarding working in some of these areas.

Examples of warning notices displayed on doors include, but are not restricted to:

Room 184/01		
NON-DESIGNATED AREA (No unauthorised access)		
Radiation Risk Low (< 2.5 µSv/hr)	Contamination Risk None (X-ray equipment only)	
Responsible Persons Dr R Pearce Room 164/24 Ext 26477 / 26518	Radiation Protection Supervisor Dr P E Warwick Room 161/12 Ext 26600 / 07739 898344	Radiation Protection Service Ext 24337 (RPO) Ext 24344 (Radiation enquiries) Ext 23950 (Safety Office)
NOCS IRMS and local rules must be complied with at all times		

RESTRICTED AREA

APPROPRIATE SAFETY EQUIPMENT
 AND CLOTHING MUST BE WORN
 AUTHORISED PERSONS ONLY
 MAY ENTER
 VISITORS MAY ONLY ENTER IF
 ACCOMPANIED BY AN
 AUTHORISED PERSON
 REPORT TO THE PERSON IN CHARGE



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. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16\div3=5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	PROJ2.0	Non-negotiable bid
Commercial	PROJ2.1	Health and Safety Questionnaire
Commercial	PROJ2.2	Correct level of Insurance cover

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	30.00% Of Overall Bid
Quality	PROJ1.1	Systematic Approach	10.00% Of Overall Bid
Quality	PROJ1.2	Method	15.00% Of Overall Bid
Quality	PROJ1.3	Resource	10.00% Of Overall Bid
Quality	PROJ1.4	Knowledge	10.00% Of Overall Bid
Quality	PROJ1.5	Contingency	10.00% Of Overall Bid
Quality	PROJ1.6	Safe system of working	15.00% Of Overall Bid

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.
Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do 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 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 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.
- 7.35 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 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.

- 7.39 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, 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.

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

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

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

USEFUL INFORMATION LINKS

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