

Invitation to Quote

Invitation to Quote (ITQ) on behalf of The Department for Business, Energy & Industrial Strategy.

Subject: The options for deploying industrial carbon capture, utilisation and storage at sites where linking to a carbon dioxide transport and storage infrastructure may not be possible.

Sourcing Reference Number: CR19022.



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

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

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](#).

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation;
and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.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	Department for Business, Energy & Industrial Strategy (BEIS), 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	Karl Oakley
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£30,000.00 (excluding 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	Thursday 7 th March 2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Wednesday 20 th March 2019 11:00 GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Thursday 21 st March 2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 27 th March 2019 14:00 GMT
3.10	Date Bidders should be available if clarifications are required	Monday 8 th April 2019
3.11	Anticipated notification date of successful and unsuccessful Bids	Friday 12 th April 2019
3.12	Anticipated Award date	Tuesday 16 th April 2019
3.13	Anticipated Contract Start date	Monday 22 nd April 2019
3.14	Anticipated Contract End date	Friday 14 th June 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Aims and objectives

In the Clean Growth Strategy (CGS), which was published in October 2017, the Government set out its new approach to Carbon Capture, Usage and Storage (CCUS), which is centred on the UK seeing an opportunity to become a global technology leader for CCUS, and having the ambition to have the option of deploying CCUS at scale during the 2030s subject to costs coming down sufficiently¹.

Alongside this ambition, in the Industrial Decarbonisation and Energy Efficiency Action Plans, published alongside the CGS in October 2017, the Government committed to build understanding of the options for deploying CCUS at “*industrial sites that are isolated from carbon transport and storage infrastructure*”². This work is being carried out under this commitment³, and will contribute to achieving the ambition set out in the CGS.

The deployment of industrial CCUS has so far been primarily considered in the context of industrial clusters which are located in coastal locations near potential CO₂ storage sites. Clusters are particularly synergistic with industrial CCUS, because many installations can feed into the same transport and storage network, driving down unit costs and achieving economies of scale. However, not all energy-intensive industry in the UK is situated within clusters: the chemicals industry, for example, and the cement industry in particular, are known to have many installations situated away from industrial clusters⁴.

Such installations which are situated far from coastal industrial clusters face different challenges to deploying CCUS than those in industrial clusters located in coastal locations. For example, how they transport the captured CO₂, how and where it is stored (or utilised) and the different cost profile need to be considered and are likely to be significant challenges to deploying CCUS at those sites.

Objectives:

- Examine the unique challenges associated with deploying carbon capture, utilisation and storage at industrial sites where a carbon dioxide transport and storage infrastructure network may not be easily developed;
- Identify the high-level options available for deploying industrial CCUS at sites which may not be able to connect to a carbon dioxide transport and storage infrastructure network, including the options for transporting, storing or utilising CO₂;
- Qualitatively appraise these options with respect to cost, risk, and emission reduction potential.

Project Methodology

The project shall be divided into two major work packages. The first major work package should examine the unique challenges associated with deploying CCUS at sites where a carbon dioxide

¹ HM Government (2017) *Clean Growth Strategy*, p. 70. <https://www.gov.uk/government/publications/clean-growth-strategy>

² Department for Business, Energy & Industrial Strategy (2017) *Industrial decarbonisation and energy efficiency action plans*. <https://www.gov.uk/government/publications/industrial-decarbonisation-and-energy-efficiency-action-plans>

³ This commitment is contained within the Action Plans for the Cement; Chemicals; and Oil Refining sectors, but the Iron and Steel sector should also be within the scope of this work.

⁴ Department for Business, Innovation & Skills and Department of Energy & Climate Change (2015) *Industrial Decarbonisation and Energy Efficiency Roadmaps to 2050*. <https://www.gov.uk/government/publications/industrial-decarbonisation-and-energy-efficiency-roadmaps-to-2050>

transport and storage infrastructure network may not be easily developed. In addition, we would like to understand the scale of the industry that is isolated, and the alternatives of deploying CCUS at these sites.

The second major work package should present the high-level options for deploying industrial CCUS at these sites, along with detail about which options are likely to be most viable from the perspective of cost, risk, and emission reduction potential. This may include the transportation and storage of carbon by less conventional routes/methods (e.g. other than pipelines - such as shipping, by road, or rail, etc). Alternatively, it could include options which minimise transportation, such as through maximising carbon usage opportunities, or options which ultimately do depend on CCUS cluster development (e.g. that CCUS should be deployed at these sites through the later expansion of cluster-based transport and storage networks, once significant cost reductions have been achieved).

Work package 1: Examine the challenges to deployment.

Objective: Identify and examine the unique challenges associated with deploying carbon capture, usage and storage at industrial sites where a carbon dioxide transport and storage infrastructure network may not be easily developed.

Research questions:

- 1.1 What are the unique, specific challenges associated with deploying industrial carbon, capture, usage and storage at industrial sites where a carbon dioxide transport and storage infrastructure network may not be easily developed? How does this create additional challenges when compared to the barriers of deploying CCUS in industrial clusters?

*This should focus specifically on how the lack of transport and storage network creates **additional / different** (or increases existing) barriers to deployment of industrial CCUS, rather than providing a more general analysis of the barriers to industrial CCUS. Similarly, if this could reduce some risks / barriers, this should also be explored.*

- 1.2 What impact do these additional challenges have on technical and commercial considerations for the deployment of industrial CCUS? For example, how they might contribute to increased risks and costs of deploying and operating industrial CCUS infrastructure at these sites.

Work package 2: Define the range of options for deployment.

Objective: Document the high-level options available for deploying industrial CCUS industrial sites where a carbon dioxide transport and storage infrastructure network may not be easily developed, qualitatively appraising these options with respect to cost, risk, and emission reduction potential, including how and the extent to which they will address the challenges identified in Work Package 1.

Research questions:

- 2.1 What are the range of technically feasible high-level options for CCUS deployment at these sites?

For example, this may include the transportation and storage of carbon by less conventional routes/methods (e.g. other than pipelines - such as shipping, by road, or rail, etc). Alternatively, it could include options which minimise transportation, such as through maximising carbon usage opportunities, or options which ultimately do depend on CCUS cluster development (e.g. that CCUS should be deployed at these sites through the later expansion of cluster-based transport and storage

networks, once significant cost reductions have been achieved). Additional ideas are welcome.

- 2.2 How well could the different options address the different challenges identified in Work Package 1, and why are certain options more effective at addressing the challenges than others?
- 2.3 In light of the appraisal of these options and with respect to cost, risk, emission reduction potential [and other metrics], which options are recommended for further analysis? *The options considered most likely to facilitate the deployment of industrial CCUS at such sites should be recommended.*

Suggested Methodology

The focus of this work should be on providing analysis of the barriers which make the deployment of CCUS these sites difficult, outlining the different options for deployment, with some assessment of which options are likely to be most promising.

Whilst the suggested methodology below provides some guidance, we have no firm position on what methods should be deployed for this work, and we encourage alternative proposals.

Work package 1: Examine the challenges to deployment.

Questions 1.1 and 1.2

Due to the lack of evidence relating explicitly to the challenges of deploying CCUS at sites where linking to a carbon dioxide transport and storage infrastructure may not be possible, this work package may require novel analysis, rather than reviewing already-existing literature. However, the evidence which exists relating to the barriers to deploying industrial CCUS more broadly, may be applicable insofar that these barriers can be re-analysed in a different context. That is, the same risks can be determined to apply in all contexts, but for various reasons might be particularly problematic, or different in nature, for industrial sites where a carbon dioxide transport and storage infrastructure network may not be easily developed.

We anticipate, therefore, that these questions may be answered in-part through using the insights from available literature, combined with qualitative analysis to provide new insight. However, we would consider a quantitative illustration of these risks in addition, if deemed useful. In addition, as part of this work it may be beneficial to carry out interviews with organisations with experience of transporting carbon dioxide.

Work package 2: Define the options for deployment.

Question 2.1

This work will require the use of knowledge and opinion to derive a set of high-level options for deploying CCUS at industrial sites where a carbon dioxide transport and storage infrastructure network may not be easily developed. This will likely require the consideration of new options for deploying CCUS which may not have been fully considered elsewhere.

However, if relevant case studies exist globally, we would welcome their use, insofar that they help define the range of options for deployment.

Questions 2.2 and 2.3

These questions should be answered through a high-level analysis which examines the extent to which the options outlined in question 2.1 tackle the barriers explored in work package 1, and providing recommendations based on this assessment.

There is a recognition that different options may be viable in different circumstances, which may complicate recommendations. As part of the analysis for question 2.2, we would expect to understand how different options are more or less effective in different situations, drawing comparisons between options where useful.

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

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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool

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	20%
Quality	PROJ1.1	Approach / Methodology	50%
Quality	PROJ1.2	Staff to Deliver	30%

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: $\text{Score/Total Points} \times 50$ ($80/100 \times 50 = 40$)

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. 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 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 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 Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 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 Emptoris.
- 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 Emptoris e-sourcing tool.
- 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 Emptoris.
- 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

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