

Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Space Agency
Subject: UK SBS UKSA Space Surveillance and Tracking
Sourcing Reference Number: UKSBS PR18167



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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
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 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>

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, obtain feedback or in the event of legal challenge to such tender exercise, and to evaluate the submissions received.

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

UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28,900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the National Space Technology Programme and FP7 and works closely with national and international academic, education and community partners.

<https://www.gov.uk/government/organisations/uk-space-agency>

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 Space Agency Polaris House, North Star Avenue, Swindon SN2 1SZ
3.2	Buyer name	Michelle Boulton Procurement Specialist – Major Projects UKSBS
3.3	Buyer contact details	Email: MajorProjects@uksbs.co.uk
3.4	Estimated value of the Opportunity	Total value of the requirement is £140k ex VAT divided into three Lots as follows: Lot 1 – New Satellite Technologies – 50k ex VAT Lot 2 – Industrial and Political Landscape – 40k ex VAT Lot 3 – Future SST capability – 50k ex VAT Important: Please note that the above values are the maximum values of each lot excluding VAT. Any bid received in excess of this maximum value will be deemed non-compliant and will subsequently not be evaluated.
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	23/11/2018 Location: Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	12/12/2018 11:00am

3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	13/12/2018 14:00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	17/12/2018 14:00pm
3.10	Date/time Bidders should be available if face to face clarifications are required	09/01/2019
3.11	Anticipated notification date of successful and unsuccessful Bids	15/01/2019
3.12	Anticipated Award date	16/01/2019
3.13	Anticipated Contract Start date	Lot 1: 18/01/2019 Lot 2: 18/01/2019 Lot 3: 18/01/2019
3.14	Anticipated Contract End date	Lot 1: 31/03/2019 Lot 2: 31/03/2019 Lot 3: 31/03/2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction:

Space surveillance is inherently a global endeavour. It involves the tracking and cataloguing of space objects, the monitoring of fragmentation events in space and mitigating the risk of objects re-entering Earth atmosphere to avoid damage to aircraft or people or objects on the ground.

Collaboration is at the very heart of this activity, both because the view from each nation is necessarily limited by geography and because the investment necessary for a globally effective SST capability exceeds the capacity of even the most wealthy space faring nations. As near earth orbits become increasingly congested, contested and commercially competitive, the risk of events which carry long term implications for the space operating environment is also increasing.

SST services are therefore an essential national requirement to ensure that the UK's increasing reliance on space-based infrastructure in the civil economy and society is maintained. Furthermore, Under UN Treaty obligations, the UK carries unlimited financial liability for any damages caused by the activities of UK licenced vehicles in space.

The UK Space Agency (UKSA) is an agency of the Department for Business, Energy and Industrial Strategy (BEIS) and is responsible for co-ordinating the UK's civil space priorities across Government and Industry. It is also Government's regulator for satellite operations under the Outer Space Act 1986 and will be responsible for the regulation of certain aspects of launch under the Space Industry Act 2018, including all launches to orbit.

To support these activities the UKSA is funding a series of studies to develop the corporate knowledge on a variety of topics to enhance its ability to assess and manage the risks related to these activities.

This study has the aim of assessing the likely future space environment in terms of technological, industrial and political factors. The study will produce detailed analysis of the civil factors likely to impact the orbital environment and SST capability over the next 5-25 years. The output of these studies will feed into the development of national policy and strategy as well as supporting the development of future funding bids within Government.

The study has been divided into 3 Lots as follows:

- Lot 1: New satellite technologies
- Lot 2: Industrial and political landscape
- Lot 3: Future SST capability

Bidders may bid for 1 lot or multiple lots. If a bidder chooses to bid for multiple lots then the bidder must ensure that they will have sufficient capacity to deliver all lots that they bid for within the specified contract delivery period.

Lot 1: New satellite technologies

Maximum budget value: £50k excluding VAT

Lot 1 assesses the growth of new technologies impacting the orbital environment, including but not limited to close proximity missions, constellations, in orbit manufacturing, light lift and reusable launch systems, active debris removal, cubesats and novel power and propulsion systems. The analysis needs to identify new technologies under development in industry and academia, provide an assessment of the likely successful uptake of each technology, and assess the quantitative impact of the technology on the orbital environment.

Outputs from this work should include:

- Literature review of new technologies under development in industry and academia, and comprehensive list of new technologies likely to impact orbital environment.
- Survey of UK companies and academic institutions to identify new technologies under development.
- Assessment of the likely successful uptake of each technology outlining the assumptions and uncertainty, including:
 - Assessment of likely successful development of technology to market, including estimated timescales.
 - Assessment of likely uptake of technology if successfully brought to market.
- Assessment of the impact of each technology by the years 2023, 2028 and 2043 against common quantitative metrics (to be agreed with the bidder at the KO meeting, if successful), outlining the assumptions, uncertainty and methodology used and covering:
 - Population of (man-made) space objects, by orbital regime
 - Population of (man-made) space objects, by size
 - Manoeuvrability of objects
 - Accuracy of space object tracking
- Accompanying qualitative assessment of the impact of each technology on the space environment.
- Utilising historical data on technology development, identify the risk that new technologies not currently in development could disrupt the orbital environment, outlining the assumptions, uncertainty and methodology used.
- Identification of a shortlist of technologies with the highest likelihood of successful uptake and/or impact on orbital environment by the years 2023, 2028 and 2043.

Objectives: To achieve the aims above the bidder must satisfy the following objectives below:

- Provide a written report detailing the literature review and industry survey of developments in satellite and satellite-related technologies
- Provide a written report assessing the likely uptake and impact of new technologies on the orbital environment and on SST requirements.
- Recommendations for further work: Identify areas for further work such as additional analysis, refining assumptions, reducing uncertainties.

Requirement :

- Deliverables :
 - Technical notes detailing the outputs of the objectives as described above,
 - Final presentation,
- Meetings :
 - Kick-off (t0)

- Fortnightly progress meetings
- Mid-term review (t+1.25 month)
- Final review (~t+2.5 months)

Timetable: The study is proposed to be completed in 2.5 months. The deliverables should be completed for review for the final presentation and completion of the whole project by 31 March 2019.

Lot 2: Industrial and political landscape

Maximum budget value: 40k excluding VAT

Lot 2 assesses the industrial and international government aspirations for the civil use of space and evaluates the impact that this will have on the orbital environment. The assessment should draw evidence from a diverse range of industry, academic and government sources to identify stated aspirations from these organisations in earth orbit, including but not limited to mega-constellations, launch, sub-orbital spaceflight, novel orbits and close proximity missions, and evaluate the likely impact on the orbital environment.

Outputs from this work should include:

- Wide-ranging review of the stated aspirations of commercial organisations, international governments and other civil entities to utilise earth orbit by the years 2023, 2028 and 2043, including but not limited to:
 - Mega-constellations
 - Small satellite launch
 - Sub-orbital spaceflight
 - Space tourism
 - Novel and non-kepler orbits
 - Close proximity missions
- Case studies evaluating the impact of each usage, including:
 - Qualitative assessment of likely successful deployment and uptake, covering impacts on:
 - Population of (man-made) space objects, by orbital regime
 - Population of (man-made) space objects, by size
 - Distribution of objects in earth orbit
 - Congestion of orbit
 - Risk of collision
 - Description of the methodology used, uncertainties and assumptions.

Objectives: To achieve the aims above the bidder must satisfy the following objectives below:

- Provide written report assessing the likely impact of a range of civil uses of space on the orbital environment, including case studies.
- Recommendations for further work: Identify areas for further work such as additional analysis, refining assumptions, reducing uncertainties.

Requirement :

- Deliverables :
 - Technical notes detailing the outputs of the objectives,
 - Final presentation,

- Meetings :
 - Kick-off (t0)
 - Fortnightly progress meetings
 - Mid-term review (t+1.25 months)
 - Final review (~t+2.5 months)

Timetable: The study is proposed to be completed in 2.5 months. The deliverables should be completed for review for the final presentation and completion of the whole project by 31 March 2019.

Lot 3: Future SST capability

Maximum budget value: 50k excluding VAT

Lot 3 assesses the growth of new technologies with an application in space surveillance and tracking, including but not limited to space and ground-based non-traditional sensors, new optics and radar capabilities, future high-performance computing (e.g. quantum) and large scale data analytics. The analysis needs to identify new technologies under development in industry and academia and provide a quantitative assessment of the impact of the technology on space surveillance and tracking capability. The analysis should concentrate on technologies not currently in operation but likely to come online in the next 10-15 years and potential disruptive technologies. It should also note where relevant expertise is present in UK industry and academia.

Outputs from this work should include:

- Review of novel sensor and processing technologies in all stages of research and development.
- Assessment of the impact of each novel sensor technology on SST capability, including detailed information (where applicable and/or available) on:
 - Sensor type (ie, Laser, Radar, Telescope, Orbital etc)
 - Sensor function (ie Tracking, Surveillance etc)
 - Detailed information of architecture where possible (RADAR band/frequency, Optical aperture etc)
 - Min / max altitudes (range)
 - Field of View (longitude thresholds for DS, latitude for LEO etc)
 - Tracking accuracy, granularity, latency, max number of trackable objects, minimum size
 - Estimated cost of system
 - Estimated timeframe that technology will come into use
- Assessment of the impact of each processing technology on SST capability, including qualitative and quantitative assessment of impact on processing and analytical capability.
- Identification of a shortlist of new technologies that have the potential to deliver significantly higher SST capability by the years 2023, 2028 and 2043, and recommendations for further research.

Objectives: To achieve the aims above the bidder must satisfy the following objectives below:

- Provide written report detailing the new technologies under development and their impact on SST capability.

- Recommendations for further work: Identify areas for further work such as additional analysis, refining assumptions, reducing uncertainties.

Requirement :

- Deliverables :
 - Technical notes detailing the outputs of the objectives,
 - Final presentation,
- Meetings :
 - Kick-off (t0)
 - Fortnightly progress meetings
 - Mid-term review (t+1.25 months)
 - Final review (~t+2.5 months)

Timetable: The study is proposed to be completed in 2.5 months. The deliverables should be completed for review for the final presentation and completion of the whole project by 31 March 2019.

Payments

Payment for the services will be made in arrears upon satisfactory achievement and acceptance of the identified key project milestones.

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 for: Lot 1 – New Satellite Technologies, Lot 2 – Industrial and Political Landscape and Lot 3 – Future SST Capacity

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	SEL3.14	Previous experience
Commercial	SEL4.4	Insurance
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	AW6.3	Capacity
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria for: Lot 1 – New Satellite Technologies, Lot 2 – Industrial and Political Landscape and Lot 3 – Future SST Capacity

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
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Price	AW5.2	Price	30%
Quality	PROJ1.1	Approach/ Methodology	20%
Quality	PROJ1.2	Staff to Deliver	15%
Quality	PROJ1.3	Understanding the Project Topic	20%
Quality	PROJ1.4	Project Plan and Timescales	10%
Quality	PROJ1.5	Risk Management	5%

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 unless expressly stated in the question. Where there is a difference in scoring between evaluators for an individual question, a moderation meeting will be held to discuss the response and agree a consensus score. Where an agreement cannot be reached on a consensus score of an individual question, the question will be scored using the average (mean) of all the evaluators' scores. 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 $(60+60+40+40) \div 4 = 50$

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. 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 90 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](#)