



## Above Threshold - Invitation to Tender

### TENDER SUBJECT:

BGS Integrated Waste Management & Recycling Service

Tender Reference Number: UKRI-5294



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## Section 1 – About UK Research and Innovation (UKRI)

1.1	<p><b>Background</b></p> <p>UKRI works in partnership with universities, research organisations, businesses, charities, and government to create the best possible environment for research and innovation to flourish. We aim to maximise the contribution of each of our component parts, working individually and collectively. We work with our many partners to benefit everyone through knowledge, talent and ideas.</p> <p>Operating across the whole of the UK with a combined budget of more than £7 billion, UKRI brings together the seven Research Councils, Innovate UK and Research England.</p> <p>The seven Research Councils are:</p> <ul style="list-style-type: none"> <li>• Medical Research Council (MRC)</li> <li>• Science &amp; Technology Facilities Council (STFC)</li> <li>• Engineering &amp; Physical Sciences Research Council (EPSRC)</li> <li>• Natural Environment Research Council (NERC)</li> <li>• Economic &amp; Social Research Council (ESRC)</li> <li>• Biotechnology &amp; Biological Sciences Research Council (BBSRC)</li> <li>• Arts &amp; Humanities Research Council (AHRC)</li> </ul> <p><b>Our mission</b> is to be a trusted partner and to ensure research and innovation continues to flourish in the UK. We will support and help connect the best researchers and innovators with customers, users and the public. We will invest every pound of taxpayers’ money wisely in a way that maximises impact for citizens, in the UK and across the world.</p> <p>We will be measured by the impact we deliver, and this will have three elements:</p> <ul style="list-style-type: none"> <li>• We will push the frontiers of <b>human knowledge</b> and understanding</li> <li>• We will deliver economic impact and social prosperity</li> <li>• We will create social and cultural impact by supporting our society and others to become enriched, healthier, more resilient and sustainable.</li> </ul> <p>We are an independent organisation with a strong voice for research and innovation, both to government and internationally, we are supported and challenged by an independent chair and board. We are principally funded through the Science Budget by the Department for Science, Innovation &amp; Technology (DSIT).</p> <p>For further information about UKRI, please see our website: <a href="http://www.ukri.org">www.ukri.org</a></p>
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1.2	<p><b>NERC</b></p> <p>As one of the nine bodies of UK Research and Innovation, Natural Environment Research Council is the driving force of investment in environmental science in the UK. NERC advances the frontier of environmental science by commissioning new research, infrastructure and training that delivers valuable scientific breakthroughs. We do this because understanding our changing planet is vital for our wellbeing and economic prosperity.</p> <p>We invest public money in world-leading science, designed to help us sustain and benefit from our natural resources, predict and respond to natural hazards and understand environmental change. We work closely with policymakers and industry to make sure our knowledge can support sustainable economic growth and wellbeing in the UK and around the world.</p> <p>Our responsibilities as set out in the Higher Education &amp; Research Act 2017 are to:</p> <ul style="list-style-type: none"> <li>• Carry out research into environmental science, technology and new ideas</li> <li>• Encourage and support the provision of postgraduate training in environmental science, technology and new ideas</li> <li>• Facilitate, encourage and support environmental research, technology and new ideas</li> <li>• Facilitate, encourage and support the development and exploitation of environmental science, technology and new ideas</li> <li>• Facilitate, encourage and support knowledge exchange in relation to environmental science, technology and new ideas</li> <li>• Collect, disseminate and advance knowledge in environmental science, technology and new ideas</li> <li>• Promote awareness and understanding of environmental science, technology and new ideas</li> <li>• Provide advice on any matter relating to NERC functions</li> <li>• Promote awareness and understanding of NERC activities.</li> </ul>
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## Section 2 – Information About This Procurement

Introduction	
2.1	<p>UKRI wishes to establish a Contract for the provision of BGS Integrated Waste Management &amp; Recycling Service</p> <p>The single site address for delivery of the goods and/or services is:  <b>British Geological Survey (BGS)</b>  <b>Nicker Hill, Keyworth Nottingham NG12 5GG</b></p> <p>The estimated value of the opportunity is: £60,000 to £80,000 (+VAT) per year, with an anticipated four-year total of up to £320,000 (4 x £80,000) (+VAT).</p> <p>The full technical specification for this procurement can be found at <b>Appendix A</b>. It is essential that this Appendix is fully read, understood and assessed when considering this opportunity.</p> <p>UKRI is managing this procurement process in accordance with the Procurement Regulations 2024 (as may be amended from time to time) (the “Regulations”).</p> <p>UKRI is procuring the Contract for its exclusive use.</p> <p>UKRI shall utilise the e-sourcing portal and all correspondence and submission of documents must be through that portal. Suppliers are to utilise the messaging system within the e-sourcing tool within the timescales detailed in this document.</p> <p>Suppliers participating in this procurement must register on the Central Digital Platform (CDP). Suppliers submit their core supplier information and share this information with UKRI via the CDP. It is free to use and will mean suppliers no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <a href="https://www.gov.uk/find-tender">https://www.gov.uk/find-tender</a>.</p> <p>If there is any doubt with regard to the ambiguity of any question or content contained in this questionnaire then Suppliers should raise a clarification question via the e-sourcing portal. Suppliers are to note that any requests for clarifications may not be considered by UKRI if they are not articulated by the Supplier within the discussion forum of the e-sourcing tool and received within the specified time.</p> <p>All Tender Responses <b>MUST</b> be submitted through the portal. Please note, any submission of a Response which is outside of the e-sourcing portal will result in the Response not being considered.</p> <p>The requirements covered by this procurement exercise have <b>NOT</b> been sub-divided into Lots.</p>

**Timescales**

2.2 The following timescales apply to this procurement. UKRI reserves the right to extend the dates and will advise Potential Suppliers of any change to the dates.

Published	24 February 2026
<b>*Site Visit/ Pre-Bidder Day</b>	<b>09 March 2026 (only) (14:00 to 16:00 GMT)</b>
Latest date and time clarification shall be received through the e-sourcing system	18 March 2026 (14:00 GMT)
Latest date and time clarification answers should be sent to all Potential Suppliers by the Buyer through e-sourcing system.	20 March 2026 (14:00 GMT)
<b>The Deadline</b>	<b>31 March 2026 (10:00 GMT)</b>
Closing date and time for Response submission.	
Anticipated publication of Contract Award Notice and notification of proposed Contract Award to successful and unsuccessful Suppliers	23 April 2026
Standstill Period	24 April to 06 May 2026
Anticipated Contract Award Date	07 May 2026
Anticipated Commencement of Contract date.	15 May 2026
Mobilisation	18 May to 17 July 2026
Start Date for Day 1 Services	18 July 2026

**Note – all dates following ‘The Deadline’ are anticipated, and subject to change.**

**\*Site Visit Information**

Any Potential Supplier wishing to undertake these services is invited to a site visit.

British Geological Survey (BGS)  
Nicker Hill, Keyworth Nottingham NG12 5GG

This will allow all Potential Suppliers to fully comprehend the current bins, storage areas and locations and also understand all constraints that would/could affect their approach, mobilisation and contract plans, costs, etc.

Potential Suppliers will appoint **maximum of two people** to carry out the site visit and a member of BGS team will escort them at all times. The names of these people (including vehicle registrations) must be **communicated in advance**, and they must carry a suitable photo ID. On the day of the visit, they will initially report to the BGS reception/security.

Intention to attend the site visit must be communicated in writing via the e-sourcing portal Atamis including the subject title ‘UKRI-5294 Site Visit Request’ **by Thursday 05 March 2026**, advising the names & job titles of attendees including vehicle registrations)

**Agenda:**

- 13.45 – 14:00 Meet & greet, introductions at BGS reception
- 14:00 – 15:00 Site tour (no questions during the tour)
- 15:00 – 16:00 Meeting room (MR1) – ITT overview and Q&A
- Close

All questions are to be submitted via the eSourcing portal

Any tender clarifications required, from the site visit day (and up to the bid deadline), will be disclosed to all potential bidders for transparency (whether they attended or not).

**The site visit will be held on the following date ONLY: Monday 09 March 2026**

Response Validity	
2.3	Your Response should remain open for consideration for a period of <b>120 days</b> . A Response valid for a shorter period may be rejected.
Contract Duration	
2.4	<p>The Contract duration shall be for an initial period of 12 months, with optional extensions of 3 x 12-month periods, from commencement of the Contract.</p> <p>The Pricing Schedule (Appendix B), <i>including ALL Tables tariff Charges therein</i>, shall be fixed unconditionally, for 12-months from the Commencement Date.</p> <p>The terms and conditions of this Contract shall apply throughout any such extended period.</p>
Terms & Conditions	
2.5	<p>Suppliers are to note that any requested modifications to the UKRI Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.</p> <p style="text-align: center;"><b>❖ The UKRI Terms and Conditions are to be accepted unconditionally.</b></p> <p>Full copy of the Terms and Conditions can be found in <b>Appendix C</b>.</p>
Responsible Procurement	
2.6	<p>The UKRI Responsible Procurement Charter, can be found here: <a href="#">Responsible procurement charter – UKRI</a></p> <p>The purpose of this Charter is to capture and communicate UKRI's strategic values, legislative obligations, policy direction and guiding principles across a number of themes which constitute Responsible Procurement.</p> <p>Importantly the Charter articulates how both UKRI and UK government strategy/policy direction align with and inform UKRI procurement strategies within the scope of Responsible Procurement.</p> <p>The use of the term 'Responsible Procurement' is intended to broaden the scope from using a term such as Sustainable Procurement, to align more with a Corporate Social Responsibility (CSR) approach.</p> <p>UKRI takes seriously its obligations, its adherence to standards and commitments, acting as a steward across the following six themes:-</p> <ol style="list-style-type: none"> <li>1) Environmental Sustainability</li> <li>2) Health and Safety in Supply Chains</li> <li>3) Equality, Diversity and Inclusion (EDI)</li> <li>4) Communities</li> <li>5) Supply Chain Resilience</li> <li>6) Business Ethics</li> </ol> <p>In working with UKRI, Suppliers are expected to be aware of the Charter and to demonstrate their commitments against the key themes where requested.</p>

Evaluation															
2.7	<p>Prior to commencing formal evaluation, Submitted Responses will be checked to ensure they are fully compliant with the pass/fail criteria within the evaluation model. Non-compliant Responses may be rejected by UKRI. Submitted Responses which are deemed by UKRI to be fully compliant will proceed to formal evaluation.</p> <p>The evaluation process will be conducted to ensure that Bids are evaluated fairly to ascertain the Potential Suppliers who can demonstrate the required skills qualities, technical ability and capacity, commercial stability and experience to ensure successful performance of the Contract.</p> <p>The Evaluation Team may comprise staff from UKRI and any specific external stakeholders UKRI deems required.</p> <p>The evaluation of bids shall be based on the Selection and Award criteria defined below and included in the e-sourcing portal by the Evaluation Team.</p> <p><b>Evaluation Process</b> The evaluation process will feature some, if not all, the following phases:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #1a3d54; color: white;">Stage</th> <th style="background-color: #1a3d54; color: white;">Summary of activity</th> </tr> </thead> <tbody> <tr> <td>Receipt and Opening</td> <td> <p>ITT logged upon opening in alignment with UKRI procurement procedures.</p> <p>Any ITT Bid received after the closing date will be rejected unless circumstances attributed to UKRI or the e-sourcing tool beyond the Supplier control are responsible for late submission.</p> </td> </tr> <tr> <td>Compliance check</td> <td> <p>Check all Mandatory requirements are acceptable to UKRI.</p> <p>Unacceptable Bids maybe subject to clarification by UKRI or rejection of the Bid.</p> </td> </tr> <tr> <td>Scoring of the Bid</td> <td> <p>The Evaluation team will independently, or by consensus, score the Bid and provide a commentary of their scoring justification against the Selection and Award criteria as appropriate.</p> </td> </tr> <tr> <td>Clarifications</td> <td> <p>The Evaluation team may require written clarification to Bids.</p> </td> </tr> <tr> <td>Re - scoring of the Bid and Clarifications</td> <td> <p>Following Clarification responses, the Evaluation team reserve the right to independently, or by consensus, re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Selection and Award criteria as appropriate.</p> </td> </tr> <tr> <td>Validation of unsuccessful Suppliers</td> <td> <p>To confirm contents of the letters to provide details of scoring and relative feedback on the unsuccessful Suppliers Bid in comparison with the successful Suppliers Bid.</p> </td> </tr> </tbody> </table>	Stage	Summary of activity	Receipt and Opening	<p>ITT logged upon opening in alignment with UKRI procurement procedures.</p> <p>Any ITT Bid received after the closing date will be rejected unless circumstances attributed to UKRI or the e-sourcing tool beyond the Supplier control are responsible for late submission.</p>	Compliance check	<p>Check all Mandatory requirements are acceptable to UKRI.</p> <p>Unacceptable Bids maybe subject to clarification by UKRI or rejection of the Bid.</p>	Scoring of the Bid	<p>The Evaluation team will independently, or by consensus, score the Bid and provide a commentary of their scoring justification against the Selection and Award criteria as appropriate.</p>	Clarifications	<p>The Evaluation team may require written clarification to Bids.</p>	Re - scoring of the Bid and Clarifications	<p>Following Clarification responses, the Evaluation team reserve the right to independently, or by consensus, re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Selection and Award criteria as appropriate.</p>	Validation of unsuccessful Suppliers	<p>To confirm contents of the letters to provide details of scoring and relative feedback on the unsuccessful Suppliers Bid in comparison with the successful Suppliers Bid.</p>
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<b>Procurement Selection Questionnaire</b>															

2.8

The Procurement Selection questionnaire includes the following types of selection pass/fail criteria:

- Yes/No Questions
- Mandatory Questions
- Information Only Questions
- Supporting Documentation and Attachments

Each question includes a clear definition of the requirements of a successful Response to the question.

Questions marked 'for Information Only' do not contribute to the scoring model.

Each Mandatory pass/fail question includes a clear definition of the requirements of a successful Response to the question.

During the evaluation stage, the intention is that only Suppliers who pass all the Mandatory and Discretionary Selection Questions of the Invitation to Tender (ITT) Document will be considered for the Award Stage of Evaluation.

There are Three Parts within the Selection Questionnaire which must be completed by all Potential Suppliers who are responding for the work within the e-sourcing tool.

- Part 1 – Confirmation of Core Supplier Information
- Part 2 – Additional Exclusion Information
- Part 3 - Further Selection Questions

**Non-Assessment**

In the event of a Supplier failing to meet the requirements of any of the mandatory pass/fail questions, UKRI will not assess the Supplier's Response any further.

**Part 1 – Core Supplier Information**

<b>Question</b>	<b>Question subject</b>
Question 01.01	Supplier Name
Question 01.02	CDP Unique Identifier
Question 01.03	Legal Entity
Question 01.04	Debarment List
<i>Question 01.04(a)</i>	<i>Debarment List (Dependency Question)</i>
Question 01.05	Confirmation of Core Supplier Information
<i>Question 01.05(a)</i>	<i>Confirmation of Core Supplier Information (Dependency Question)</i>
Question 01.06	Declaration
Question 01.07	Contact Details

**Part 2 – Additional Exclusions Information**

	Question 02.01	Associated Persons
	Question 02.02	Conditions of Participation
	Question 02.03	CDP Registration
	<i>Question 02.03(a)</i>	<i>CDP Registration (Dependency Question)</i>
	Question 02.04	Debarment List – Associated Persons
	<i>Question 02.04(a)</i>	<i>Debarment List – Associated Persons (Dependency Question)</i>
	Question 02.05	List of all intended Sub-Contractors
	Question 02.06	Debarment List – Sub-Contractor
	<i>Question 02.06(a)</i>	<i>Debarment List – Sub-Contractor (Dependency Question)</i>
<b>Part 3 – Further Selection Questions</b>		
	Question 03.02	Guarantor
	<i>Question 03.02(a)</i>	<i>Guarantor (Dependency Question)</i>
	Question 03.03	Insurance Levels
	Question 03.04	GDPR
	<i>Question 03.04(a)</i>	<i>GDPR (Dependency Question)</i>
	Question 03.05	Relevant Experience and Contract Examples
	<i>Question 03.05(a)</i>	<i>Relevant Experience and Contract Examples (Dependency Question)</i>
	Question 03.06	Lack of Experience and References
	Question 03.07	Experience of Sub-Contractor Management
	Question 03.08	Organisational Standards
	Question 03.09	Health & Safety
	Question 03.10	Modern Slavery Act 2015
	Question 03.11	Modern Slavery Statement
	<i>Question 03.11(a)</i>	<i>Modern Slavery Statement (Dependency Question)</i>
<b>Award Questionnaire</b>		
2.9	<p>Award Questions shall be marked against the following:</p> <ul style="list-style-type: none"> <li>• Mandatory or Discretionary pass/fail criteria.</li> <li>• Award Scoring methodology and criteria stated in this section of the document.</li> </ul> <p>Each Mandatory pass / fail question includes a clear definition of the requirements of a successful Response to the question.</p> <p>The evaluation model in this document will be determined to two decimal places.</p> <p>Questions marked ‘for information only’ do not contribute to the scoring model.</p> <p>There are three parts within the Award Questionnaire which must be completed by all Potential Suppliers who are responding for the work within the e-sourcing tool.</p> <ul style="list-style-type: none"> <li>• Part 4 - Commercial</li> <li>• Part 5 - Pricing</li> <li>• Part 6 - Technical and Quality</li> </ul> <p><b>Non-Assessment</b></p>	

In the event of a Supplier failing to meet the requirements of any of the Award Questionnaire mandatory pass/fail questions, UKRI will not assess the Supplier's Response any further.

UKRI reserves the right to disqualify the Supplier and not consider their response further.

**Pricing Elements**

Suppliers must take care to ensure they provide a price for each item/element of the pricing schedule as specified in **Appendix B**. Failure to complete the pricing schedule in full may result in the Tender Response being rejected. If there are any additional costs not detailed in the Price Schedule which Potential Suppliers would like to include, please declare them in the "Other Costs" table outlined within the Price Schedule. UKRI reserves the right to refuse to pay for any costs not detailed in this schedule.

Do not make any unnecessary changes to the pricing schedule.

Price will be scored on the following methodology:

UKRI will compare the total costs provided.

- The TOTAL COST is any / all costs associated with Delivery of the Contract (ex-VAT).

A Supplier's score will be based on the lowest total cost received divided by their total cost, multiplied by the maximum marks available.

E.g. If the total price for three tender responses are received and Tenderer A has quoted £50K as their total price, Tenderer B has quoted £75K and Tender C has quoted £100K then the calculation will be as follows:

(Maximum marks available in this example being 30)

Tenderer A Score =  $50000/50000 \times 30 = 30.00$

Tenderer B Score =  $50000/75000 \times 30 = 20.00$

Tenderer C Score =  $50000/100000 \times 30 = 15.00$

**Award (Non-Pricing Elements) Questions**

Each question will be judged on a score from 0 to 5, which shall be subjected to a multiplier to reflect the question weighting.

E.g. Where the question weighting is 20%, then the 0-5 score achieved will be divided by 5 (the maximum score available) and multiplied by 20.

If a Supplier scores 4 from the available 5 points, this will equate to 16% by using the following calculation:

Score =  $4/5 \times 20 = 16\%$

The 0 to 5 score shall be based on the agreed General Scoring Mechanism (GSM) below (unless otherwise stated within the question):

Score	Methodology

5	An exceptional, comprehensive, and detailed Response clearly demonstrating that the supplier has a thorough understanding and has fully met the requirements stated. The response provides significant additional benefits, with relevant supporting evidence.
4	A good response, with a sufficient level of detail provided. Response demonstrates that the supplier has a good understanding and meets the requirements stated. The response goes beyond basic requirements in some areas and provides additional minor benefits, supported by good evidence.
3	An acceptable Response that satisfies the requirement stated. Demonstrates a broad understanding but may lack detail in some areas. Response could be expanded upon with more information on how the requirement will be met.
2	Response only partially meets the requirements and is incomplete, weak or contains limited evidence on how requirement will be achieved.
1	Response does not meet an acceptable standard and fails to demonstrate an understanding of the requirement with serious reservations as to whether the supplier can meet the requirements stated.
0	Unacceptable or Nil Response which indicates that the requirements cannot be met. No information provided on how the requirements stated can be achieved.

Suppliers are to be aware that there may be multiple evaluators.

**Award Questionnaire – Pass/Fail Criteria**

Questionnaire	Q No.	Question subject
Commercial	04.01	Form of Response
Commercial	04.02	Certificate of bona fide Response
Commercial	04.03	Compliance to the Contract Terms
Technical/Quality	06.01	Compliance to Specification
Technical/Quality	06.01(a)	Compliance to Specification (Dependency Question)
Technical/Quality	06.02	AI Disclosure
Technical/Quality	06.03	Not Used
Technical/Quality	06.04	Suppliers Plan

**Award Questionnaire – Scoring Criteria**

Questionnaire	Q No.	Question subject	Question Weighting
Price	05.01	Price Schedule (Appendix B)	30.00%
Technical/Quality	06.05	Approach to Collections	15.00%
Technical/Quality	06.06	Legal Compliance & Due Diligence	10.00%
Technical/Quality	06.07	Improvement Audits & Service Review	15.00%
Technical/Quality	06.08	Contract & Performance Management	20.00%
Technical/Quality	06.09	Training	Info only



	Technical/Quality	<b>06.10</b>	Social Value	<b>10.00%</b>	
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## Section 3 – Conditions of Tendering

Introduction	
3.1	<p>UKRI's logo, trademarks and other identifying marks are proprietary and may not be incorporated in the Suppliers Response without written permission from UKRI.</p> <p>The Supplier shall indemnify and keep indemnified UKRI against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Supplier of this document.</p> <p>It remains the responsibility of the Supplier to keep UKRI informed of any matter that may affect continued qualification.</p> <p>Whilst it is UKRI's intention to purchase the majority of its requirements under this Contract Arrangement from the Supplier(s) appointed this does not confer any exclusivity on the appointed Suppliers unless stated. UKRI reserve the right to purchase any requirements (including those similar to this and covered by this procurement) from any Supplier outside of this Contract.</p> <p>Suppliers are to read the ITT Documents, Appendices, Clarification Messages and the Evaluation Methodologies carefully before completing the Response submission. Failure to comply with any of these instructions for completion and submission of the Submitted Response may result in the rejection of the Response. Suppliers are advised therefore to acquaint themselves fully with the extent and nature of the requirements and contractual obligations. These instructions constitute the Conditions of Response. Participation in this procurement process automatically signals that the Supplier accepts these Conditions.</p> <p>All material issued in connection with this ITT shall remain the property of UKRI and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned to UKRI or securely destroyed by the Supplier (at UKRI's option) at the conclusion of the procurement.</p> <p>The Supplier shall ensure that each and every sub-contractor, consortium member and adviser abide by the terms of these instructions and the Conditions of Response.</p> <p>UKRI shall not be committed to any course of action as a result of:</p> <ul style="list-style-type: none"> <li>• Issuing this ITT or any invitation to participate in this procurement;</li> <li>• an invitation to submit any Response in respect of this procurement;</li> <li>• communicating with a Supplier or Supplier's representatives or agents in respect of this procurement; or</li> <li>• any other communication between UKRI and any other party.</li> </ul>

	<p>Suppliers shall accept and acknowledge that by issuing this ITT UKRI shall not be bound to accept any Response and reserves the right not to conclude a Contract for some or all of the requirements for which Responses are invited.</p> <p>Suppliers should not include in the Response any extraneous information which has not been specifically requested in the ITT including, for example, any sales literature, standard terms of trading etc. Any such information not requested but provided by the Supplier shall not be considered by UKRI.</p> <p>If the Supplier is a consortium, the following information must be provided:</p> <ul style="list-style-type: none"> <li>• full details of the consortium; and the information sought in this ITT in respect of each of the consortium’s constituent members as part of a single composite Response.</li> <li>• Potential Suppliers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium.</li> <li>• If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided as indicated in the relevant section of the ITT. However, please note UKRI reserves the right to require a successful consortium to form a single legal entity. UKRI recognises that arrangements in relation to consortia may (within limits) be subject to future change.</li> <li>• Potential Suppliers should therefore respond in the light of the arrangements as currently envisaged.</li> <li>• Potential Suppliers are reminded that any future proposed change in relation to consortia must be notified to UKRI so that it can make a further assessment by applying the selection criteria to the new information provided and consider rejection of the Response if UKRI reasonably consider the change to have a material impact of the delivery of the viability of the Response.</li> </ul>
<b>Confidentiality</b>	
<p>3.2</p>	<p>Subject to the exceptions referred to in the next paragraph, the contents of this ITT are being made available by UKRI on condition that:</p> <ul style="list-style-type: none"> <li>• Suppliers shall at all times treat the contents of the ITT and any related documents (together called the ‘Information’) as confidential, save in so far as they are already in the public domain;</li> <li>• Suppliers shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;</li> <li>• Suppliers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Response; and</li> <li>• Suppliers shall not undertake any publicity activity within any section of the media in relation to this procurement</li> </ul> <p>Suppliers may disclose, distribute or pass any of the Information to the Supplier’s advisers, sub-contractors or to another person provided that either:</p>

	<ul style="list-style-type: none"> <li>• This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Supplier; or</li> <li>• The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or</li> <li>• The Supplier is legally required to make such a disclosure</li> </ul> <p>In paragraphs above the term ‘person’ includes but is not limited to any person, firm, body or association, corporate or incorporate.</p> <p>UKRI may disclose detailed information relating to Responses to its employees, agents or advisers and they may make any of the Contract documents available for private inspection by its officers, employees, agents or advisers. UKRI also reserve the right to disseminate information that is materially relevant to the procurement to all Suppliers, even if the information has only been requested by one Supplier, subject to the duty to protect each Supplier's commercial confidentiality in relation to its Response (unless there is a requirement for disclosure).</p> <p>As a Non-Departmental Public Body, UKRI is subject to control and reporting within Government. 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. UKRI report to the Cabinet Office and HM Treasury for all expenditure.</p> <p>For these purposes, UKRI may disclose within Government any of the Suppliers documentation/information (including any that the Supplier considers to be confidential and/or commercially sensitive such as specific Response information) submitted by the Supplier to UKRI during this Procurement. Subject to FOIA, the information will not be disclosed outside Government. Suppliers taking part in this ITT consent to these terms as part of the competition process.</p> <p>The Government introduced its Government Security Classifications (“GSC”) classification scheme to replace the Government Protective Marking System (“GPMS”) in 2014. A key aspect of this is the reduction in the number of security classifications used. All Suppliers are encouraged to make themselves aware of the GSC and identify any potential impacts in their Response, 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 GSC. The link below to the Gov.uk website provides information on the GSC: <a href="https://www.gov.uk/government/publications/government-security-classifications">https://www.gov.uk/government/publications/government-security-classifications</a></p> <p>UKRI reserves the right to amend any security related term or condition of the draft contract accompanying this ITT to reflect any changes introduced by the GSC.</p>
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Preparation of a Response	
3.3	<p>Suppliers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Responses. Suppliers are solely responsible for all costs, expenses and other liabilities arising in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will UKRI be liable for any such costs, expenses or liabilities borne by Suppliers or their sub-contractors, suppliers or advisers in this process.</p> <p>UKRI relies on Suppliers' own analysis and review of information provided. Consequently, Suppliers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement.</p> <p>Suppliers must form their own opinions; making such investigations and taking such advice (including professional advice) as is appropriate, regarding their Responses, without reliance upon any opinion or other information provided by UKRI or its advisers and representatives. Suppliers should notify UKRI promptly of any perceived ambiguity, inconsistency or omission in this ITT, any of its associated documents and/or any other information issued to them during the procurement.</p> <p>Suppliers must ensure that each Response to a question is within any specified word count. Any Responses with words in excess of the word count will only be consider up to the point where they meet the word count, any additional words beyond the volume defined in the word count will not be considered by the evaluation panel.</p> <p>Suppliers must ensure that each Response to a question is not cross referenced to a Response to another question. In the event of a Supplier adding a cross reference it will not be considered in evaluation. (However, where a response to a question is dependent or aligned to another response, then Suppliers are requested to make clear reference to this – add wording if necessary).</p>
Submission of Responses	
3.4	<p>The Response must be submitted as instructed in this document through the e-sourcing portal. Failure to follow the instruction within each Section of this document, to omit Responses to any of the questions or to present your Response in alignment with any guidance notes provided may render the Response non-compliant and it may be rejected.</p> <p>All tender Responses <b>MUST</b> be submitted through the portal. Please note, any submission of a bid which is outside of the e-sourcing portal will result in the Response not being considered.</p> <p>UKRI may at its own absolute discretion extend the closing date and the time for receipt of Responses specified in Section 2.</p>

	<p>Any extension to the ITT Response period will apply to all Suppliers.</p> <p>Any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Failure to adhere to this requirement will result in the Response not being considered.</p> <p>The Response and any documents accompanying it must be in the English language.</p> <p>Responses may be submitted any time up to the date indicated in Section 2. Responses received before this deadline will be retained in a secure environment, unopened until this deadline has passed.</p> <p>Responses received after the date indicated in Section 2 shall not be considered by UKRI, unless the Supplier can justify that the reason for the delay is solely attributable to UKRI. Any request for a late Response to be considered must be sent via the e-sourcing portal in advance of 'the deadline' if a Supplier believes their Response will be received late. UKRI reserves the right to accept or reject any late Response without justification to the affected Supplier and make no guarantee it will consider any request for a late Response to be considered.</p>
<b>Canvassing and Collusive Behaviour</b>	
<p>3.5</p>	<p>Any Supplier who directly or indirectly canvasses any employee, of UKRI or its members or any of its employees concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Supplier, Response or proposed Response will be disqualified.</p> <p>Any Supplier who:</p> <ul style="list-style-type: none"> <li>• fixes or adjusts the amount of its Response by or in accordance with any agreement or arrangement with any other party; or</li> <li>• communicates to any party other than UKRI, as applicable, relevant employees the amount or approximate amount of its proposed Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or</li> <li>• enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or</li> <li>• enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or</li> <li>• offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response, any act or omission,</li> </ul>

	shall (without prejudice to any other civil remedies available to UKRI and without prejudice to any criminal liability which such conduct by a Supplier may attract) be disqualified.
<b>No Inducement or Incentive</b>	
3.6	The ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Supplier to submit a Response or enter into the Contract or any other contractual agreement.
<b>Acceptance of the Contract</b>	
3.7	The Supplier in submitting the Response undertakes that in the event of the Response being accepted by UKRI and UKRI confirming in writing such acceptance to the Supplier, the Supplier will within 5 working days of being called upon to do so by UKRI execute the Contract in the form set out in the Contract Terms or in such amended form as may subsequently be agreed.
<b>Response Request for Clarification</b>	
3.8	<p>All requests for clarification about the requirements or the process of this procurement shall be made through the e-sourcing tool unless where the e-sourcing tool is unavailable due to system maintenance or failure, then other arrangements shall be made and advised.</p> <p>UKRI will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time.</p> <p>No further requests for clarifications will be accepted after the date shown in the Timescales (section 2.2) prior to the date for submission of Responses.</p> <p>In order to ensure equality of treatment of Suppliers, UKRI intends to publish the questions and clarifications raised by Suppliers together with UKRI's responses (but not the source of the questions) to all participants on a regular basis.</p> <p>Suppliers should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, UKRI at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Suppliers would potentially benefit from seeing both the query and the UKRI's response, UKRI will:</p> <ul style="list-style-type: none"> <li>• invite the Supplier submitting the query to either declassify the query and allow the query along with UKRI's response to be circulated to all Suppliers; or</li> <li>• request the Supplier, if it still considers the query to be of a commercially confidential nature, to withdraw the query prior to the end of the closing date and time for Supplier clarifications.</li> </ul> <p>UKRI reserves the right to advise that there will not be a response request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.</p>

<b>Amendments to Response Documents</b>	
3.9	At any time prior to the deadline for the receipt of Responses, UKRI reserves the right to amend, add to or withdraw all or any part of this ITT. Any such amendment will be numbered and dated and issued by UKRI to all prospective Suppliers. In order to give prospective Suppliers reasonable time in which to take the amendment into account in preparing their Responses, UKRI may, at its discretion, extend the time and/or date for receipt of Responses.
<b>Modification and Withdrawal</b>	
3.10	Suppliers may modify their Response where allowable within the e-sourcing tool. No Response may be modified after the deadline for submission of Responses.  Suppliers may withdraw their Response at any time prior the deadline for submission of Responses (or any other time prior to accepting the offer of a Contract). The notice to withdraw the Response must be in sent via the e-sourcing portal.
<b>Right to Disqualify or Reject</b>	
3.11	UKRI reserves the right to reject or disqualify a Supplier where: <ul style="list-style-type: none"> <li>• the Supplier fails to comply fully with the requirements of this Request for Proposal or presents the Response in a format contrary to the requirements of this document; and/or</li> <li>• the Supplier is guilty of serious misrepresentation in relation to its Response; expression of interest; or the Response process; and/or</li> <li>• there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Supplier.</li> </ul>
<b>Right to Cancel, Clarify or Vary the Process</b>	
3.12	UKRI reserves the right to: <ul style="list-style-type: none"> <li>• cancel the evaluation process at any stage; and/or</li> <li>• require the Supplier to supplement, clarify or complete its Response in writing and/or provide additional information within an appropriate time limit (where information or documentation submitted by the bidder is or appears to be incomplete or erroneous, or where specific documents are missing). Failure to respond adequately may result in the Supplier not being selected).</li> </ul>
<b>Notification of Award</b>	
3.13	UKRI will notify the successful Supplier of the Contract award in writing and will publish a Contract Award Notice and Contract Details Notice on the Central Digital Platform in accordance with the Regulations.  As required by the Regulations all successful and unsuccessful Suppliers will be provided with an email advising the outcome of the submission of their ITT Response.
<b>Useful Information Links</b>	
3.14	<a href="#">Find high value contracts in the public sector - GOV.UK (www.gov.uk)</a> <a href="#">Equality Act Guidance</a> <a href="#">Bribery Act introduction</a> <a href="#">Freedom of Information Act</a> <a href="#">Find a Tender</a>

## Section 4 – Glossary

TERM	MEANING
“Buyer”	An authorised officer of UKRI, commonly a member of the UKRI Procurement team who is responsible for the procurement process
“Conditions of Response”	These instructions constitute the Conditions of Response: Suppliers are to read the ITT Documents, Appendices, Clarification Messages and the Evaluation Methodologies carefully before completing the Response submission. Suppliers are advised to acquaint themselves fully with the extent and nature of the requirements and contractual obligations. Participation in this procurement process automatically signals that the Supplier accepts these Conditions.
“Conditions of Tendering”	means the terms and conditions set out in this ITT relating to the submission of a Tender Response
“Contract”	means the agreement to be entered by UKRI and the Supplier following any award under the procurement
“Contracting Bodies”	means the Authority and any other contracting authorities described in the FTS Contract Notice
“Authority”	A public body regulated under the Public Contracts Regulations on whose behalf the procurement is being run
“Due Diligence Information”	means the background and supporting documents and information provided by the Authority for the purpose of better informing the Suppliers Responses to this Invitation
“EIR”	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FOIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“FTS Contract Notice”	means the advertisement issued in Find a Tender, the UK e-notification service.
“Information”	Invitation to Tender and any related documents (together called the ‘Information’)
“Lot”	means a discrete sub-division of the requirements
“Mandatory”	Means a pass / fail criteria which must be met in order for a Response to be considered, unless otherwise specified.
“ITT”	means this Invitation to Tender documentation and all related documents published by the Authority and made available to Suppliers and includes the Due Diligence Information.
“Response”, “Submitted Bid/Response”, “Tender”	means the Supplier’s formal offer in Response to this Invitation to Tender

<b>Response” or “ITT Response”</b>	
<b>“Supplier(s)”</b>	means the organisations being invited to respond to this Invitation to Tender
<b>“Supplies/Services/Works”</b>	means any supplies/services and supplies or works set out at within the specification.
<b>“UKRI”</b>	Means UK Research and Innovation, hereby known as UKRI