

Low Value Laboratory Equipment DPS

Guide for Buyers

DPS reference: RE20505

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1. About UK Shared Business Services

UK Shared Business Services Ltd (UK SBS) provide HR, Payroll, Finance, Procurement, and IT services to our owners – the Department for Business, Energy & Industrial Strategy (BEIS) and UK Research and Innovation (UKRI) – helping them to achieve the best outcomes for UK society and the economy.

UK SBS is a trusted shared services provider to government supporting over 20k public sector employees through our business services and expertise. Our support enables our owners to deliver world leading research projects, turn innovative business ideas into commercially successful products and make the UK a great place to work and invest in.

For more information, please visit www.uksbs.co.uk

Procurement

Our category teams work closely with our public sector partners to help them realise their business needs and specialist project requirements. Every day we support world renowned scientists and researchers, policy makers and agencies that help to keep the UK at the forefront of global science, innovation, and business. We have one aim - to find the right supplier to deliver the high-quality goods and services that our partners need and best value for the UK taxpayer.

Our category teams manage the end to end procurement process and ensure that sourcing is undertaken in accordance with relevant legislation, the Public Contract Regulations, and industry best practice. Our specialisms include:

- Professional services such as business services, legal support, consultancy, and marketing
- Digital, data and technology
- Research consumables and equipment
- Market, economic, and social research
- Construction and facilities management

2. About the Low Value Laboratory Equipment DPS

2.1. Background to the DPS

UK SBS has sought to create a suitable Dynamic Purchasing System for the procurement of Low Value Laboratory and Scientific Equipment.

The object of this DPS is to Produce a Dynamic Purchasing System that Contracting Authorities can easily use, which provides a compliant route to market and is fully compliant with Public Contracts Regulations 2015 (as may be amended), whilst bringing economies of scale via aggregation of spend, capturing a large percentage of the Low Value Laboratory Equipment requirements, substantially reducing the time required to complete a full tender process, and the ability of a flexible supplier base as the market evolves.

The decision to use a DPS Agreement instead of the standard Framework Agreement was based on the benefits of having greater flexibility in the suppliers that can join over the DPS term. This flexibility means that as technology and the market evolve, the DPS will be able to stay up to date whilst ensuring compliance to the Public Contracts Regulations on spend.

The DPS is structured around a series of 41 categories, designed to make sure that the DPS covers the maximum range of laboratory and scientific equipment.

It is expected that any call-off under this DPS is competed as a Mini-Competition to ensure best value for money for the public purse. The ability to direct award is not available under this DPS, unless there is an instance where only 1 supplier has been awarded to the Category being procured against.

2.2. DPS Agreement Details

DPS Agreement Title: RE20505 Low Value Laboratory Equipment — Dynamic Purchasing System

OJEU Notice Reference: 2020/S 195-473177

DPS Agreement Value: £9,500,000.00

DPS Start Date: 1st December 2020

DPS End Date: 30th November 2022 (UK SBS have an option to extend for a further 1 + 1 year to 2024)

Should UK SBS wish to renew the DPS beyond four years it will issue a Find a Tender and Contracts finder notice to this effect.

Contracts may be entered into at any time during the period of validity of the DPS. It is possible that the term of any Contract entered into under the DPS may extend beyond the period of validity of the DPS.

2.3. DPS Owner Contact Details

UK SBS DPS Owner: James Mills

Email: smrdps@uksbs.co.uk

Contact Number: 01793 867005 – please ask for the Research DPS team

For all questions or requests to access the Low Value Laboratory Equipment Dynamic Purchasing System, please use the details provided above. A member of the team will endeavour to respond within 48 hours.

2.4. Categories Breakdown

The Category breakdown has been set at a high level to allow for wider competition

Number	Category	Product Examples
1	Microscope, Optical	Optical Microscope Other optical equipment
2	Microscope, Electron	Electron SEM
3	Microscope, X-ray	X-ray X-ray CT
4	Microscope, Other	Light Sheet White Light interferometer Co-ordinate measuring machines LSM Confocal Fluorescent microscopes Others not mentioned above
5	Imaging and quantification	Gel documentation Quantification systems (bioanalyses, spectrophotometers) Tomography imaging systems (microCT, OPT) Film processors and imagers Protein quantification (PEGGY Sue) Immunoassays (bioplex bead array)
6	Plate Readers	Microplate Reader Plate Reader
7	Spectrometers	Mass Specs NMR Spectrometers Spectrophotometers Optical spectrometer
8	Camera systems	Optical X-ray Temporal
9	Chromatography, Liquid	HPLC LC

Number	Category	Product Examples
		Ultra -Fast Preparation & Purification Liquid Chromatography (UPLC)
10	Chromatography, Gas	GC
11	Chromatography, Other	High Throughput Fluorescence Detection Size Exclusion Chromatography System Size Exclusion Chromatography (SEC-MALS)
12	Diffractometers	X-ray Diffractometers Optical
13	Local Exhaust Ventilation	Extraction Systems. Cage change stations Allergen booths Fume hoods Biological safety cabinets Downdraft tables Laminar flow cabinets Laminar flow hoods
14	Media Kitchen/ Glass wash	Plate Pourers Water Disinfectors Food Fly System Glass Washer
15	Sterilisation/Purification Systems	VHP systems Lab water purification systems
16	Flat optics	10-30cm diameter (or equivalent) 30-50cm diameter (or equivalent) >50cm diameter (or equivalent)
17	Lenses	10-30cm diameter (or equivalent) 30-50cm diameter (or equivalent) >50cm diameter (or equivalent)
18	Curved mirrors (parabolas, spherical etc.)	10-30cm diameter (or equivalent) 30-50cm diameter (or equivalent) >50cm diameter (or equivalent)
19	Gain media	
20	Active optical components	
21	Autoclaves/ Incubators/ Ovens	Autoclaves Incubators Ovens
22	Shakers	Floor Standing Stacking
23	Thin Film Coating Plants	Sputter Systems Polymer Systems DLC system Thermal Evaporation

Number	Category	Product Examples
		Ebeam Deposition
24	Critical point dryer	
25	Biochemistry, Electrophoresis	Microscale thermophoresis Refractometer Light Scatterer Eclipse Separation System Molecular Detection System Bioprocessing System Molecular Interaction Analysis System Biological Calorimeters Multiplex Systems
26	DNA preparation, amplification and analysis	PCR (thermal cyclers, real time PCR, digital droplet PCR) Genotyping Sequencing Capillary electrophoresis Liquid handling robots OCTet Bio Molecule Analysis System Microscale Thermophoresis
27	Cold storage	Ultralow freezers (-40 to -80) Cryogenic Systems (-80 to -180) Cell banks Controlled rate freezers
28	Centrifuges & Rotors	Floor Standing Centrifuges Benchtop Centrifuges Ultracentrifuges
29	General Lab	Irradiator Systems Systems Cell Disruption Animal water drinking system Robotic cage processing equipment/washer IVC caging equipment & cage and bottle washers Other general laboratory Equipment
30	Micromachining Systems	Diamond Turning Centres CNC Mills
31	Medical Equipment	Blood Analyser ECG Equipment Anaesthetic Equipment
32	Clinical specimen analysis	Clinical chemistry Histology Necropsy Calorimetry
33	Animal measurements	Scanners (CT, X-ray, MRI) Auditory (ABR)

Number	Category	Product Examples
		Neurological Metabolic (CLAMS oxymax) Mouse production (XYClone) Observational (BP, weight etc.)
34	Cell handling equipment	Cell sorters Electroporators Live cell analysis (Seahorse)
35	Radiation monitoring equipment	Dose monitoring equipment
36	Pulsed Lasers	Short Pulse Oscillators Q-Switched Oscillators Pump lasers Amplifiers Complete laser systems
37	Electronic Equipment	Oscilloscopes
38	BioPhysics	Isothermal titration calorimeter
39	Vacuum Equipment	Roughing Systems Hi-Vac UHV Cryogenic Freeze Driers
40	Natural Environment Analysers	Gas Analysers Water Analysers Air Analysers Soil Analysers Multi-purpose Analysers Telemetry Devices Acoustic Devices Seismographic Devices
41	Weighing Equipment	Balances Scales Hoists

2.5. Who can Access?

UK SBS as the Framework Owner and Contracting Authority has put in place this Dynamic Purchasing System for the use by or on behalf of UK bodies.

These bodies include, but are not limited to UK Research and Innovation, UK SBS, Central Government Departments and their Agencies, Non-Departmental Public Bodies, NHS bodies, Local Authorities, Voluntary Sector Charities, and/or other private organisations acting as managing agents or procuring on behalf of these UK bodies. Further details of these organisations can be viewed on the [UK SBS website](#). For any questions around your eligibility to use this DPS please contact the DPS owner using the details provided in section 2.3 above.

2.6. Who are the Awarded DPS Suppliers?

As the DPS is a live agreement, with suppliers able to join at any time throughout the total duration period, we are unable to provide an up to date supplier list. For this reason, anyone wishing to procure through the DPS will need to complete an Access Request Form (Annex B).

To provide an indication of the awarded suppliers, [View Annex A – Awarded Suppliers List](#), which contains the awarded suppliers at the time the Annex A list is generated.

Each Annex A published will be dated for the day that it was generated and is only to provide an indication of the suppliers awarded and is not to be used as a Supplier list. Supplier contact details will not be provided in Annex A.

If there are key / critical suppliers that your organisation regularly engages with that are not represented on the DPS please discuss this with the DPS owner using the details provided in section 2.3 above.

Bid submission, evaluation, and award to the DPS for interested suppliers can take up to 14 days.

2.7. What are the benefits of using this DPS Agreement?

Some of the benefits of utilising a DPS for your procurement are:

- **Streamlining your procurement** – The DPS offers a faster and easier process than a full Find a Tender Above Threshold procurement, with simple tenders able to be completed within a minimum of 10 days
- **Cost Efficiency** – As a DPS imposes no limit on the number of suppliers which can be added to it, Buyers often benefit from having a competitive number of suppliers bid against a Mini-Competition. This helps the buying organisation to achieve the best Quality V's Price outcome with greater ability for overall savings.
- **Corporate Social Responsibility** – Adherence to minimum standards is included within the initial stage of Supplier Award and monitored as part of the DPS Management.
- **Pre-defined and agreed Terms and Conditions** – All suppliers are signed up to a pre-agreed set of Terms and Conditions (Annex C – RE20505 DPS Contract Terms). As part of Mini-Competitions Buyers can include any 'Special Conditions' that may be applicable to their individual requirements.
- **High Level Categories** – The DPS has been created with 41 high level Categories designed to make sure the DPS covers the maximum range of laboratory and scientific equipment.
- **New Introduction of Suppliers** – Suppliers can join the DPS up until the day the DPS duration ends (including any optional extension). Supplier award can take up to 14 days, but this means that emerging suppliers and SMEs are able to stand side by side in competition with larger and longer established suppliers.

- **Buyers Key / Critical / Incumbent Suppliers** – The DPS also allows Contracting Authorities to ensure that their key, critical or incumbent providers are offered the opportunity to be included in procurements by asking them to apply for the DPS prior to starting a Mini-Competition.
- **DPS Supplier and Contract Management** – UK SBS undertakes regular Contract and Supplier Management so Buyers and Contracting Authorities can be assured that the suppliers who partake in Mini-Competitions or are successful in being awarded call-off Contracts are suitable, financially viable and adhere to all mandatory government legislation regulations applicable to this sector.

2.8. Terms and Conditions

All DPS awarded Suppliers have agreed to the initial set of Terms and Conditions found within Annex C – RE20505 DPS Contract Terms. Where any supplier has requested a minor modification to any term (for Legal or Statutory reasons), this will be detailed within the Access Request Form (Annex B).

As part of your Mini-Competition you can include any 'Special Conditions' which relate to your specific requirement.

The Payment terms for the DPS are 30 days from valid invoice. If alternative payment terms or milestone payments are to be agreed, it is recommended that the Buyer ensures that these are specified within their Specification as a set payment schedule, and also set within Schedule 1 of the Annex C – RE20505 DPS Contract Terms.

3. How to Access the DPS and Run a Mini-Competition

3.1. Initial Access Request

Once you have reviewed all the information provided and are ready to move forward with your Mini-Competition, you will need to complete the Access Request Form (Annex B).

The Access Request Form is sectioned into 3 Parts:

Part 1 – To be completed by the Buyer. This section of the form provides UK SBS with basic information on the organisation wishing to use the DPS, the indicative Contract details and the Category that you wish to use.

Part 2 – To be completed by UK SBS. This section provides the Buyer with a unique reference code which **MUST** be used within the title of the Mini-Competition to advertise to DPS suppliers that the procurement has been authorised by UK SBS.

At the point at which UK SBS provides the supplier names and Contact details, the Mini-Competition must be launched within 48hrs or a new supplier list must be requested (a new form is not required for revised list requests)

Part 3 – To be completed by the Buyer. Following completion and Contract award, the Buyer is required to complete the final Part 3 fields to provide Management Information to UK SBS.

3.2. How do I Run a Mini-Competition?

Where there is more than 1 supplier awarded to your chosen Category, a Mini-Competition **MUST** be completed.

Where there is only 1 supplier awarded to your chosen Category, a Direct Award Contract may be undertaken.

Mini-Competition:

Where a Mini-Competition is being undertaken, all awarded suppliers **MUST** be invited to participate.

The Mini-Competition **MUST NOT** be issued to suppliers that have not been awarded to the DPS Category that you are using.

The main stages of running your Mini-Competition are as follows:

1. Develop your specification and create your mini-competition documentation
2. Issue your Mini-Competition documentation to ALL Category suppliers
3. Evaluate and Score bid submissions in line with Public Contract Regulations (PCR 2015 as amended)
4. Award Contract and completion of the Order Form (Annex D)

Step 1 – Develop your specification and create your Mini-Competition documentation

The Buyer should ensure that the specification sets out their specific requirements. When developing the specification please take into consideration the following.

- 1) Under no circumstances should brand names or brand-specific descriptions be used. Descriptions should give reference to the characteristics and outputs of the service / goods required. Where no other description is possible, any reference should be qualified by adding the words 'or equivalent'.
- 2) It is recommended that an 'output-based' specification is used wherever possible to clearly define requirements. For example, it is recommended that you include the minimum levels that the equipment is required to conform to. This enables suppliers to quote to meet your needs as a minimum. Where there are desirable elements for equipment, these can be added but you must consider how / if these are evaluated to ensure a transparent and fair competition.
- 3) It is recommended that your specification includes details around the access to equipment, so all suppliers are aware of any restrictions or site requirements / times that need to be considered when preparing their bid response.
- 4) Consider any Key Performance Indicators (KPI's) that should be applied to the Contract, e.g. Delivery / installation and Reports
- 5) It is recommended that the Buyer reviews the insurance levels detailed within the Annex C – RE20505 DPS Contract Terms to ensure they are suitable for their requirement. Where higher levels are required, these will need to be added under Schedule 1 Special Conditions (where any supplier awarded to the Category you are procuring against has negotiated edited Terms (for Legal or Statutory reasons), these will be identified within the Access Request Form).

Step 2 – Mini-Competition Documentation

When utilising the DPS, Contracting Authorities can use their own Mini-Competition templates. The Mini-Competition documentation being issued must include the following elements as a minimum:

- Reference the UK SBS Reference that was provided on completion of the Access Request Form
- State that the Mini-Competition is being run against the UK SBS RE20505 Low Value Laboratory Equipment — Dynamic Purchasing System including the Category number being used
- Allow a clarification period for Bidders to ask questions
- Detail the indicative budget or budget range available
- Clearly express the Contract duration including any extension options
- Provide a clear deadline for responses (ensuring that the Mini-Competition is open for a minimum of 10 days)
- The specification must be clear and specify any mandated and desirable requirements that need to be fulfilled. Include any site restrictions for delivery or access (where applicable).
- Terms and Conditions should be referenced in the documentation and any additional Special Conditions required will need to be suitably covered in Schedule 1. Where Special Conditions are included, Bidders will need to be asked to confirm their

- acceptance as part of their bid response to ensure compliance
- The evaluation criteria must be clearly identified as Price and Quality:

Criteria	Percentage Weightings
Quality	60% - 95%
Price	5% - 40%

- Provide the Evaluation questions and Methodology against which Bidders will be scored.
- Bidder response format is detailed below:

Font	Arial
Font size	Minimum of 11pt
Font spacing	Normal
Font scaling	Normal
Line spacing	Single
All margins	2.54cms

It is important that questions which have already been asked in the initial award to DPS stage are not re-evaluated at Mini-Competition stage.

Step 3 – Issue your Mini-Competition documentation to ALL Category Suppliers

In line with PCR 2015 (as amended) regulation 22, Mini-Competitions should be run electronically via an electronic procurement platform.

During the Mini-Competition live period, there should be an advertised timescale for clarifications to be submitted by Bidders where they feel they require further clarity on the Specification. Where clarifications are submitted during this period, the responses (where not prejudicial to the individual Bidder), should be a provided / published to all Bidders involved.

Please note: Clarifications should not seek to materially change the specification. Should the clarification posed identify a deficiency in the specification, it is recommended that the timescales be amended and, in some cases, restarted to allow all Bidders a reasonable amount of time to respond.

Step 4 – Evaluating and Scoring bid submissions

All bid submission received should be fairly evaluated in accordance with the Methodology published in the Mini-Competition documentation.

It is recommended that there is a minimum of 2 evaluators assigned to review and score all bid submission, this makes reaching an objective decision easier. Responses should not be discussed outside of the evaluation team and pricing information should be treated as commercially sensitive and not reviewed until the Quality element has been scored.

During the evaluation process, should clarifications of bid be required, you will need to ensure that these only seek to clarify information submitted within the bid response and do not allow for the introduction of new information.

Step 5 – Award Contract

Once you have completed the evaluation of bid submission(s) and received any relevant internal approvals required in order to move forward with the award of Contract to the top scoring submission, you will then need to notify all participating Bidders of the outcome.

There is no obligation to include a standstill period when notifying Bidders of the award decision, however Contracting Authorities should review whether a voluntary standstill should be considered (especially in instances where the Contract value would be classed as 'Above Threshold' under PCR 2015 (as amended)).

The Award letters being issued must include the following elements as a minimum:

Successful Supplier:

- Procurement Reference number and Title
- A full breakdown of their Price and Quality scores, including the overall total. Supplier feedback is optional but recommended. Feedback comments should be objective and link back to the evaluation criteria. This will help suppliers understand how they can improve for future opportunities.
- Details of voluntary standstill dates (if being used)

Unsuccessful Supplier(s):

- Procurement Reference number and Title
- A full breakdown of their Price and Quality scores, including the overall total. Supplier feedback is optional but recommended. Feedback comments should be objective and link back to the evaluation criteria. This will help suppliers understand how they can improve for future opportunities.
- The winning supplier's name
- The winning supplier's breakdown of scores, including the overall total
- The winning supplier's price
- Details of voluntary standstill dates (if being used)

3.3. Concluding your Mini-Competition

Following successful award of the procurement, you will need to complete a formal Contract and Order form to engage the successful supplier. A copy of the Order Form can be found at Annex D.

The Contract being issued must include the following elements as a minimum:

- The DPS Contract Terms, including any Special Conditions covered under Schedule 1, that were included in the Mini-Competition
- The Contract Start and End Date including any extension options
- The awarded Contract Value
- The Specification / Scope
- The supplier's Response
- Key contact details (Supplier and Contracting Authority)
- KPIs (Where applicable)

In order to fulfil your organisations transparency requirements, you will need to ensure that you publish details of the award on Contracts Finder. Depending on your Organisations status there may also be an obligation for you to publish a redacted Contract.

Once you have a complete countersigned Contract please ensure that you complete Section 3 of the Access Request Form and return to UK SBS.

3.4. Contract Management Support

UK SBS are available for support through the lifetime of this DPS Agreement. Should you have any concerns or require any support please contact us using the details provided in section 2.3 above.

As part of UK SBS's Management of this DPS we will be conducting the following checks throughout the life of the agreement:

- Quarterly financial checks (as a minimum)
- Quarterly supplier Meetings

To ensure a positive and successful Contract with your winning supplier, UK SBS has drafted some basis obligations that the Contracting Authority has as a Customer, these include:

- Providing a clear specification setting out your requirements (services / goods and deliverables) and timelines of each phase of work
- Communicating with your supplier on a regular basis to discuss progress and performance
- Promptly addressing any issues with your supplier
- Agreeing at the start of the project how frequently you expect to receive reports or communications from your supplier (if applicable), this should be in line with the requirements in your specification.
- Pay your supplier within 30 days of approving the invoice. Check invoices against the rates / costs submitted within their bid response or against agreed milestone payments (if applicable).