**Request for Information**

**Instructions and Guidance**

**Provision of standardised vet practise medicine sales data for livestock farms**

**Date of issue: 07 May 2020**

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**COVERING LETTER**

To whom it may concern

This Request for Information (RFI) process is being undertaken by the Agriculture and Horticulture Development Board (‘AHDB’) to engage with the market in order to understand the market capacity and capability in the area of providing standardised veterinary practice medicines sales data for farms across the UK.

The objective of the RFI is to better understand the supply landscape for providing standardised veterinary practice medicines sales data for livestock farms, particularly with regards to both the capacity and capability of the wider marketplace, and the scope/feasibility of the draft service requirement;

This RFI has been prepared in good faith by AHDB. However, it should not be assumed that the information has been verified for absolute accuracy and completeness by AHDB and/or any of its advisors.

AHDB and their respective officers, directors, employees, agents and affiliates do not make and will not make at any time, in connection with this service, any representation or warranty, express or implied as to the accuracy or completeness of this RFI or any such summaries.

In providing this RFI, AHDB does not undertake any obligation to provide the recipient with access to any additional information or to update the RFI or correct any inaccuracies in the RFI, which become known to it. Nothing in the RFI or accompanying documentation should be relied upon as a promise or a representation as to AHDB’s ultimate decision in relation to the next stage, which will depend, at least in part, on the outcome of this RFI process.

Please note that AHDB will not reimburse any expenses incurred by interested parties in preparing their responses to this RFI. AHDB reserves the right to discontinue the process at any time and will not accept any liability towards interested parties should it be required to do so.

Completed RFIs must be submitted to mary.vickers@ahdb.org.uk no later than 12.00 noon on 22 May 2020. Please note that any submissions received after this specified deadline may not be considered in the market engagement process undertaken through the RFI process.

Yours faithfully,

Agriculture and Horticulture Development Board

1. THE RFI PROCESS
	1. AHDB has outlined their requirements for the provision of providing standardised veterinary practice medicines sales data for farms across the UK. This RFI process is being undertaken to allow the soft market testing in relation to this requirement.
	2. The documentation is available to all interested parties following the advertisement published on Contracts Finder.
	3. Accompanying this document, the following attachments are available to interested parties to further inform the submission of the respective RFI: -
* Draft Service Requirement Specification
* RFI Response Document
	1. These documents are provided to assist potential respondents in the completion of the RFI submission. However, please note that this information is indicative only and may not reflect the data used in any potential forthcoming procurement process, if applicable. Interested parties are required to complete the RFI Response Document in line with the requirements outlined in this document.
1. SCOPE OF THE SERVICE
	1. The service requirements are outlined in the Draft Service Requirement Specification. Please note that this is a draft version and is subject to change based on feedback including that resulting from the RFI process.
2. SUBMISSION REQUIREMENTS
	1. This document is not an Invitation to Tender (ITT), nor does it form any part of a procurement process. It is a Request for Information (RFI) based on the Draft Service Requirement Specification made available with this document.
	2. The RFI Response Document should be submitted to mary.vickers@ahdb.org.uk by no later than 12.00 noon on 22 May 2020.
	3. Please note that responses from interested parties’ do not constitute firm offers capable of acceptance. Any such responses provided as part of this RFI exercise will be construed as indicative only.
	4. Unless otherwise agreed, AHDB shall not be obliged to return any materials submitted by interested parties before, during or after any procurement process.
	5. Please also be aware that any information provided as part of this RFI may be used by AHDB to inform future market analysis activity.