



Department  
for Environment  
Food & Rural Affairs

# Bidder Pack

**Project Title: UK REACH - Establishing and refining the information requirements for transitional registration proposals and assessing the feasibility and impacts**

**Procurement Reference Number: 37007**

**ITT Number: 10591**

**August 2022**

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# Section 1: The Invitation

Defra group Commercial on behalf of Defra group and its Arm's Length Bodies invite you to bid in this competition.

The Bidder Pack comes in two parts.

This first part, **The Core Requirements**, provides details of the General Requirements, Government Transparency Agenda and Government Priorities.

The second part, **The Procurement Specific Requirements**, provides details of the Specification Requirements, Terms and Conditions of Contract, Evaluation Methodology, Procurement Timetable and Definitions.

The Definitions that apply to both parts can be found in Section 7.

The tendering process seeks to determine the Most Economically Advantageous Tender (MEAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

## 1.1. The Opportunity

This opportunity is advertised by Defra group Commercial on behalf of the Defra Chemicals, Pesticides, and Hazardous Waste Division (CPHW)

### CPHW Vision Statement

Safe and effective use of chemicals and pesticides throughout their lifecycle, for society, the economy and the environment.

### CPHW Mission Statement

Setting up the right framework for safe and sustainable use of chemicals and pesticides through delivery of effective regulation, policy and partnership working, supporting Defra's wider objectives for a thriving farming sector, clean environment, flourishing wildlife as well as a thriving economy.

## 1.2. Procurement Plan and Timetable

The timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed via the Authority's [eSourcing System](#).

Procurement Activity	Anticipated Date	
Publish Contracts Finder Notice and Bidder Pack	18 <sup>th</sup> August 2022	
Clarification deadline	Date	Time

	13 <sup>th</sup> September 2022	14:00 GMT
Bidder Pack / ITT response date	Date	Time
	19 <sup>th</sup> September 2022	12:00 GMT
Compliance Checks	19 <sup>th</sup> September 2022	
Evaluation	20 <sup>th</sup> September 2022 – 22 <sup>nd</sup> September 2022	
Moderation Meeting	23 <sup>rd</sup> September 2022	
Produce Contract Award Report and Draft Letters	27 <sup>th</sup> September 2022	
Approval of Contract Award Report	27 <sup>th</sup> September 2022	
Issue Notification of Intention to Award letters	27 <sup>th</sup> September 2022	
Discretionary Standstill Period	N/A	
Self-Declaration Due Diligence	TBC	
Finalise Contract and obtain approvals (if required)	30 <sup>th</sup> September 2022	
Contract award / contract issued	30 <sup>th</sup> September 2022	
Contract Start Date	30 <sup>th</sup> September 2022	
Publish Contract Award Notice and Redacted Contract	04 <sup>th</sup> October 2022	
Handover	30 <sup>th</sup> September 2022	
Service Commencement Date	30 <sup>th</sup> September 2022	
Contract End Date	01 <sup>st</sup> May 2023	

All timescales are set using a 24-hour clock and when referring to “days” it means calendar days unless otherwise specified (for example, working days).

### **Variant Tenders**

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

### **Abnormally Low Tenders or Pricing Anomalies**

If the Authority considers your Tender to appear abnormally low, an initial assessment will be undertaken using a comparative analysis of the pricing proposals received from all

Tenderers and the Authority's valuation of the procurement. If that assessment indicates that your Tender is abnormally low the Authority will request a written explanation of your Tender, or of those parts of your Tender which the Authority considers contribute to your Tender being abnormally low. The Authority reserves the right to reject your Tender if the response does not satisfactorily account for the low level of price or costs proposed.

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

### **Pricing Anomalies**

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the initial tendered Commercial Response and price, it will not be taken into account.

## Section 2: The Specification of Requirements

### 2.1. The Authority's Priorities

Defra is the UK government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy. Our broad remit means we play a major role in people's day-to-day life, from the food we eat, and the air we breathe, to the water we drink.

### 2.2. Background

On 1 January 2021, the UK Government put in place a domestic chemicals' regulatory regime, which included UK REACH.

UK REACH retains both the fundamental approach and key principles of the EU REACH regulation, with its aims of ensuring a high level of protection of human health and the environment. These principles include the "no data, no market" principle, the "last resort" principle on animal testing, access to information for workers, and the precautionary principle.

While UK REACH retains the EU REACH regulation within UK law (as amended), the two systems are not directly linked. This means that there are new processes that exporters and importers must comply with, and businesses need to take steps to ensure regulatory requirements are fulfilled for both regimes to maintain continuity of supply chains.

One of the most significant issues for GB businesses in transitioning to UK REACH is the potential cost of accessing the full hazard information needed to support a UK REACH registration, in respect of substances that were previously registered under EU REACH. This requires registrants to be in "legitimate possession or have permission to refer to" hazard data such as testing on vertebrate animals, to satisfy the information requirements of REACH and to prevent repeat animal testing. Gaining permission to use this hazard data comes at a cost, as registrants must negotiate and potentially pay for access (usually via a letter of access). This is cited by industry as the key compliance cost for UK REACH.

Therefore, on 6<sup>th</sup> December 2021, the Defra Secretary of State set out the Government's intention to engage with stakeholders to explore a new UK REACH transitional registration model (the UK REACH ATR Model).

The objectives of the UK REACH ATR Model are to:

- **Reduce the need for transitional registrants to replicate EU REACH data packages as the means to evidence that they understand the hazards associated with a**

**substance.** Substance Groups would instead agree a hazard profile and narrative summary for a substance, focussing on the key elements of hazard information and based on publicly available data (unless access to other data was held within the substance group).

- **Improve the understanding of the uses and exposures of chemicals in a GB context.** Within substance groups, UK REACH registrants would consider the potential for human and environmental exposure to the registered substance to identify common elements (such as recommended risk management measures to users) which they can work together on. Additionally, each UK REACH registrant will be expected to provide better and more GB-specific information on uses and exposures related to them.

The UK REACH ATR Model has the potential to provide clearer evidence than the current approach on whether each company is managing chemicals safely, supporting more targeted regulatory actions (for example, identifying priority chemicals for further interventions), whilst also reducing burdens on businesses.

Although there are interdependencies between hazard and use/exposure information, at this stage of policy development, Defra are considering them separately. This is because hazard information would be provided at a substance group level, whereas use and exposure information would be primarily company specific.

### **1.1. Development of UK REACH ATR Model**

#### *Hazard Information*

HSE and the EA have analysed the current UK REACH registration requirements for the reporting of hazard information (e.g., robust study summaries), to determine the level of hazard assessment required under the UK REACH ATR Model.

Based on this analysis, HSE and the EA have produced “mock-ups” of available information and narrative summaries. The “mock-ups” show the potential hazard information submission for actual substances, required to meet regulatory need, under the UK REACH ATR Model. They also direct to some of the potential sources of hazard information, including whether they are publicly available (e.g., from published scientific papers, reports, chemical programmes, or reviews by other regulatory authorities).

Discussions between government and industry are taking place as of July 2022 to develop further “mock-ups” and to discuss the deliverability of the proposed hazard requirements at a technical and operational level. These discussions are targeted at individuals with significant experience of satisfying the hazard information requirements of an EU REACH registration.

## *Use and Exposure Information*

Our analysis of existing EU REACH registrations shows that it is common to see incomplete use and exposure information in IUCLID dossiers and Chemical Safety Reports, or information that is not provided in sufficient detail for regulatory purposes.

Similar issues have been identified in EU REACH, where the recent CARACAL / RPA consultation document (CA/12/2022)<sup>1</sup> notes that “shortcomings in the current available use and exposure data generated through REACH registration have been identified” which could have an impact on several processes under EU REACH.

We need to work with external stakeholders to understand more about these current issues in order to determine an improved GB specific use and exposure data set.

## *Initial design of the ATR Model*

Defra, HSE and the EA aim to develop an initial design for the UK REACH ATR Model by 30<sup>th</sup> September 2022.

This initial design will include proposed requirements for hazard information (including necessary endpoints and level of hazard assessment) and use and exposure information (including scope and detail of information) under the UK REACH ATR Model.

The technical information provided at registration will be subject to completeness and targeted compliance checks.

Legislation will be necessary to give effect to the UK REACH ATR Model so the initial design must be capable of being interpreted and described in legislative terms.

## **2.3. Aim**

The aim of the project is to build on the work done by Defra, HSE, and EA outlined above by refining the proposed information requirements of the UK REACH ATR Model and testing its viability and impacts.

This will allow us to make evidence-based judgements on the impacts and practicability of the UK REACH ATR Model, in comparison to the current approach, in order to achieve the right balance of reducing industry costs whilst maintaining the core principles of REACH.

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<sup>1</sup> [Circabc \(europa.eu\)](https://circabc.europa.eu)



## 2.4. Objectives:

1. To work with industry practitioners to establish and refine the proposed information requirements for registration dossiers and test their feasibility by producing “mock-up” UK REACH registration dossiers for specific substances (to be agreed with a Project Steering Group) to demonstrate how the model would be applied at a substance/company level on a practical basis.
2. To use semi structured interviews to assess the feasibility of collecting the information and producing the narrative profile, and the impact of these proposed requirements on a broad range of businesses, covering different types of transitional registrants / companies / sectors with varying levels of knowledge and expertise of EU REACH registration, including the impacts to individual companies and any challenges or benefits that could arise and possible mitigations / workarounds.
3. To identify possible revisions and improvements that could be made to the ATR model to enhance its benefits and reduce costs.
4. To identify the costs and benefits of the proposal for industry and wider society, in general and compared to the current UK REACH model, where possible disaggregating by company type.
5. To identify the legislative and guidance implications of the information requirements.

## 2.5. Scope of the problem

The UK REACH ATR Model will only apply to transitional registrations (i.e., substances introduced to the UK market via EU REACH, before UK REACH came into effect). New / novel substance registrations will still require standard hazard data packages as per the current approach and are, therefore, beyond the scope of this piece of work.

There may be some specific circumstances where it might be necessary for the UK Agency to obtain standard hazard data packages, or elements of it, from transitional registrants. This might be the case, for example, if regulators wanted to assess in more detail or clarify potential adverse effects of specific substances or groups of substances and their impacts on hazard and risk assessment. Consideration of this is outside the scope of this specification of requirements.

### 2.5.1. Project Management and Ways of Working

The Contractor will work in close partnership with a Project Steering Group to ensure visibility of emerging findings, which will inform ongoing policy development. The Project

Steering Group will advise on and review the work on an ongoing basis to ensure it is meeting the project objectives.

The Project Steering Group will meet every two to three weeks, dependent on project stage and milestone, and will include policy, analytical and operational professionals from government (including Welsh and Scottish Government officials). The Contractor will be expected to do any necessary preparation for the steering group meetings and produce a brief note following the meeting of the main points raised/discussed. Project Steering Group Meetings will be held virtually.

Defra expects that tenderers appoint a specific Project Manager to be the main point of contact with the Authority Project Officer. The Authority anticipate weekly 30-minute project management calls between the Project Manager and the Authority Project Officer. The Contractor will provide a brief note in bullet form summarising the main discussion points.

## 2.6. Methodology

A suggested methodology is set out below. Defra welcomes alternative approaches from tenderers if they meet the research aims and objectives of the project.

The exact methodology will be finalised at the end of Work Package 1, once the Contractor is more familiar with the project and following discussions between the Contractor and the Project Steering Group. This will consider timeframes and the resources the Contractor has allocated to the project.

During the project, the Authority will provide the Contractor with:

- Access to relevant contacts across Defra, HSE and the EA, including policy, analysis, and operational professionals. This will include access to toxicologists, ecotoxicologists, and occupational hygienists, and those in HSE/EA who are most familiar with IUCLID and registration to date in UK REACH.
- Access to a range of industry practitioners.
- Relevant information/data held within the UK REACH Service.
- A list of working assumptions that underpin the UK REACH ATR Model.
- Hazard section endpoints document - extracted from *Practical guide 3: how to report robust study summaries (version 2.0 – November 2012)*<sup>2</sup>. This is colour coded to show HSE and EA's guide on the types of information, within the endpoints, that would be expected as the baseline, information that will be required under certain conditions and information that can be provided if the registrant has access to it.
- Example annotated hazard 'mock-up' registration dossiers.

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<sup>2</sup> [Manual Template \(europa.eu\)](http://Manual Template (europa.eu))

- An initial assessment of the barriers that could prevent UK REACH registration dossiers being completed with use and exposure information that is of adequate scope and level of detail, based on some feedback from industry.
- High-level parameters for what Defra would like to see in a revised use and exposure dataset (and rationale for the requirements).
- Explanation of how the regulator / UK Agency will use the new and improved use and exposure information.

### **2.6.1 Work Package 1: Period of familiarisation and planning**

The Contractor will attend an introductory one-day in-person meeting with the Project Steering Group to discuss the initial design of the UK REACH ATR Model and to discuss and agree specific policy/research questions Defra would like to be covered during the project. This meeting will be organised and facilitated by the Authority and internal documents and papers will be provided to the Contractor in advance for review.

Following the meeting, the Contractor is expected to provide a brief report to include:

- A final project plan, including milestones and required engagement with HSE and the EA.
- A final methodology to include:
  - a draft list of substances to test in Work Package 2
  - a draft list of target interviewees for Work Package 3

The report will be presented back to the Project Steering Group for agreement.

### **2.6.2 Work Package 2: Scoping and testing feasibility of information requirements**

#### **Hazard information**

The Contractor will develop 5-8 “mock-up” UK REACH hazard registration dossiers alongside industry practitioners. The Authority will be responsible for recruiting industry volunteers for this work, although the Contractor will also be able to use their own contacts. The exact number of “mock-ups” will be decided at the end of Work Package 1. This will consider the project timeframes and the Contractor’s resources.

These “mock-up” dossiers will be used to assess the feasibility of the UK REACH ATR Model by testing the hazard information requirements against specific substances. Defra would expect the Contractor to challenge and test issues around feasibility and cost that are raised. Defra are currently working with industry practitioners on some example “mock-ups” that will be provided to the Contractor upon initiation of the project. The Contractor will be free to use these as templates / starting points.

As a minimum this work will include:

- Analysis of the information available on each substance including the sources (e.g., published scientific papers, reviews by other regulatory authorities etc.)
- Producing a mock-up of the information – colour rated according to the hazard information RAG guide (which will be provided by the Authority).
- Using this information to produce a narrative profile of each substance with a conclusion on its hazard classification and relevant points of departure for risk assessment, using (but definitely not limited to) the human health and environment examples provided by HSE and EA respectively

Defra will work with the Contractor and industry practitioners to determine the final list of substances, but could expect certain categories to be covered including (non-exhaustive list which is mixed between challenge at tonnage and challenge due to substance type):

- Unknown or variable composition, complex reaction products or of biological materials (UVCBs)
- Inorganic and organic substances
- Data-poor/read-across substance and data rich-substances
- Metallurgical substances where the complexity of their chemistry meant existing dossiers often contain extremely large amounts of hazard end point data.
- To include toxic (classified) substances and substances of low toxicity (not classified for physio-chemical, human health or environmental endpoints).

### **Use and exposure information**

Using parameters provided by the Authority, the Contractor will determine a use and exposure data set which is relevant to the GB context and useful to regulators, in cooperation with industry practitioners. This will involve:

#### *Scoping*

- Assessing what adequate use and exposure information looks like in relation to the existing legal requirements, and any current deficiencies in legal requirements and practice.
- Assessing the barriers that could prevent UK REACH registration dossiers being completed with use and exposure information that is of adequate scope and level of detail, including supply-chain communication and data sharing.
- Assessing the actions that could be taken to overcome these barriers (e.g., legislative, technical, guidance).

#### *Proposing a use and exposure data set and development of “mock-ups”*

- Assessing the options for how information on uses throughout/down supply chain(s) and critical exposure information (on Human Health and Environment) could be improved in

a GB context, and what a realistic data set could look like, based on Annex VI of UK REACH as a starting point.

- Assessing the changes that would be required to IUCLID.
- Developing 5-8 “mock-up” technical IUCLID dossiers based on the proposed use and exposure data set.

As with hazard, the exact number of “mock-ups” will be decided at the end of Work Package 1.

The substances to be tested for use and exposure are likely to be different to those tested for hazard. Defra will work with the Contractor and industry practitioners to determine the final list of substances, but could expect certain categories to be covered:

- High hazard chemical
- Low hazard chemical
- Human health concern
- Environmental concern
- Reduced data implications (e.g., intermediates)

Defra would also be interested in the Contractor’s view of compliance checking of hazard and use/exposure information (in terms of key elements and reasonable minimum expectations).

The outputs for this work package will be:

- 5-8 annotated hazard “mock-up” registration dossiers.
- Proposed use and exposure data set
- 5-8 annotated “mock-up” use and exposure technical IUCLID dossiers
- Brief report (5-10 pages) with emerging findings and presentation to Project Steering Group.
- Agreed interview questions / script for Work Package 3.

### **2.6.3 Work Package 3: Conduct semi-structured interviews to test the feasibility and impacts of requirements on businesses**

This package will focus on the practicalities and impacts of the model on a broader range of businesses with varying levels of knowledge and expertise. Semi-structured interviews with businesses in different sectors of the market are likely to be the most appropriate research method for this and Defra suggests about 25-30 interviews in total.

This is not just about collating information from industry; the information and evidence from the interviews should be critically assessed by the Contractor.

The work package will begin with a webinar aimed at interviewees to provide background information and to explain the work done under work package 2 which will inform the interviews. The Contractor will be responsible for designing and facilitating this webinar. The Authority will provide administrative and organisational support.

Although the registration requirements will be the same regardless of the background of the registrant, the Contractor should ensure a breadth of interviewees to ensure there is coverage of a variety of companies based on:

- Type of transitional registration status (i.e., Grandfathered, Downstream User, Only Representative).
- Industry sector.
- Company size.

The Contractor will be responsible for interview recruitment, but the Authority Project Officer will assist as required (for example, through helping identify and making initial contact with potential interviewees). The Contractor will be responsible for scheduling the interviews.

As the interviews progress, the Contractor will be expected to provide the Project Steering Group with emerging findings.

The output of this work package will be a brief report (5-10 pages) of the analysis of the interviews, including drawing out any differences between the types of companies interviewed.

#### **2.6.4 Work Package 4: Analysis**

Using findings and evidence from Work Packages 2 and 3, and drawing on their experience and expertise, the Contractor will consider any potential changes that could be made to the proposals and analyse the aggregate impacts and legislative/guidance implications of both the original proposals and any recommended changes.

##### *a) Aggregate assessment of impacts*

The Contractor will make an aggregate assessment of the impacts of the ATR model. This assessment will draw upon the following sources:

- findings of the semi-structured interviews
- market data
- the Contractor's experience and market knowledge
- extracts of UK REACH Service data.

The key challenge here is to interrogate, challenge and synthesise these data sources to build an assessment of the overall regulatory picture. This should take into account the

interactions along supply chains, using plausible assumptions where necessary. This task should be undertaken in a manner proportionate to the scale of any proposed legislative changes to UK REACH. Defra welcomes suggestions on how best to do this and will finalise the approach once the project has started. Defra recognises this is a challenging task. Progress towards addressing it would be welcomed, even if the contractor is unable to comprehensively complete it.

*b) Assessment of any changes that would be required to the UK REACH Regulation*

The Contractor will assess relevant articles and annexes and provide an annotated version of the UK REACH Regulation showing what provisions will need to be amended based on the revised hazard and use/exposure information requirements. Defra are not looking for the Contractor to draft amendments here.

*c) Assessment of guidance requirements*

The Contractor will provide a high-level view, based on expertise and stakeholder feedback, on what new or revised guidance would be required to help businesses adapt and comply with the new requirements. Defra are not looking for the Contractor to draft guidance here – but are looking for an early sense of what some of the key guidance requirements might be.

The output of this work package will be a report on the three areas set out above.

## **2.6.5 Work Package 5: Final Report and Presentation**

A report of publishable standard covering the overall findings, conclusions, and recommendations should be provided. The length and structure will be agreed with the Authority Project Officer.

The report should include any recommended changes to the UK REACH ATR model, including implications these would have on industry costs and achieving the regulatory principles and aims of REACH. It should also include a narrative of any implications from the analysis in work package 4.

Given this report will be published, it will be anonymised and not contain any commercially sensitive information.

The report should be accompanied by a slide-deck and accompanying notes which will be presented and discussed at a Project Steering Group meeting.



## 2.7. Geographic area of Study

UK REACH regulates chemicals placed on the market in Great Britain. Under the terms of the Northern Ireland Protocol, EU REACH continues to apply in Northern Ireland.

## 2.8. Project Outputs

Defra expects high quality outputs. All outputs will need to be reviewed and commented on by Defra, potentially resulting in revisions needed. **Defra welcomes submissions that include opportunities for junior members of staff to undertake continuous personal development.** However, it is expected that more experienced team members would provide the necessary support and oversight to ensure quality outcomes.

It is anticipated work will commence week commencing on 30th September. The deadline for completion of the final report (Work Package 5.2) is 01<sup>st</sup> May 2023.

Below are detailed the key deliverables within the project:

Milestones	Deliverables	Date	Payment Schedule/Stages and dates
1	<b>Work Package 1</b> <ul style="list-style-type: none"><li>Initial report following project initiation</li><li>Presentation to and approval by Project Steering Group</li></ul>	By 14th October 2022	16.67% of total cost - 14th October 2022
2	<b>Work Package 2</b> <ul style="list-style-type: none"><li>5-8 annotated hazard “mock-up” registration dossiers.</li><li>Proposed use and exposure data set</li><li>5-8 annotated use and exposure “mock-up” technical IUCLID dossiers.</li><li>Report with emerging findings and presentation to Project Steering Group.</li><li>Agreed interview questions and target list of interviewees for Work Package 3.</li></ul>	By 30th November 2022	16.67% of total cost - 30th November 2022



3	<b>Work Package 3</b> <ul style="list-style-type: none"> <li>• Delivery of a webinar.</li> <li>• Interviews complete.</li> <li>• Interview transcripts and recordings where consent given, or detailed anonymised interview notes where consent not given.</li> <li>• Report of the analysis of the interviews and presentation to Project Steering Group.</li> </ul>	By 31st January 2023	16.67% of total cost - 31st January 2023
4	<b>Work Package 4</b> <ul style="list-style-type: none"> <li>• Report covering the areas set out under section 2.6.4</li> </ul>	By 15th March 2023	16.67% of total cost -15th March 2023
5	<b>Work Package 5.1</b> <ul style="list-style-type: none"> <li>• Final report for review with associated slide-pack and presentation to Project Steering Group that addresses the project aims and objectives, and the policy/research questions agreed as part of Work Package 1.</li> </ul>	By 31st March 2023	16.67% of total cost - 31st March 2023
6	<b>Work Package 5.2</b> <ul style="list-style-type: none"> <li>• Revised and approved final report.</li> </ul>	By 01 <sup>st</sup> May, 2023	16.67% of total cost - 01 <sup>st</sup> May, 2023

## 2.9. Timetable

Defra would like the project to start on 30<sup>th</sup> September 2022 with a duration of 7 months until 01<sup>st</sup> May 2023. **Defra is content to discuss alternative project start dates with the successful Tenderer. However, your preferred start date may not be available, and you should discuss this with Defra before submitting a tender.**

## 2.10. Payment

The successful Tenderer will be paid by invoice in six (6) stages at 16.67% of the total cost following satisfactory completion of the above Deliverables. **Defra is content to discuss alternative payment schedules with the successful Tenderer. However, your preferred**

**payment schedule may not be available, and you should discuss this with Defra before submitting a tender.**

## **2.11. Reporting requirements**

Defra will nominate a Project Manager who will be responsible for the day-to-day management of this contract and ensure it meets the project aim and objectives. The Defra Project Officer will agree the structure of the final report with the successful contractor. The report will go through various rounds of review and feedback.

The normal process is as follows:

- Initial review by the Authority Project Officer, followed by revisions if necessary.
- Review by the Project Steering Group, followed by revisions if necessary.

At each stage the Authority's Project Officer will check to ensure revisions have been made and will sign-off when the report is at the standard required. Specific deliverables will be required from the successful Tenderer during the course of this project (see Deliverable/Milestone table above). All reports must be produced in accordance with Defra templates for publications<sup>3</sup>. The reports are anticipated to be provided as Microsoft Word. There may be other outputs required during the course of the project and Defra will negotiate any additional requirements with the successful Tenderer.

## **2.12. Security Classification**

The project will involve the collection of data and information that may be considered commercially sensitive. The Contractor must set out the steps they will take to protect commercially sensitive information in their tender document, including their proposed approach to managing interview transcripts.

## **2.13. Audiences**

The main audiences for this project are policy, operational and analysis teams from Defra, HSE, the EA, and Welsh and Scottish Governments.

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<sup>3</sup> The Authority will share the Templates with the successful Tenderer at the start-up meeting. Reports published using Defra Templates can be found on Science Search. For example, see FD2712:

<http://sciencesearch.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=20114&FromSearch=Y&Publisher=1&SearchText=FD2712&SortString=ProjectCode&SortOrder=Asc&Paging=10#TimeScaleAndCost>

## 2.14. Accessibility of outputs

Contractors are expected to meet government requirements for accessible reports (guidance is available here: [www.gov.uk/guidance/guidance-and-tools-for-digital-accessibility](http://www.gov.uk/guidance/guidance-and-tools-for-digital-accessibility)).

This includes, but is not limited to, consideration of:

- font (size, style and justification)
- headings and sub-headings to structure reports
- alt-text for images, charts or graphs
- table captions and summaries in all tables
- colours that are suitable for those with colour-blindness

For every commission, contractors are expected to outline how they will meet accessibility requirements and what processes they have in place to assure this. The exact outputs should be discussed with the commissioning team, but accessibility should be considered in all outputs (e.g., Word, PowerPoint, CSV data files or PDF documents). Defra can provide a Word template where contractors do not already have an in-house accessible report template.

## 2.15. Programme of work

- The supplier will be responsible for all travel and subsistence costs related to the work and the supply of all labour, material, and equipment.
- Tenderers may propose consortium or subcontracting arrangements but should provide a single project manager responsible to the Authority for fulfilment of the contract and for liaison with the Authority's contact person.
- The supplier must meet the timescales proposed in their tender and subsequently agreed by the Authority. The supplier will notify the Authority without delay if there is a risk that they may be unable to meet these timescales.
- The Authority will inform the supplier without delay if there is any deficiency in the quality of the services provided under the contract. The supplier will take steps to ensure any problems are resolved as a matter of urgency.

## Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are DgC Short Form Services (see *Appendix B*).

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the Annexes / Schedules, and details of the legal priority are similarly within the contract's Annexes/Schedules.

The Authority proposes to enter into Contract(s) for a maximum period of (7) months with the successful Tenderer(s) from the 30<sup>th</sup> of September 2022 to the 01<sup>st</sup> May 2023.

The anticipated commencement date is **30/09/2022**.

### **Suggested Changes to Conditions of Contract**

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changed.

Such requests must follow the Clarifications Sought by the Tenderer process set out in the Core Requirements element of this Bidder Pack.

## Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority's overall objectives and the criteria set out below.

Evaluation of Tenders comprise of the stages set out in the table below.

The Authority will carry out its evaluations of the Technical and Commercial elements according to the criteria, sub-criteria and weightings set out in the table below and *Appendix C*. The detailed questions and guidance are set out in the Authority's eSourcing:

### Evaluation of Responses

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in Bravo, your Tender will be rejected as non-compliant.	Pass/Fail
Stage 2	Selection Stage:	This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in Sections 1 to 5 of the response form in Bravo and Part 1 of this Section 2 below (in respect of economic and financial	Pass/Fail

		<p>standing and technical and professional ability).</p> <p>Failure to meet the stated selection criteria will result in a Response being rejected at this stage and no further assessment of the remainder of the Response (including the Tender) pursuant to the remaining stages below will be undertaken by the Authority.</p>	
Stage 3	Technical & Professional Ability – Project Specific Requirements (Technical Questionnaire)	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.</p> <p>Some requirements are mandatory and if you cannot provide them your Tender may be rejected.</p> <p>Scored as 70% weighting of the total available score, consisting of the following breakdown of questions:</p>	<p>Scored</p> <p><b>F01</b> - Sustainability Weighting= Pass/ Fail</p> <p><b>F02</b> - Health and Safety Weighting= Pass/ Fail</p> <p><b>E01</b> - Understanding of the Policy and Delivery Requirements Weighting = 15%</p> <p><b>E02</b> – Approach, Methodology and Outputs Weighting = 35%</p> <p><b>E03</b> – Expertise and Experience Weighting = 35%</p> <p><b>E04</b> – Project Management, Quality Assurance, Risk Management and Mitigation Weighting = 15%</p>
Stage 4	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule on the ITT and Bravo.	Scored weighting 30%

Stage 5	Final score / Award	<p>A Response which passes stage 1 and 2 will proceed to evaluation of Tenders in accordance with stages 3 to 5</p> <p>The final score is calculated as follows:</p> <p>Total Technical Quality Requirements will make up to a maximum of 70% of total score. (Stage 3)</p> <p>Total Price Requirements will make up to a maximum of 30% of total score. (Stage 4)</p> <p>The most economically advantageous Tender will be the Tender with the highest final score.</p>
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- 1.1 Tenders will be evaluated on quality and price using the evaluation criteria set out in Bravo to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.3 are applied.
- 1.2 Each question will be scored separately, and no reference will be made between the questions.
- 1.3 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
  - the total quality scores awarded will form **70%** of the final score;
  - The score awarded for price will form **30%** of the final score.
- 1.4 Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Bravo for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.
- 1.5 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 1.6 Questions asked by the Authority to evaluate submission's Technical Quality can be found on Bravo. These are repeated as Appendix C of this ITT for information purposes.

- 1.7 The method for scoring price can be found on Bravo.
- 1.8 The submissions against the Technical Quality questions E01 – E04 will be evaluated using the following scoring criteria:

**For a score of 100: Excellent** - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full.

**For a score of 70: Good** - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.

**For a score of 50: Acceptable** - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

**For a score of 20: Poor** - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

**For a score of 0: Unacceptable** - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

If a Tenderer receives a 'Fail' in either question **F01 or F02** they will be eliminated from the procurement. If a score of twenty (20) or less is awarded to a Tenderer's response to any scored question **E01-E04** the Authority may choose to reject the Tender.

The commercial evaluation will be based on a total price and bidders will be required to provide a full price breakdown of the work package, and matched against milestones in the commercial workbook

Tenderers must provide a financial proposal, including rates and hours for each participating team member and costing analysed by work stages. The project is for a fixed cost. A breakdown of costs against each objective and against each key personnel including a detailed breakdown for equipment, consumables; overheads and travel costs are required. The Authority is keen to receive competitive Day Rates which must be set out in the "Commercial Workbook" (provided in the ITT pack); "Staff Costs" worksheet and ensure the details entered in the "Milestone" worksheet are that of the deliverables detailed in the specification.

The above is required to be uploaded to the 'Commercial Envelope' of Bravo.

Where subcontractors or joint contractors are used, a separate breakdown for each should be provided in addition to the overall project costs.

Day rates for all staff should be provided along with a general description of duties.



Tenderers will be required to submit a total fixed cost for completion of the project and include a breakdown of costs against each objective and against key personnel. Costs will need to be reasonable and competitive and offer value for money.

## Evaluation

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$$

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

$$\text{Tenderer A Score} = £3000/£3000 \times 30\% \text{ (Maximum available marks)} = 30\%$$

$$\text{Tenderer B Score} = £3000/£5000 \times 30\% \text{ (Maximum available marks)} = 18\%$$

$$\text{Tenderer C Score} = £3000/£6000 \times 30\% \text{ (Maximum available marks)} = 15\%$$

**Commercial Pricing Breakdown applicable to this ITT is on Bravo.** This should be downloaded; completed and attached to the commercial envelope.

### **\*Please Note:**

Tenderers must be aware that all bids are **submitted** in acceptance of agreed Defra terms and conditions of contract. Any clarifications regarding terms and conditions must be discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant.

## **Selection Questionnaire - Financial standing**

The Authority will review the economic information provided as part of the Selection Questionnaire response to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator. If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may:

- ask for additional information, including information relating to the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee or a performance bond.

If the Authority decides that a parent company guarantee or performance bond is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.

The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure. Financial strength is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value.

The Authority will also consider annual turnover.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years.

Risk of Business Failure is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement. The Authority will also calculate and evaluate the Tenderer's:

- operating performance: growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses.
- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

# Section 5: Performance Management Framework

## 1. Overview of the PMF

- 1.1. As part of the Authority's continuous drive to improve the performance of all Contractors, this PMF will be used to monitor, measure, and control all aspects of the Supplier's performance of contract responsibilities.
- 1.2. The PMF purpose is to set out the obligations on the successful Contractor, to outline how the successful Contractor's performance will be monitored, evaluated and rectified for performance.
- 1.3. The Authority may define any reasonable performance management indicators for the Contractor under the following categories:
  - Updates to Authority
  - Data Handling
  - Participatory Outputs
  - Reports
  - Presentations
- 1.4. The above categories are consistent with all Contract awards allowing the Authority to monitor Contractor' performance at both individual level and at the enterprise level with the individual Contractor.

## 2. Management of the PMF

- 2.1. Key Performance Indicators (KPI's) shall be monitored on a regular basis and shall form part of the contract performance review. Performance of KPI's will be reported by the Contractor to the Authority on monthly basis. The Contractor shall detail performance against KPI's in Monthly Reports and at quarterly Contract Meetings with the Authority, who will review this and make comments if any.
- 2.2. The Contractor shall maintain their own management reports, including a Risk and Issues Log and present these as requested by the Authority at any meeting requested by the Authority.
- 2.3. Any performance issues highlighted in these reports will be addressed by the Contractor, who shall be required to provide an improvement plan ("Remediation Plan") to address all issues highlighted within a week of the Authority request.
- 2.4. Key Performance Indicators (KPIs) are essential in order to align Contractor's performance with the requirements of the Authority and to do so in a fair and practical way. KPIs must be realistic and achievable; they also have to be met otherwise

indicating that the service is failing to deliver. The successful Contractor will ensure that failure and non-performance is quickly rectified.

- 2.5. The Authority reserves the right to amend the existing KPI's detailed in section 6 below or add any new KPI's. Any changes to the KPI's shall be confirmed by way of a Contract Change Note.

## Section 6: Key Performance Indicators (KPI's)

KPI and deliverables	Measurement	Fail	Acceptable
<b>1. Updates to Authority</b>	Regular, and ad hoc, verbal and written updates summarising progress and challenges	Updates are infrequent or lacking enough detail to assure the Authority of progress	Updates are timely and include enough detail to assure the Authority of progress
<b>2. Data handling</b>	Secure, accessible and organised collecting and storage of data/information relating to the project	Data, information and files are not kept up-to-date and are unavailable	All project data and information are up-to-date and accessible to the Authority
a. Evidence synthesis	Collection and storage of external and internal evidence sources, as well as any annotations / analysis	Evidence is only cited and not made available to the Authority	Evidence is gathered, stored and accessible to the Authority
b. Evaluation questions	Proportionate collection and secure storage of key informant views and secondary data underpinning evaluation questions	Inadequate range of views and information accessed and not stored	Key stakeholders consulted and their views and other information are gathered and stored securely
c. Baselines and data collection plan	Collection and storage of data used to develop and test counterfactuals and baselines	Data is inadequate to achieve deliverable	Data is adequate and available to the Authority
<b>3. Participatory outputs</b>	Notes and outputs from participatory exercises with stakeholders	Notes and outputs are incomplete or missing	Notes and outputs are detailed and stored for future reference
<b>4. Reports</b>	Draft iterations and final reports, including comment logs and requested changes	Reports are late, incomplete and do not adequately address feedback from the Authority or deliverables	Reports are on time, complete, incorporate comments and address all deliverables

<b>5. Presentations</b>	Presentation materials and delivery of key findings	Presentations do not take place	Presentations take place and convey key findings clearly
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## Section 7: ITT Glossary and Appendices

### 7.1. Definitions

Unless the context otherwise requires, the following words and expressions used within the Bidder Pack (except for Section 3: Terms and Conditions of Contract) shall have the following meanings to be interpreted in the singular or plural as the context requires.

TERM	MEANING
“Authority”	Defra
“Bidder Pack”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“Contract”	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
“EIR”	the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.
“eSourcing system”	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at <a href="http://defra.eSourcing.solutions.co.uk">http://defra.eSourcing.solutions.co.uk</a>
“FOIA”	the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.
“Form of Tender”	means the form contained in Annex 2 to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
“Information”	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.
“Involved Person”	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
“Pricing Schedule”	the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Public Contracts Regulations 2015.
“Relevant Body	means any other organisation, body or government department that is working with or acting on behalf of the Authority in

	connection with this procurement and/or the Contract including, without limitation, its officers, employees, advisors, agents, members, partners or consultants.
<b>“Response”</b>	means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.
<b>“Specification Requirements”</b>	<b>of</b> the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.
<b>“Tender”</b>	the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.
<b>“Tenderer”</b>	anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.
<b>“Timetable”</b>	the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.

<b>Defra</b>	Department for Environment, Food and Rural Affairs
<b>HSE</b>	Health and Safety Executive
<b>EA</b>	Environment Agency
<b>The Contractor</b>	Successful tenderer for the work set out in this Specification
<b>The UK Agency / regulators</b>	Health and Safety Executive, Environment Agency
<b>UK REACH</b>	The legislative regime governing the Registration, Evaluation, Authorisation and Restriction of Chemicals in Great Britain (including the UK REACH Regulation)
<b>UK REACH Regulation</b>	Regulation (EC) no 1907 / 2006 of the European Parliament and of the Council) as it takes effect in UK Law <sup>4</sup>
<b>ATR Model</b>	An alternative model, currently under development by Defra, HSE and the EA, for the submission of registration information by transitional registrants (the subject of this invitation to tender).
<b>UK REACH Registration</b>	Registration of a substance under the UK REACH Regulation
<b>UK REACH Registrant</b>	A natural or legal person (such as a company) established in Great Britain that holds or is intending to submit a UK REACH Registration
<b>Grandfathered Registrant</b>	A UK REACH Registrant who held an EU REACH registration that has become a UK REACH Registration by virtue of Article 127A of the UK REACH Regulation

<sup>4</sup> [Regulation \(EC\) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals \(REACH\), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation \(EEC\) No 793/93 and Commission Regulation \(EC\) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC \(Text with EEA relevance\) \(legislation.gov.uk\)](#)



<b>Downstream User (DU) Registrant</b>	A UK REACH Registrant that is currently making “protected transitional imports” of a substance registered under EU REACH by virtue of Article 127E of the UK REACH Regulation
<b>Only Representative (OR) Registrant</b>	A UK REACH Registrant appointed by a manufacturer, formulator or article producer established outside Great Britain to undertake a UK REACH Registration otherwise required by a GB importer
<b>Transitional Registrant</b>	A Grandfathered Registrant, a DU Registrant or an OR Registrant making a UK REACH Registration of a substance that is already registered under EU REACH
<b>Transitional Registration</b>	A UK REACH Registration submitted by a Transitional Registrant
<b>New / Novel Registration</b>	A registration for a substance that had not previously been registered with ECHA (European Chemicals Agency) under EU REACH
<b>Substance Group</b>	A group within the Comply with UK REACH IT Service containing UK REACH Registrants in respect of the same substance. A Substance Group contains all Grandfathered Registrants and other UK REACH Registrants who have completed an Article 26 Inquiry for that substance.
<b>Hazard Information</b>	Information on the intrinsic properties of a substance (including its physicochemical properties, toxicological information and ecotoxicological information) submitted within a UK REACH Registration. The current standard information requirements are set out in detail in the Annexes to the UK REACH Regulation.
<b>Use and Exposure Information</b>	Information required for a UK REACH Registration on uses of the substance and the related exposure scenarios as set out in more detail in the Annexes to the UK REACH Regulation. It covers both human exposure and release to the environment, as well as measures undertaken/recommended to manage exposure.
<b>GB Context</b>	GB supply chains, the relevance of the tonnage bands in GB compared to how they were established in the EU
<b>IUCLID</b>	International Uniform Chemical Information Database - software to record, store, maintain and exchange information on chemical substances for use in a regulatory context.
<b>Lead Registrant</b>	A UK REACH Registrant who is a member of a substance group and submits hazard information to HSE on behalf of all other members of that substance group pursuant to Article 11 of the UK REACH Regulation

## 7.2. APPENDIX A

### FORM OF TENDER

To be returned by 12:00pm (GMT time) on 19th September 2022.

Victor Mpehla  
Procurement Advisor  
Department for Environment, Food and Rural Affairs  
Procurement and Commercial Function

TENDER FOR THE: UK REACH - Establishing and refining the information requirements for transitional registration proposals and assessing the feasibility and impacts

Tender Ref: project **37007**.  
ITT **10591**

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1. We have examined the invitation to tender and its schedules set out below (the **ITT**) and do hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing date **30/09/2022** for the period specified in the ITT.
  - Tender Particulars (Section 1)
  - Specification of Requirements (Section 2)
  - Form of Tender (Appendix A)
  - Authority's Conditions of Contract (Appendix B)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
  - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
  - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Bravo;
  - c. we are legally bound to comply with the confidentiality provisions set out in the ITT;

- d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
- e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
- f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

**Signed**

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**Date**

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**In the capacity of**

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**Authorised to sign  
Tender for and on  
behalf of**

---

**Postal Address**

---

**Post Code**

---

**Telephone No.**

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**Email Address**

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## 7.3. APPENDIX B

### AUTHORITY'S CONDITIONS OF CONTRACT

Upload on Bravo

## 7.4. APPENDIX C

### TECHNICAL EVALUATION QUESTIONS

In line with DEFRA policy, we will be awarding a contract to the Most Economically Advantageous ITT response (MEAT).

The overall score is broken down as follows: 70% of the overall score will be awarded for technical criteria and 30% of the overall score will be awarded for commercial.

Please note responses will be assessed against demonstration of understanding of the Specification as attached above.

The technical evaluation criteria that will be used to assess responses are set out in the table below. The Technical criteria is weighted according to its significance to the project, and this will be applied using the following scoring methodology:

<b>Scoring Criteria</b>	<p><b>Scoring criteria</b></p> <p><b>E01 - E04</b> will be scored using the following scoring criteria:</p> <ul style="list-style-type: none"><li>• <b>For a score of 100: Excellent</b> - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full</li><li>• <b>For a score of 70: Good</b> - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled</li><li>• <b>For a score of 50: Acceptable</b> - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements</li><li>• <b>For a score of 20: Poor</b> - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled</li><li>• <b>For a score of 0: Unacceptable</b> - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement</li></ul> <p><b>If you score 20 or less in respect of questions E01 - E04 then you may be eliminated from the procurement.</b></p>
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<p><b>If a Tenderer receives a 'Fail' in any of the questions on Sustainability and, Health and Safety Policy they will be eliminated from the procurement.</b></p>			
<p><b>Detailed technical criteria</b></p>	<p><i>Criteria</i></p>	<p><i>Weighting</i></p>	<p><i>Description</i></p>
	<p><b>F01 Sustainability</b></p>	<p><b>Pass/Fail</b></p>	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at:  <a href="https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement">https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</a></p> <p>Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation's approach.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> <p>A "Fail" will be allocated to a response that does not demonstrate any evidence of Sustainability policies.</p> <p>Your response should:</p> <ul style="list-style-type: none"> <li>• demonstrate that the Tenderer has a sustainability policy in place; and</li> <li>• provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract.</li> </ul> <p>Please upload a document with the filename: F01 Your Company Name.</p>
	<p><b>F02 Health and Safety</b></p>	<p><b>Pass/fail</b></p>	<p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions.</p>

			<p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> <p>A “Fail” will be allocated to a response that does not demonstrate any evidence of addressing health and safety.</p> <p>Tenderers should provide details of suitably robust procedures for health and safety, including how they will conduct measurements in a safe manner.</p> <p>Please upload a document with the filename: F02 Your Company Name.</p>
	<b>E01 Understanding of the Policy and Delivery Requirements</b>	<b>15%</b>	<p>Please set out your understanding of the policy and delivery requirements for this project. Your answer should demonstrate an understanding of the technical and policy issues underlying this project.</p> <p>Your response must be a maximum of 3 sides of A4, font size 11. Any responses exceeding 3 sides of A4 will not be evaluated beyond the last page. Please upload a document with the filename: “E01_Your Company Name”.</p>
	<b>E02 Approach, Methodology and Outputs</b>	<b>35%</b>	<p>Please provide details of your project design and methodology, and how this meets the aims, objectives and outputs detailed in this specification, including:</p> <ul style="list-style-type: none"> <li>• Data collection methodology and considerations for sampling and recruitment.</li> <li>• Considerations for research materials.</li> <li>• Details of analysis to be undertaken and reporting of findings, including how you will analyse the data to draw conclusions.</li> <li>• Outputs from the workshop and interviews</li> </ul> <p>Your response must be a maximum of 7 sides of A4, font size 11. Please upload a document with the filename: ‘E02_Your Company Name’.</p>
	<b>E03 Expertise and Experience</b>	<b>35%</b>	<p>The successful tenderer will need to have significant understanding of:</p> <ul style="list-style-type: none"> <li>• EU/UK REACH registration</li> </ul>



			<ul style="list-style-type: none"> <li>• How information on hazards and exposures can be presented for registration purposes</li> <li>• Which information is critical for risk assessment.</li> </ul> <p>Consultants will also need access to experienced REACH practitioners and those familiar with compiling exposure information or gathering/using information from downstream users.</p> <p>It is imperative the successful tenderer has the relevant expertise to be able to have detailed, technical discussions with experienced industry REACH registrants and lead registrants.</p> <p>Defra will also be looking for the successful tenderer to use experience and expertise of REACH to critically assess evidence obtained and provide its own views on the feasibility and impacts of the model, as well as those of industry practitioners. The Contractor will need to work with industry but also challenge and test issues that are raised.</p> <p>Please outline your proposed project team. Please provide details of your expertise and previous experience relevant to this requirement.</p> <p>Your response must be a maximum of four sides of A4, font size 11, plus CVs (maximum of two sides of A4 per CV). Links to other documents will not be considered as part of your response. Please upload a document with the filename: 'E03_Your Company Name'.</p> <p>Your response must include the following:</p> <ul style="list-style-type: none"> <li>• Provide details of the proposed project team and the team structure, including any subcontractors if relevant. Include what each individual's role within the project will be.</li> <li>• An explanation of why you think your team has the relevant expertise and experience, including knowledge of the subject matter.</li> <li>• Demonstrate that key individuals have relevant expertise and experience to undertake the proposed project</li> <li>• Provide a breakdown showing the allocation of time across different components of the</li> </ul>
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			<p>project by all key individual members of the proposed team.</p> <p>Provide details of the overall resources attached to each component of the project and the outputs that will be delivered.</p> <p>You must also complete the Pricing Schedule and upload to Bravo as part of your response to this question.</p> <p>Your response should demonstrate that:</p> <ul style="list-style-type: none"> <li>• the proposed team has sufficient relevant experience, connections and capability to successfully deliver this specification</li> <li>• the size and structure of the proposed project team is sufficient to ensure that adequate resources have been allocated for all of the required roles and responsibilities</li> <li>• the experience of the staff proposed is appropriate to the roles allocated</li> <li>• you have identified key individuals and taken sufficient steps to ensure you can fulfil the requirements of the contract should they leave or be unable to work on the project</li> <li>• if there are proposals for consortium/sub-contracting arrangements, they are comprehensive and reasonable and there are measures in place to effectively manage these arrangements throughout the contract</li> </ul>
	<b>E04 Project Management, Quality Assurance, Risk Management and Mitigation</b>	<b>15%</b>	<p>Please provide details of the proposed project management arrangements including timelines and communication with the Authority.</p> <p>Please identify the individual(s) who will have overall responsibility for the contract and a representative available for day-to-day contact with the Authority's contract manager.</p> <p>If relevant, include details of any subcontracting arrangements and how this will be managed.</p> <p>Please provide details of how you intend to quality assure work undertaken as part of this contract and outputs so that deliverables are provided efficiently, to a high standard and on time.</p>

			<p>Please identify the key risks associated with this contract and provide details of risk mitigation.</p> <p>Your response must be a maximum of five sides of A4, font size 11, with an additional one side of A4 for a Gantt chart. Please upload a document with the filename: 'E04_Your Company Name'.</p> <p>Your response must:</p> <ul style="list-style-type: none"> <li>• Demonstrate a robust approach to project management with a description of how this will be implemented, including in relation to change management, issues escalation and quality control</li> <li>• Provide a clear and achievable project plan, including a Gantt chart, which sets out how you will achieve the key milestones, including timelines, inter-dependencies, risks and issues</li> <li>• Provide details of the strategies, policies or systems you will use to ensure the delivery of the project meets quality requirements, including work delivered by sub-contractors or through consortium arrangements</li> <li>• Provide an assessment of key risks, including any technical, personnel, stakeholder, timetable and commercial risks, and provide details of risk mitigation and redress including in the event that outputs do not meet the specification.</li> </ul>
<b>Scoring and calculation method</b>	<p><b>Evaluation</b></p> <p>The calculation used is the following:</p> $\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$ <p>For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:</p> <p>Tenderer A Score = <math>\frac{£3000}{£3000} \times 30\%</math> (Maximum available marks) = 30%</p> <p>Tenderer B Score = <math>\frac{£3000}{£5000} \times 30\%</math> (Maximum available marks) = 18%</p> <p>Tenderer C Score = <math>\frac{£3000}{£6000} \times 30\%</math> (Maximum available marks) = 15%</p>		

# 7.5. APPENDIX D

Commercially Sensitive Information (Attached)  
Please re-produce and upload as an attachment on Bravo if applicable

TENDERER'S COMMERCIALY SENSITIVE INFORMATION	POTENTIAL IMPLICATION OF DISCLOSURE	DURATION COMMERCIALY SENSITIVE INFORMATION OF

# 7.6. APPENDIX E

## PRICING SCHEDULE

For Completion (Available on Bravo. Please upload to Bravo)

# 7.7. APPENDIX F

## STAFF TIME IN DAYS TEMPLATE

For Completion (Available on Bravo. Please upload to Bravo)