**Invitation to Tender**

Evaluation Expertise

**Superfast Cornwall 2: 2016-2022**

**TEN 396**

19th January 2017

# About the ‘Superfast Cornwall 2’ evaluation

Cornwall Development Company (CDC) are looking to procure an evaluation expert to undertake the evaluation of the new Superfast Cornwall programme, which runs from 2016 to 2022. Following on from the 2011-15 Superfast Cornwall programme (which covered approximately 238,000 premises at 24+Mbps superfast speeds), the first part of the new Superfast Cornwall programme aims to cover 8,000 24+Mbps premises by the end of 2017. The second phase, which will be a part-EU funded programme with the working title ‘Superfast 2’, will run between 2017 and 2020 and include a further estimated 8,000 premises, enabling them to connect to superfast broadband.

# Background and context

The aim of this evaluation is to assess the economic impacts of superfast broadband in Cornwall, building on the 2011-2015 programme. Evaluation activities are required to assess the economic, social and environmental impacts created as a consequence of businesses and homes connecting to superfast broadband. The 2015 Superfast Cornwall evaluation was innovative as it was the first time that the economic impacts of the superfast broadband technology had been measured in a rural area and therefore provides a solid baseline for further work to be undertaken. As such, the on-going impact of the original programme will be assessed alongside the new areas enabled through the second phase of Superfast Cornwall.

The current phase is funded by Broadband Delivery UK (BDUK), Regional Growth Fund (RGF), Growth Deal, Cornwall Council and private sector investment and the second phase is part-EU and Cornwall Council funded, and is subject to a current procurement outcome for the delivery partner.

An evaluation expert is required to undertake four evaluation reports and organise the collection of the raw survey data (business surveys, household surveys, longitudinal business surveys and stakeholder surveys). The evaluation expert will be responsible for the overall project management of the evaluation as well as data verification, reviewing the evaluation plan and updating the survey tools.

The contract for this work will be with Cornwall Development Company. The evaluation will be run in two phases. Phase 1 will run until March 2018 and will be funded through the current programme (BDUK, RGF etc). It will cover a baseline report and a further report in March 2018. Phase 2 will run until March 2021 and will cover another two evaluation reports (in March 2019 and March 2021). For Phase 2, Cornwall Council has secured the funding for a further superfast broadband rollout during 2017-2020, and is currently undertaking a £12.5m procurement to appoint a private sector delivery partner to deliver this. Undertaking Phase 2 of the evaluation is dependent on securing this delivery partner and therefore there will be the option for CDC to terminate this contract after phase 1 if a delivery partner has not been found.

# Tender objectives

Cornwall Development Company (CDC) is seeking to procure the services of an evaluation expert. The evaluation expert is required to:

* + Review the evaluation plan prepared by CDC to ensure it is fit for purpose (attached for reference)
  + Compile the evaluation reports – baseline, Mar 2018 and, subject to the contract continuing, Mar 2019 and Mar 2021
  + Review the business and household survey questionnaires and sampling procedures used during the previous Superfast Cornwall evaluation
  + Undertake the business, household and longitudinal surveys
  + Undertake stakeholder surveys

# Tender requirements

**Review of Evaluation Plan**

The attached evaluation plan sets out the overall approach to the evaluation along with milestones and timescale, a logic chain and indicative costs. The plan is based on the approach and methodology used for the 2011-2015 evaluation programme. The evaluation expert is required to review the plan and provide advice to ensure that the plan is fit for purpose. The evaluation plan is provided as a separate document.

**Evaluation reports**

Evaluation reports are required at the following milestones:

**Phase 1**

*Milestone 1 – Baseline report: Mar 2017*

Summary report using overall take-up figures to estimate current businesses connected and economic impact data. No new survey data to be collected

* This report will build on the 2015 Superfast Cornwall evaluation

*Milestone 2 – March 2018*

* New survey data to be collected from businesses in established areas (100)
* New survey data to be collected from households in established areas (100)
* Longitudinal business survey update (ideally with original businesses) (30)
* Businesses connected and economic impact data for established areas to be estimated

**Phase 2**

*Milestone 3 – March 2019*

* Business data to be collected from new and established areas (15+140)
* Household data to be collected from new and established areas (34+140)
* Longitudinal business survey update (30-50)
* Businesses connected and economic impact data for new and established areas to be estimated (broken down into new area and total area)
* To provide data required for RGF outputs and assess whether objectives are being achieved

*Final Milestone 4 – March 2021*

* Business data to be collected from new and established areas (105+140)
* Household data to be collected from new and established areas (238+140)
* Longitudinal business survey update (30-50)
* Businesses connected and economic impact data for new and established areas to be estimated (broken down into new area and total area)
* To provide data for Growth Deal outputs and also for the ‘Superfast 2’ programme
* Key output to be measured for ERDF Superfast 2 programme is ‘eligible businesses covered’ (methodology TBD).
* Cross cutting themes outputs will be measured for the ERDF Superfast 2 programme

**Surveys and sampling procedures**

The evaluation methodology used must be similar to that employed for the 2011-2015 evaluation programme for Superfast Cornwall. This will ensure that the data collected is comparable and data from both evaluations can be used to assess the overall impact of superfast broadband in Cornwall. The expert evaluator is required to review the sampling procedure and questionnaires that were used in the 2011-2015 Superfast Cornwall evaluation to ensure they are fit for purpose. The questionnaires are provided as separate documents.

Surveys will take place in established areas (superfast broadband technology delivered in the 2011-2015 programme) and new areas covering both businesses and households. For the business surveys, the ‘businesses connected for at least 12 months’ will be sampled to see whether there has been any performance improvements (GVA measured through turnover or jobs) or jobs created/safeguarded. The sampled data will be ‘grossed up’ to indicate impact at the population level. Businesses will also be assessed for social and environmental impacts. For the household surveys, the sampled household must have been connected for at least 6 months and data on economic, social and environmental impacts will be collected.

The sample sizes for the established areas are based on a total connected business population of 12,100 by June 2015 and 373 businesses need to be sampled to be statistically significant (95% +/- 5%) . Therefore it is suggested 100 businesses are sampled in 2018, 140 in 2019 and another 140 in 2021 to give a total of 380. A similar number of households will also be sampled.

The longitudinal business survey will also be repeated in established areas with 30 businesses, ideally those from the 2015 evaluation. This survey aims to collect data to capture the qualitative impacts over time of superfast broadband e.g. assessing whether businesses become more innovative.

In the 2019 and 2021 evaluation reports, there will be surveys in the new areas as well as established areas. The following table shows the target number of business surveys to be completed for each phase in the new area (assuming 10% are surveyed and that the businesses have been connected for at least 12 months) based on the businesses connected projected take-up figures. For example, 143 businesses will have been connected by Dec 2017 and therefore 14 (10%) can be surveyed 12 months later in Dec 2018. The highlighted rows show the actual years that surveying must be carried out; these are Dec 2018 for the March 2019 report and Dec 2020 for the March 2021 report.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BDUK phase | Cumulative businesses | Cumulative businesses surveyed | ERDF phase | Cumulative businesses | Cumulative businesses surveyed | TOTAL businesses surveyed |
| Dec 2016 | 15 |  | Dec 2016 |  |  |  |
| Dec 2017 | 143 | 2 | Dec 2017 | 7 |  | 2 |
| Dec 2018 | 432 | 14 | Dec 2018 | 108 | 1 | 15 |
| Dec 2019 | 721 | 43 | Dec 2019 | 325 | 11 | 54 |
| Dec 2020 | 1010 | 72 | Dec 2020 | 614 | 33 | 105 |

If the total connected businesses for both phases are considered together, a total of 1,046 businesses will have been connected by Dec 2019 allowing 105 to be sampled by Dec 2020. If a statistically significant result is required (at the 95% confidence interval, plus or minus 5%), then a total of 282 businesses will need to be surveyed. However, it is believed that this figure would be very difficult to achieve and a 10% level of surveying is suggested, which would give a lower statistically significant result (95% confidence interval, plus or minus 9%). The evaluation expert is required to review the sample sizes and make any adjustments needed, particularly if higher samples can be achieved.

The following table shows the target number of surveys on households to be completed for each phase in the new area (using a 5% sample rate) based on the overall projected take-up figures. The highlighted rows show the actual years that surveying will be carried out; these are Dec 2018 for the March 2019 report and Dec 2020 for the March 2021 report.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BDUK phase | Cumulative take-up | Cumulative households surveyed | ERDF phase | Cumulative take-up | Cumulative households surveyed | TOTAL households surveyed |
| Dec 2016 | 70 |  | Dec 2016 |  |  |  |
| Dec 2017 | 647 | 4 | Dec 2017 | 33 |  | 4 |
| Dec 2018 | 1958 | 32 | Dec 2018 | 492 | 2 | 34 |
| Dec 2019 | 3269 | 98 | Dec 2019 | 1475 | 25 | 123 |
| Dec 2020 |  | 164 | Dec 2020 | 2786 | 74 | 238 |

If the total connected households for both phases are considered together, a total of 4,744 homes will have been connected by Dec 2019 allowing 238 to be sampled by Dec 2020. If a statistically significant result is required (at the 95% confidence interval, plus or minus 5%), then a total of 356 homes will need to be surveyed. However, it is believed that this figure would be difficult to achieve and a 5% level of surveying is suggested, which would give a slightly lower statistically significant result (at the 95% confidence interval, plus or minus 6%).

The questionnaires for the surveys must be based on those used for the 2015 evaluation, to ensure that the data is comparable. The expert evaluator is required to review the questionnaires to ensure that they are still fit for purpose and the questionnaires are provided as separate documents.

**Stakeholder surveys**

A stakeholder survey will also be carried out by the expert evaluator. The stakeholder survey will explore the strategic added value activities and outcomes such as research and innovation, skills, business support, inward investment, environmental impacts and digital inclusion. Key regional and national stakeholders will also be interviewed to gather opinions on how the programme as a whole has performed and achieved its objectives.

CDC reserves the right to request additional services from the evaluation expert to deliver the evaluation plan, if required, subject to agreement of a fee.

# Total budget

|  |  |
| --- | --- |
| Budget | Detail |
| £52,000  exclusive of VAT  Phase 1 - £16,000  Phase 2 - £36,000 | This sum is to cover all the activities and expenses incurred with:   * Review of the evaluation plan * Compiling the evaluation reports * Review of business and household survey questionnaires and sampling procedures * Undertaking the business, household and longitudinal surveys and stakeholder surveys |

Please note, the figure reflects the maximum budget allocation for the project. Tenders that exceed this amount **will not** be considered.

# Timescale

The appointed company will need to be able to deliver in line with the following timeline:

**Phase 1**

31/03/2017 Baseline report completed

31/03/2018 2018 milestone report completed

**Phase 2**

31/03/2019 2019 milestone report completed

31/03/2021 2021 final milestone report completed

Further milestones will be agreed with the contractor before work commences.

Cornwall Council has secured the funding for a further superfast broadband rollout during 2017-2020, and is currently undertaking a £12.5m procurement to appoint a private sector delivery partner to deliver this. Undertaking Phase 2 of the evaluation is dependent on securing this delivery partner.

# Tender submission requirements

Please include the following information in your Tender submission.

* 1. Covering letter (two sides of A4 maximum) to include:
     + Contact name for further correspondence
     + Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
     + Confirmation that the tenderer accepts all the Terms and Conditions of the Contract attached
     + Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 15) to include confirmation that Equality and Diversity and Environmental policies are in place and, if successful, supporting documentation will be provided as evidence
     + Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence
     + Confirmation that the tenderer will work collaboratively with other parties appointed by Superfast Cornwall
     + Conflict of interest statement
  2. CVs of the team members that will be inputting into the work (each CV should be a maximum of 2 sides of A4). The relevant experience of team members will be assessed. Clearly state how many days each member of the team is expected to work on the project.
  3. A brief overview of the way in which the tenderer intends to approach each element of the work (max 1000 words):
     + - Review the evaluation plan to ensure it is fit for purpose (evaluation plan attached)
       - Compile the evaluation reports – Mar17 (Baseline), Mar 18, Mar 19 and Mar 21
       - Review business and household survey questionnaires and sampling procedures (questionnaires attached)
       - Undertake the business, household and longitudinal surveys
       - Undertake stakeholder surveys
  4. Two relevant examples of evaluations where the tenderer has assessed the net economic impact of a project or programme. One of these examples should be of a significant/large project or programme. (max 1000 words)
  5. One example of an evaluation where the tenderer has collected raw survey data from businesses or households. Be clear about the type of data collected, survey tools used and data analysis undertaken (max 600 words)
  6. One example of an evaluation where the tenderer has assessed the environmental impact of a project or programme. (max 300 words)
  7. A cost allocation for each of the project activities as set out below, noting that these allocations must align with the Phase 1 and Phase 2 budget amounts set out in Section 5 above:

1. Review of the evaluation plan
2. Compile the four evaluation reports
3. Review survey questionnaires and sampling procedures
4. Undertake business, household and longitudinal surveys
5. Undertake stakeholder surveys

In evaluating the tender returns, note that the cost assessment will be based on the overall total cost. All expenses are to be included within the tender prices. Additional expenses will not be paid. Costs exclude VAT at 20%.

# Tender process

This tender is being issued through an Open Tender process. The selection process will be carried out via assessment of the tender submission in accordance with the tender evaluation methodology set out below.

# Tender evaluation methodology

Proposals will be scored against the following criteria. Responses will be scored out of 5 for each criterion. A total score will be derived according to the weightings. **For more detail on each ‘Requirement’ please see Section 7.**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Requirement** | **Score** |
| 7.1 | Acceptable cover letter including confirmation of the requirements outlined in Sec. 7 | Pass /Fail |
| 7.2 | Experience of team members | 15% |
| 7.3 | Meets all the requirements of the brief. Clear explanation of the way in which the tenderer would approach the work | 40% |
| 7.4 | Two examples of evaluations where the tenderer has assessed the net economic impact of a project or programme. | 20% |
| 7.5 | One example of an evaluation where the tenderer has collected raw survey data from businesses or households. | 10% |
| 7.6 | One example of an evaluation where the tenderer has assessed the environmental impact of the project or programme. | 5% |
| 7.7 | Cost: The lowest bid will be awarded the full 5 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid, i.e;  Marks awarded = 5 x lowest bid / bid | 10% |

*Please note that by submitting a Tender, the applicant must accept the terms and conditions of CDC as outlined in the attached Terms and Conditions of the Contract*

# Tender timetable

Please submit the Tender document by email or post or in person by **12pm Monday 6th February 2017.**

If submitting electronically, please send by email to [finance@cornwalldevelopmentcompany.co.uk](mailto:finance@cornwalldevelopmentcompany.co.uk) with the following wording in the subject box: “Tender TEN396. Strictly Confidential. Superfast Cornwall 2: 2016-2022 Tender for Evaluation Expertise”

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:

“Tender TEN396. Strictly Confidential. Superfast Cornwall 2: 2016-2022 Tender for Evaluation Expertise”

Nicky Pooley

Head of Corporate Services Cornwall Development Company Bickford House

Station Road Pool

Redruth

Cornwall TR15 3QG

The envelope should not give any indication to the tenderer’s identity. Marking by the carrier will not disqualify the tender.

# Tender assessment

# Each Tender will be checked for completeness and compliance with all requirements.

During the tender assessment period, CDC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings detailed in the criteria table above.

CDC is not bound to accept the lowest price or any tender. CDC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with CDC’s internal procedures and CDC being able to proceed.

The following table provides information on how the tenderer’s response to each question will be evaluated (each criterion will be scored out of 5 and then the weightings applied):

|  |  |
| --- | --- |
| **Score** | **Details** |
| **Very Good – 5** | The response provides a very high degree of confidence of being able to support the achievement of the intended outcomes of the Project.  The response is fully detailed with appropriate explanations and supporting evidence, there are a limited number of minor issues and no major issues.  The response demonstrates many more strengths than weaknesses, that any desired standards will be exceeded in most respects (Score = 5). |
| **Good – 4** | The response provides a high degree of confidence of being able to support the achievement of the intended outcomes of the Project.  The response is detailed with appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issues.  The response demonstrates more strengths than weaknesses, that any desired standards will be exceeded in some respects (Score = 4). |
| **Acceptable – 3** | The response provides an acceptable degree of confidence of being able to support the achievement of the intended outcomes of the Project.  The response is sufficiently detailed with some appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issues  The response demonstrates more strengths than weaknesses, that any desired standards will be met (Score = 3). |
| **Concern – 2** | The response gives rise to some concerns about being able to support the achievement of the intended outcomes of the Project.  The response has limited detail with limited appropriate explanations and supporting evidence, there are a number of minor issues and a number of major issues.  The response demonstrates less strengths than weaknesses, that any desired standards may not be met (Score = 2). |
| **Poor – 1** | The response gives rise to many concerns about being able to support the achievement of the intended outcomes of the Project.  The response has limited detail with limited appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues.  The response demonstrates less strengths than weaknesses, that any desired standards are unlikely to be met (Score = 1). |
| **Unacceptable – 0** | The response by the Bidder is non-compliant, the response gives rise to many concerns about being able to support the achievement of the intended outcomes of the Project.  The response has insufficient detail with virtually no appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues.  The response demonstrates less strengths than weaknesses, that any desired standards are highly unlikely to be met (Score = 0). |

# Tender clarifications

Any clarification queries arising from this Invitation to Tender which may

have a bearing on the offer should be raised by email to: rosie.greaves@cornwalldevelopmentcompany.co.uk by the 30th January and strictly in accordance with the Tender & Commission Timetable below.

Responses to clarifications will be anonymised and uploaded by CDC to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind CDC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# Point of contact

Tenderers must provide a single point of contact in their organisation for all contact between the tenderer and CDC during the tender selection process.

# Tender and commission timetable

The anticipated timetable for submission of the Tender, completion of the project and interim tendering/contract process milestones, are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Publication of ITT and Tender Documents on Contracts Finder | 19/01/2017 |
| Final date for submission of clarifications on Contracts Finder | 30/01/2017 |
| Final date for response to clarifications published on Contracts Finder | 03/02/2017 |
| Deadline to return the Tender to CDC | 06/02/2017 |
| Evaluation of Tender by CDC | 10/02/2017 |
| Successful and unsuccessful tenderers notified | 17/02/2017 |
| Contract sent by post to successful tenderer | 17/02/2017 |
| Signed Contract returned by post | 24/02/2017 |
| Project start up meeting | TBC |
| Project end | 31/03/2021 |

# Corporate requirements

CDC wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission.

All Tender returns must include evidence of the following as pre-requisite if the Tender return is to be considered.

*Equality and Diversity*

CDC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

*Environmental Policy*

CDC is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

*Indemnity and Insurance*

The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor’s obligations and liabilities under this contract, including but not limited to:

* + Professional indemnity insurance with a limit of liability of not less than

£2 million;

* + Public liability insurance with a limit of liability of not less than £5 million;
  + Employers liability insurance with a limit if liability of not less than

£5 million

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract.

The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

In addition, the contract will be subject to the following legislation.

*Freedom of Information Legislation*

CDC may be obliged to disclose information provided by bidders in response to this tender under the Freedom of Information Act 2000 and all subordinate legislation made under this Act and the Environmental Information Regulations 2004 (Freedom of Information Legislation). Tenderers should therefore be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. CDC will proceed on the basis of disclosure unless an appropriate exemption applies.

Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if it is in the public interest.

*Prevention of Bribery*

Tenderers are hereby notified that CDC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

*Health and Safety*

The Consultant must at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other statutory and regulatory requirements.

*Exclusion*

CDC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant’s company, has been the subject of a conviction by final judgment of one of the following reasons:

* Participation in a criminal organisation
* Corruption
* Fraud
* Terrorist offences or offences linked to terrorist activities
* Money laundering or terrorist financing
* Child labour and other forms of trafficking in human beings

*Publicity*

In order to comply with the necessary publicity regulations that accompany ESIF funds all promotional material, meeting invites, questionnaires and reports must at all times comply with the latest guidelines.

The Secretary of State has published the National European Structural and Investment Fund Publicity Guidance to assist grant recipients to comply with the Regulations referred to in the paragraph above. The chosen contractor will be required to agree all project paperwork design with the project manager at the start of the contract to ensure that the necessary conditions have been met.

The appointed contractor must comply with the publicity requirements in all activities, events, and literature developed as part of this contract. The link to the ERDF publicity requirements is <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564432/esif_branding_and_publicity_requirements.pdf>.

*Sub-contracting*

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will not be allowed.

*Content ownership*

By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the project will be the property of CDC.

*Document Retention*

All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CDC at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

*Conflicts of Interest*

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and CDC or its project team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit CDC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# Disclaimer

The issue of this documentation does not commit CDC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between CDC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CDC and any other party (save for a formal award of contract made in writing by or on behalf of CDC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by CDC or any information contained in CDC’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by CDC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

CDC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render CDC liable for any costs or expenses incurred by tenderers during the procurement process.

# Attachments

1. Evaluation Plan
2. Terms and Conditions of the Contract
3. Business and household survey questionnaires and sampling procedures