



Department
for Environment
Food & Rural Affairs

Request for Quotation

Project 35724 - Comparison of models to seek efficiencies from dual beef and milk systems (comparing performance of specialist milk/beef to heritage breed multi-use cattle)

ITT - 9915

Contents

Request for Quotation.....1

 Glossary3

 Conditions applying to the RFQ3

 Acceptance of Quotations3

 Costs4

 Mandatory Requirements4

 Clarifications.....4

 Amendments4

 Conditions of Contract.....4

 Specification.....4

 Prices4

 Quotation Submission4

 Disclosure5

 Disclaimers.....5

SECTION 1: Request for Quotation

Title: Comparison of models to seek efficiencies from dual beef and milk systems (comparing performance of specialist milk/beef to heritage breed multi-use cattle)

You are invited by Defra group Commercial on behalf of Defra, to submit a quotation for the requirement described in the specification below.

Please submit your quotation via the Bravo system on or before the deadline given below.

The Timetable below is subject to change by the Authority and Tenderers will be informed accordingly.

Procurement Activity	Anticipated Date	
Publish advertisement for the procurement	04/03/2022	
Deadline for clarification questions	Date	Time
	25/03/2022	14:00 GMT
Deadline for Tenders	Date	Time
	01/04/2022	12:00 GMT
Evaluation of Tenders	04/04/2022 – 08/04/2022	
Contract award notification	13/04/2022	
Contract award	15/04/2022	
Contract start date	01/05/2022	
Service commencement date	01/05/2022	
Contract End date	01/05/2023	
Duration of Contract	12 Months	
Extension Period	N/A	

Section	Contents	Action
1	Tender Particulars	For Information
2	Evaluation	For Information
3	Specification of Requirements	For Information

Appendices	Contents	Action
A	Form of Tender	Print, Sign, Scan and Upload to Bravo
B	Authority's Conditions of Contract	For Information
C	Commercial Pricing Proposal	Complete and Upload to Bravo
D	Staff Time in Days Template	Complete and Upload to Bravo
E	Evaluation Questions	For Information
F	Commercially Sensitive Information	Complete and Upload to Bravo

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires).

Words/Expression	Meaning
“Authority”	Means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
“Bravo”	Means the e-tendering system used by the Authority for conducting this procurement which can be found at http://defra.bravosolution.co.uk .
“Contract”	Means the contract to be entered into by the Authority and the successful supplier
“RFQ”	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers

Conditions applying to the RFQ

You should examine your quotation response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation fully and accurately and that prices quoted are arithmetically correct for the units stated.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions attached in Bravo (*Appendix B*) for Short Form (Services) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).

Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

By submitting a quotation, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFQ.
- accept any liability for the information contained in the RFQ or for the fairness, accuracy, or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with Defra following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

SECTION 2: Specification

This section sets out the Authority's requirements.

1.0 Introduction

In the beef and dairy industry, most production is delivered by a small number of specialized breeds. High productivity dairy animals are often poorly suited to beef production, and dairy/beef cross breeding increases the opportunity for calves to enter the value chain. At present it is estimated that around half of all UK beef is sourced via this route. Specialist beef production relies on dedicated suckler beef breeds, with limited capability for economically viable milk production.

Recently the Net Zero strategy identified integration of beef and dairy production as a potential route to enhancing production efficiency in the UK agricultural sector by reducing the overheads inherent in maintaining two separate herds. Two alternative pathways present themselves: On one hand sourcing a greater proportion of UK beef from dairy/beef crosses is a possibility, with the potential for sire breed selection to improve the quality and carcass conformation of crosses. On the other hand, dual purpose breeds that produce reasonable milk yields and acceptable beef quality may offer a solution.

This study will explore the role of breeds, such as heritage and dual-purpose cattle, that currently contribute a smaller amount to overall production. These breeds are generally used in heritage enterprises as well as for conservation grazing. The products from these cattle can either go into the general production chain or are sold separately as market differentiated products at an increased price. There is potential however for this share to be expanded beyond specialist systems and in addition these animals hold potentially valuable genetic material which can be used to improve the overall stock within the UK.

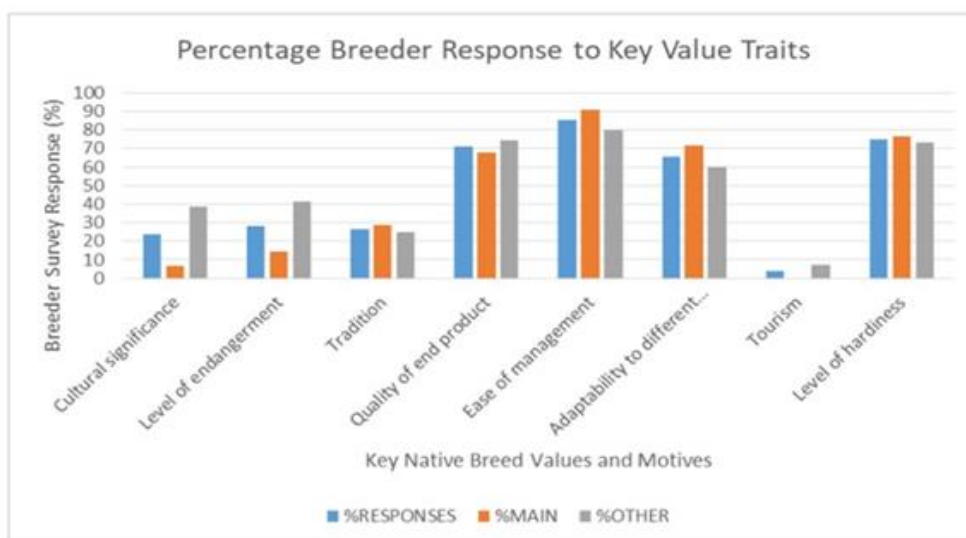


Figure 1: Reasoning behind survey participants choosing to farm with native breed cattle, the 162 respondents have been split into those which use farming as a main source of

income (77) and those which have other sources of income (85). (George Peart, BSAS 2021).

Farmers currently using native breeds do so for a variety of reasons. As can be seen from *Figure 1*, the most frequent reason given to choose a native UK breed was the ease of management followed by the related factor of level of hardiness. Adaptability and quality of the product were also marked as important especially by those for whom these cattle are the main source of income. A European study into native breeds conducted by Gandini et al. (2010) found that the reasoning behind keeping local breeds were mainly focussed on productivity and tradition. The high levels of productivity reported lead to more than 50% of farmers in this study viewing the local breed as more profitable. A large share of the productivity and profitability of these animals will depend on the input required, and with increased feed and fertilizer prices the hardiness of the native breeds can prove invaluable due to reduced input costs. A survey conducted by the Rare Breed Survival Trust (RBST) found that 64% of farmers think input costs are lower for native breeds and 59% have seen turnover increase in the past five years. Additionally, 66% see consumer concern for the environment and animal welfare as drivers in their business (RBST Survey 2021).

By investigating the potential for heritage and dual-purpose cattle to increase their share in the beef and dairy industry, either through increased use of these breeds or crossbreeding, productivity and efficiency could be improved when viewed as a whole system considering input and management factors.

2.0 Aim of the research

An evidence review is required to assess the potential for heritage and dual-purpose cattle breeds to provide either a larger share of the current dairy and beef production, or to use for crossbreeding aiming for certain traits to improve efficiency, animal health and reduce GHG emissions. This review would aim to identify the efficiency and suitability of different breeds to beef and/or dairy production and which ones hold potential for future breeding. Whilst accounting for a variety of conditions such as differences in diet, land management (e.g., conservation grazing, marginal grazing), climate and general management.

3.0 Project Objectives/Research Questions

Defra is seeking to understand the evidence more fully on:

1. The current use of heritage and dual-purpose cattle in UK farming systems and the reasoning for holding these breeds (e.g., environmental, cultural, suitability to management system or input levels, climate etc.).
2. Efficiency and productivity compared between conventional and heritage/dual-purpose breeds as well as within heritage/dual-purpose breeds, accounting for costs of production.
3. How well do current productivity models reflect heritage/dual-purpose breeds?
4. The levels of GHG emissions per measure of product and land for these breeds when compared to conventional breeds.

5. The potential for increasing the use of heritage/dual-purpose cattle in extensive and intensive farming systems, mentioning benefits and trade-offs. Including opportunities for heritage/dual-purpose cattle in forage-based diet management systems. Are there any system or geographical limitations to using heritage/dual-purpose cattle?
6. The potential benefits and trade-offs on efficiency, lifetime productivity, and health for crossbreeding heritage/dual-purpose cattle into current beef and dairy systems. Including looking at the use of Artificial Insemination (AI) and sexed semen in increased specialization, efficiency and value.
7. Opportunities for heritage/dual-purpose cattle to cope with changing climate conditions and heat stress. To what extent does the suitability of certain breeds vary between area and management systems?
8. What does the most efficient implementation look like for the use of heritage and dual-purpose breeds in different management systems when viewing productivity, production costs, welfare and GHG emissions?

4.0 The proposed methods

The methods will be evaluated with regards to the potential:

- a. Costs
 - What are the costs to business?
 - What are the costs to government?
- b. Benefits
 - How statistically accurate/reliable will the data be?
 - For what duration will the data be available for? Is it only past data or will trade data also be available in the future?
 - How granular will the data be? Does it cover imports and exports? European Union and non-EU?
- c. Operational details
 - Who are the key stakeholders involved with each of the approaches?
 - Would engagement with stakeholders be politically sensitive? Will they be willing to engage?
 - Does the approach involve legislative changes?

5.0 Payment

Please note payment will be made in **4 stages**. The payment percentage split will be as below;

- Deliverable 1 – 0% of the total cost
- Deliverable 2 – 20% of the total cost

- Deliverable 3-4 – 50% of the total cost
- Deliverable 5 – 20% of the total cost
- Deliverable 6 – 10% of the total cost

All payments will be made to successful tenderer according to the agreed milestones and deliverables. However, where there has been an overpayment made by the Authority to the Contractor, such monies shall be a sum recoverable.

Please Note:

Tenderers must be aware that all Tenders are submitted in acceptance of agreed Authority's terms and conditions of Contract (*Appendix B*). 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.

6.0 Proposed summary timetable and deliverables

We envisage that this will be a 12-month project, ending on **01/05/2023**.

Deliverables	Months after start	Proposed date(s)	Payment Stages (4)
Deliverable 1: Inception meeting with steering committee- discussion of project plan	0	From 01/05/2022	0%
Deliverable 2: Checkpoint meeting with project lead- progress update and communication of any issues	3	01/08/2022	20%
Deliverable 3: First draft of literature review and proposed method submitted	10	01/03/2023	
Deliverable 4: Presentation to steering committee of results, followed by feedback from	10	01/03/2023	50% (together with deliverable 3)

committee on first draft			
Deliverable 5: Final draft of literature review submitted.	11	08/04/2023	20%
Deliverable 6: Knowledge exchange pack for the intelligent non-scientist, consisting of 4-5 slides including visual aids for project justifications, methods and findings, plus approx. 2-page written briefing.	12	01/05/2023	10%

7.0 Dissemination of project outputs

Defra will retain ownership of all produced output from this research and final sign-off on all publications. It is expected that Defra will publish, adhering to the publication style of government, see guidance: <https://www.gov.uk/guidance/style-guide>. Draft and interim reports will be confidential.

8.0 Expertise

- The Authority expects high quality outputs. All outputs will need to be reviewed and commented on by Defra, potentially resulting in several iterations needed.
- The contractors should plan their timings and costs to account for potential multiple iterations of outputs. They must put quality assurance in place before they send outputs to DEFRA.
- A higher score will be given to those tenders that can guarantee delivery by 01 May 2023.
- Defra requires published outputs to be of a high standard, in plain English and without grammar or spelling errors. The Authority reserves the right to require the contractor to appoint, at their own expense, a proof-reader and/or copy editor if we can demonstrate that the standard falls well below similar previously published reports.
- The tables on *appendices C and D* should be provided summarising prices. The tables must be annotated to itemise any assumptions you have made, beyond those stated in this ITT.

Suppliers must not include any reference to price in their technical submission. The table should be provided as an attachment to the commercial envelope in Bravo.

8.1 Bidders will also need:

- Experience/expertise within the livestock sector.
- Strong project management skills to ensure that deliverables are produced to time and quality.
- Familiarity with the relevant literature and approaches used to measure.
- To be able to synthesise existing literature and clearly summarise and describe key findings.
- The ability to critically analyse evidence and identify and explain the underlying limitations and drawbacks.
- Good drafting and report writing skills, including the ability to communicate complex technical information.

9.0 Travel and subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

9.1 Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p

Private motorcycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g., on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

9.2 UK Subsistence

Location	Rate
London (Bed and Breakfast)	£130 per night
Rates for specific cities (Bed and Breakfast)	Bristol £100 per night Weybridge £100 per night Warrington £90 per night Reading £85 per night
UK Other (Bed and Breakfast)	£75 per night for all other locations

SECTION 3: Evaluation

1.0 Evaluation criteria

Evaluation comprises the stages set out in the table below. More information on evaluation criteria is set out in Bravo

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	Organisation and Contact Details	This stage is not scored but you will be eliminated from the procurement if the information is not provided in full.	Pass/Fail
Stage 3	Grounds for Mandatory Rejection	This stage is not scored but if you answer “Yes” to any of the questions the Authority will reject your Tender.	Pass/Fail
Stage 4	Grounds for Discretionary Rejection	This stage is not scored but if you answer “Yes” to any of the questions the Authority may reject your Tender.	Pass/Fail
Stage 5	Financial & Economic Standing	This stage is not scored but you may be eliminated from the procurement if the Authority believes your organisation does not have the financial resources to provide the goods/services required.	Pass/Fail
Stage 6	Technical & Professional Ability – Project Specific Requirements) (Technical Questionnaire - Annex E)	This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.	Scored. The Total Technical Score will be produced by the sub-weighted scores of the following questions: F01 – Sustainability –

			Pass/Fail F02 Health and Safety - Pass/Fail E01 - Organisational Experience, Capability and Resources - 10% E02 – Understanding Project Objectives - 10% E03 – Approach and Methodology – 50% E04 – Proposed Project Team – 20% E05 – Project Management – 10%
Stage 7	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule	Scored
Stage 8		If you pass stages 1 to 5 your Tender will be evaluated in stages 6 to 7 The final score is calculated as follows: 70% is made up of the total of Stage 6 30% is made up from Stage 7	Scored

Stages 1-5

- 1.1 The Authority will review your responses to these stages. The Authority may choose to reject your submission based on your responses, as detailed in the table above.

Financial standing (pass/fail)

- 1.2 The Authority will review the economic information provided in Stage 5 of the response form 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.

- 1.3 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 your parent company, if applicable; and/or
- 1.4 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.
- 1.5 The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure.
- 1.6 **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.
- 1.7 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 1.9 are applied.
- 1.8 Each question will be scored separately, and no reference will be made between the questions.
- 1.9 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.
- 1.10 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.
- 1.11 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.
- 1.12 Tender responses will form part of the Contract awarded to the successful Tenderer.

2. STAGE 7: TECHNICAL REQUIREMENTS

Technical evaluation

The information received in the Tender submission will be evaluated against the following contract award criteria and weightings:

- **Technical** (Quality) – 70% weighting of overall score. This is broken down as specified in the table below.
- **Commercial** (Cost) – 30% of overall score (further details provided below).

The Tender submission comprises information submitted for the technical criteria (described below) and commercial (cost) criteria (described below). **Please note that information on prices should not be included with the information provided for the technical criteria.**

Scoring Criteria – Technical Evaluation

The Technical Evaluation will be scored as follows:

Scoring Criteria (for information)

- **For a score of 100:** Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full providing additional added value.
- **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 any of the questions F01 - F02 they will be eliminated from the procurement.

To meet minimum standards for this Request for Quotation, if a score of 20 or less is awarded for one or more of the technical criteria (E01 to E05), the Tender will be rejected.

The maximum score will be awarded to the Tenderer who receives the highest technical marks. The remaining Tenderers will receive scores on a pro rata basis from the highest to the lowest technical marks. The calculation used is the following:

Score = Technical Score / Highest Technical Score x 70 (Maximum available marks)

For example, if three Tender Responses are received and Supplier A receives 500 marks for their Response, Supplier B receives 400 and Supplier C receives 300, then the calculation will be as follows:

Supplier A Score = $500/500 \times 30$ (Maximum available marks) = 30

Supplier B Score = $400/500 \times 30$ (Maximum available marks) = 24

Supplier C Score = $300/500 \times 30$ (Maximum available marks) = 18

2.1. Details of the technical criteria and information requirements/Questions

(See Annex E)

3) Accessibility requirements

Contractors are expected to meet government requirements for accessible reports (guidance is available here: 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

APPENDIX A

FORM OF TENDER

To be returned by **12:00** GMT on **01 April 2022**

TENDER FOR THE: **Comparison of models to seek efficiencies from dual beef and milk systems (comparing performance of specialist milk/beef to heritage breed multi-use cattle)**

Tender Ref: **9915**

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 to be confirmed)** for the period specified in the ITT.
 - Tender Particulars (*Section 1*)
 - Specification of Requirements (*Section 2*)
 - Evaluation (*Section 3*)
 - 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

Date

In the capacity of

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

Postal Address

Post Code
Telephone No.

Email Address:

APPENDIX B

AUTHORITY'S CONDITIONS OF CONTRACT

This Document is available on BRAVO Portal

APPENDIX C

Commercial Pricing Proposal

This Document is available on BRAVO Portal

APPENDIX D

Staff Time in Days Template

This Document is available on BRAVO Portal

APPENDIX E

Technical Evaluation Questions

This Document is available on BRAVO Portal

Details of the technical criteria and information requirements/Questions

F01 - Sustainability - Pass/Fail

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:

<https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement>

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.

Your response should:

- demonstrate that the Tenderer has a sustainability policy in place; and
- provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract.

A "fail" will be allocated to a response that does not demonstrate any evidence of addressing sustainability.

Please upload your response with filename 'Your Company Name_F01'. Your response must be a maximum of 2 sides of A4, minimum font size 10.

F02 - Health and Safety – Pass/Fail

Tenderers should provide details of suitable procedures for Health and Safety.

A "Fail" will be allocated to a response that does not demonstrate any evidence of addressing Health Safety.

Please upload your response with filename 'Your Company Name_F02'. Your response must be a maximum of 2 sides of A4, minimum font size 10.

If a Tenderer receives a 'Fail' in any of the questions F01 - F02 they will be eliminated from the procurement.

If a Tenderer scores 20 or less using the 'Scoring Criteria' in Section 2: Tender Evaluation (Paragraph/stages 1.8); for any of the questions E01-E05 the Authority may choose to reject the Tender.

E01 Organisational Experience, Capability and Resources (Weighting: 10%)

Please describe your organisation's capability in delivering research projects that are relevant or comparable to this specification. Please include a list of up to 5 references to relevant publications and or projects that your organisation has managed within the last 5 years. Please describe any resources that you think are relevant to delivery of the project such as data, software, or code.

Your response must be a maximum of 2 side of A4, font size 12. Please upload a document with the filename: "E01 - Your Company Name"

Evaluation criteria

Higher marks will be awarded to submissions which demonstrate:

- Significant and relevant recent experience and capability of effectively delivering comparable projects to those required for delivering these Services
- Overview of relevant resources selected to deliver the previous projects including, library or literature search facilities, computing facilities, software, data, and code and how these apply to the method chosen to deliver these Services.

E02 Understanding Project Objectives (10%)

Please provide an overview of your understanding of the project and the objectives of the research. This section should demonstrate your understanding of the project, the key issues / challenges involved in carrying out the research and provide an overview of how your recommended approach and method will address the research questions posed. In this section you should describe your overall approach and how the elements of your proposed methodology link back to the research questions.

Your response must be a maximum of three sides of A4, font size 12 (including diagrams). Any responses exceeding three sides of A4 will not be evaluated beyond the last page. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E02 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- An understanding of the rationale and context for the project

- An awareness of the key issues and challenges in relation to carrying out the project and achieving the aims and objectives, and how these will be managed
- Clearly show how your overall recommended approach will address each of the research questions

E03 Approach and Methodology (Weighting 50%)

Please detail the methodology to be adopted to answer the research questions and meet the project aims and objectives. The Tenderer should set out in detail each element of the methodology and how this will be carried out, including the approach, design, analytical strategy, and any related risks. The Tenderer should demonstrate their knowledge of relevant research approaches that could be used to and suggest an appropriate methodology that will deliver the full scope of requirements in the specification. Any input required from the Authority should be outlined, as well as the approach to dissemination of the findings.

Your response can be a maximum of 8 side(s) of A4, font size 12. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E03 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- A clear approach to each of the objectives
- Understanding of the research and analytical methods to be used, and data analysis requirements
- Understanding of how the methodological elements will link together and answer the research questions
- Knowledge of relevant research approaches that will deliver the full scope of requirements
- How each element of the specification of requirements (SoR) outlined in section 3 will be fulfilled
- An awareness of appropriate dissemination activities
- An awareness of risks associated with the methodological approach, including risk rating and proposed mitigation measures
- The level of input and guidance that the successful bidder will require from the Authority

E04 Proposed Project Team (Weighting: 20%)

Please provide details of the proposed project team and team structure that you intend to use to deliver this project, including any sub-contractors and/or associates. CVs for key staff should be submitted to support your response (max 2 A4 sides per CV). In your

response, please include a table showing the staff days expected to be spent on the project per task, including both specialists and assistants. Please **do not** provide any financial data or day rates within this part of your tender.

Please identify the individual(s) who will have overall management responsibility for the research and/or identify the Project Director and nominate a representative for day-to-day contact with the Authority's Project Officer.

Your response must be a maximum of 2 side(s) of A4 font size 12. Please also include a completed Appendix A. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E04 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- Senior staff are putting sufficient time into the key phases of the project
- the individuals who make up the proposed team have sufficient and relevant experience, influence/authority, and capability to successfully deliver this project
- the size and structure of the proposed project team is sufficient to ensure that adequate resources have been allocated for all the required roles and responsibilities
- 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.
- The experience of the staff proposed is appropriate to the roles allocated.
- staff retention plans are in place to minimise turnover of key staff members
- the individuals who will fulfil key roles Project Director and Project Manager

E05 Project Management (10%)

Please detail the adequacy of the proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and Gantt chart.

Your response must be a maximum of 2 side(s) of A4, font size 12. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E05 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate

- Your organisational approach to project management and how this is implemented

- How you plan to keep the authority informed of progress made and any difficulties encountered
- A Gantt chart presenting timelines and inter-dependencies between work streams, particularly sequencing of work

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.

APPENDIX F

Commercially Sensitive Information

Commercially Sensitive Information (Attached)

Please re-produce and upload as an attachment on Bravo if applicable

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