

UK Centre for Ecology & Hydrology
Maclean Building, Benson Lane
Crowmarsh Gifford, Wallingford
Oxfordshire, OX10 8BB
United Kingdom

Telephone: +44 (0) 1491 838800
Main Fax: +44 (0) 1491 692424
www.ceh.ac.uk

Date: 26/07/2021

Dear Sirs,

Invitation to Tender for Occupational Health Provider
Reference: SH076-20

The UK Centre for Ecology and Hydrology ("UKCEH") invites you to quote for the provision of services as detailed in the attached documentation:

0. This Invitation to Tender letter
1. Instructions for Tenderers
2. Invitation to Tender Questionnaire
3. Proposal for Sustainable Procurement
4. Specification
5. Contract Terms
6. Evaluation Scoring Matrix
7. Form of tender
8. General Data Protection Regulations Questionnaire
9. UKCEH Vendor Cyber Assurance Questionnaire
10. Procurement Due Diligence Questionnaire
11. Pricing Schedule
12. Data Protection Impact Assessment (DPIA)

If you do not receive any of the documentation please contact the writer in the first instance.

Address for returning tender

Your quotation must be received by UKCEH by email to procurement@ceh.ac.uk by 12:00 on 20/08/2021. It is the responsibility of all tenderers to ensure that their response is received no later than the appointed time. Bids received before that time will not be opened until the stated closing time. UKCEH may reject tenders received after that time.

Contract duration

The contract duration is 2 years with a potential extension of 2 years (1+1).

UKCEH is not bound to accept the lowest priced or any quote and is not bound to accept the tenderer as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and your VAT registration number given.

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Format of Bids

Tenderers should submit their bids in the following format:

1. ITT Questionnaire response including any requested attachments clearly marked in relation to the question to which they refer
2. Form of Tender
3. Procurement Due Diligence Questionnaire
4. Pricing Schedule

Tender evaluation

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Price	40%
Quality	50%
Sustainability	10%

By providing us with a quotation you agree to be bound by the terms and conditions which will apply to any contract awarded.

Tender programme

This programme is provisional and may be subject to change but will be adhered to by UKCEH as far as reasonably practical:

ACTIVITY	DATE
Advertisement date	26/07/2021
Start clarifications stage	28/07/2021
End clarifications stage	18/08/2021
Deadline for receipt of bids	20/08/2021
Inform bidders of award	13/09/2021
Implementation Starts	04/10/2021
Services Starts	01/01/2022

Enquiries and requests for clarifications must be sent to procurement@ceh.ac.uk with the ITT reference number in the subject line.

Please acknowledge receipt of this ITT and confirm if you intend to submit a bid.

Yours faithfully,
UKCEH Procurement Function
procurement@ceh.ac.uk
01491 692253