

Single Tender Action**FORM C (v18)**

Check you are using the most [up to date form](#) from the Easinet – guidance [here](#)

All STAs should present a clear case that awarding the contract to the selected supplier presents Value for Money (VfM) and associated risks have been assessed and suitably managed. For STAs £10,000 (any value for Technology STAs) and above in value, DgC will assess the STA form prior to providing commercial advice and this assessment may require further information from the business lead.

National team or Area name	Humber & North East
Function	ncpms

FSoD Ref

F/2324/0270

Use this form to obtain authorisation for a sole source supplier in accordance with Financial Scheme of Delegation.

Note:

- P1 exceeding £250k will be noted retrospectively to the EA Board.

Note: If this Form C relates to any IT spend (contract, purchase or otherwise) please send this to Di Sellick at [FSoD IT TAB CIS](#).

1. **Completed by:** (The Form will be returned to this person unless otherwise specified).

Name



Date

15/5/23

2. [Defra Commercial \(procurement\) contact:](#)

(required from £10,000 and above (any value for DDTS tech category) – this will be **rejected** if left blank).

Name



Please note: you will need to speak to Commercial to gain agreement from them that you can use their name. The Commercial contact will also need to supply you with the consultee name for Section 10 below, in accordance with Section C5 of the [FSoD](#).

3. **Supplier/Contractor**

Please insert full supplier address.

Bedford Pumps Limited



4. **Description of contract**

4.1 Please specify what goods/services are being procured and why.

Please [click this blue link](#) below and copy the number and name from the excel database (this form will be returned to you if any of this is missing):

[SOP Category number and name:](#)

27000000 Engineering Goods.Engineering Goods.Tools & General Machinery 5224100000
EXP - PURCHASE OF GOODS/SERVICES - OTHER

Description:

Procurement of a 300Kw, SBF100.12.12 Fish friendly pump for the new Holderness Drain pumping station as per attached quotation.

Quotation valid for 30 days from 15th May 2023.

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5.1 Category of Single Tender Action:**Double click** on the square and click 'checked':

- ☒ Sole source supplier
☐ Contract Award to Field Teams
☐ Contingent labour/temporary staff
☐ Emergency

5.2 Specify type of Form C:**Double click** on the square and click 'checked':

- ☐ Extending existing framework
☐ New contract
☒ Purchase of goods/equipment
☐ Subscription
☐ Statutory requirement (e.g. NAO)
☐ Other (please state).....

5.3 Specify type of expenditure:**Double click** on the square and click 'checked':

- ☐ Revenue/Resource
☒ Capital

5.4 Contract start date: 15/05/2023**5.5 Contract end date:** 31/07/2024**6. Project details (if applicable)**

If this Form C is linked to a project then please give the details of the project.

Project Title	Holderness Drain FAS		
SOP Project Code	ENVIMNE000114	Authorised Cost	£35,500K
FSoD reference*	F/1920/0228 (FBC) F/2122/1161 (BCUR)		

* If your project is at £100k or more, you should have an FSoD reference.

7. Amount for approvalThis cost will determine the approval route – if in doubt check the [FSoD Easinet page](#).

£326,178

If the value is **£10k or above** please email this to your [FSoD Co-ordinator](#) who will arrange the approvals. Otherwise, you can arrange approval with your Grade 7 manager and retain the form in line with the document retention schedule.

8. Justify the use of single tender action (STA)

Please give full explanation why this is the only supplier that can provide the goods & service. Include what actions have been taken to verify this (such as outcomes from [advertising on Contracts Finder](#)). This form may be rejected if the justification given is not sufficient. Make sure you contact Defra Commercial to [justify any non cost / quality criteria](#).

Guidance: Consult with your Defra Commercial contact to assist in this section if required.Awarding a single tender is **only** permissible in the situations listed below:

1. There is a definite threat to staff or public safety (emergency);
2. They have the relevant methodology to complete an assignment previously let by competitive tender (compatibility);
3. They are the only supplier with the expertise and/or equipment to complete the task (sole supplier);
4. They hold sole access rights to intellectual or property rights (property rights)
5. Contract Award to Field Teams

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6. Engaging ex-employees

Please indicate which criteria the intended contract meets and provide details to support this giving a full explanation why this is the only supplier that can provide the goods & service. Include what actions have been taken to verify this (such as outcomes from [advertising on Contracts Finder](#)). This form may be rejected if the justification given is not sufficient. Make sure you contact Defra Commercial to [justify any non-cost / quality criteria](#).

How will value for money be evidenced or achieved?

Given that market prices will not be tested, how will you ensure that the supplier's quoted contract price is reasonable and acceptable? E.g., benchmark prices/negotiated discounts etc.

We wish to purchase a spare pump for the new build "Holderness Drain Pumping Station" at East Hull. This pumping station is currently under construction by our delivery partner JBAB who has procured the manufacture and supply of 4 number duty pumps from Bedford Pumps.

This is a spare pump to replace any of the 4 in service duty pumps should the need arise. As such it has to be the same size, type and model as the 4 already purchased so we have to procure this pump from the same manufacturer and supplier as the existing 4 pumps. These pumps are manufactured to order and are not interchangeable with any other manufacturers products.

The Canister Pumps and pipework have been specifically designed, tailored and manufactured for the application and duty flows arising from the modelling of the Holderness Drain Pumping Station, and are unique to Bedford Pumps design.

Mechanically the pumps have been designed to be installed in a vertically mounted canister, the bottom of which has a tapered section to support the pump body, this taper is unique to the Bedford design and no other pump can be simply fitted to the canister.

Electrically the motors are unique and have been designed to operate, directly coupled to the pumps, no other motor would function. For the required pump duty points, specific Variable Frequency Drives have been selected and are installed in a bespoke MCC which again has been specifically designed to service the electrical system as a whole.

In short, the Bedford Pumps cannot be replaced by an off the shelf item, neither can they be simply manufactured by another manufacturer.

Instead of awarding a compensation event to the contractor to procure this additional pump we wish to procure this directly from the manufacturer so we save the 8.5% fee (£26,786) and other costs that would be incurred if JBAB purchased the pump on our behalf.

In addition to this the use of Bedfords Pumps to supply the original 4 pumps would have gone through the contractor (JBAB) competitive procurement process when Bedfords were originally selected for the supply of the pumps so although we are going directly to one supplier for this equipment, that supplier has already gone through a competitive selection process.

A spare pump was requested by the Asset Performance Team for resilience based on the long lead in time for a new pump (32 weeks). The provision of a spare pump was justified and authorised in the BCUR dated 11/4/22.

9. Knowledge Transfer (if applicable)

What measures are being taken to ensure that knowledge is transferred to the business (if possible) so that we avoid the risk of recurring single tender actions with the same supplier or individual?

N/A

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10.
Consultation
support

Name to be *supplied by Commercial officer identified in section 2*

For DgC ONLY for £10,000 and above only (or any value Tech category STAs)

DgC Advice:

- Please give a full explanation of why you support/do not support this STA. Include what actions have been taken to verify that this is the only supplier, confirming a strong case for VfM exists and Risks are acceptable or at least made clear to the department.
- Risks could include fairness, specifying requirements leading to a distortion of the market, lack of competition, single supplier power to leverage prices in future, an over reliance on a single product or supplier, a reduced scope or contract value to avoid a higher value procurement (including annualised contracting) unless justified.
- Where the value of the STA is above the applicable PCR2015 procurement threshold a separate DgC STA Contract Award Report is required and should be shared with the business lead.

I can/cannot confirm that this Single Tender Action justification meets the requirements of the PCR 2015.

Dated: 22/08/2023

Name (CAPS): [REDACTED]

ACTION: Now send to the FSoD team with an email clearly confirming your consultation advice.

Please note that the Learning and Development team may also wish to review this.

From: [REDACTED]
Sent: Tuesday, August 15, 2023 8:28 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Form C Holderness _ post Infra Cat Board.

HI team

I confirm my support for the attached form C and confirm that it as been through the necessary Commercial Category Board for endorsement.

Pleas can you now progress and obtain the required business sign off.

Regards

[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: Tuesday, August 22, 2023 12:44 PM
To: [REDACTED]
Subject: RE: For Consultation Approval: Form C Bedford Pumps Limited - Holderness Drain FAS

Hi [REDACTED],

Having discussed this with [REDACTED] I am content to endorse this recommendation. Thank you.

Best regards,

[REDACTED]
[REDACTED]
[REDACTED]

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FSoD approval *(this section should be completed by the FSoD co-ordinator)***Business
approver****Direct approval
by email to
FSoD required**

Name	[REDACTED]
Job Title	[REDACTED]
Date	31/08/2023

Approval email details (will be added by FSoD Co-ordinator for those at £10k and over):

From: [REDACTED]
Sent: Thursday, August 31, 2023 12:36 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: For FSoD Approval: F/2324/0270 Form C Bedford Pumps Limited - Holderness Drain FAS

This has my approval

Cheers

[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: Thursday, September 7, 2023 10:24 AM
To: [REDACTED]
[REDACTED]
Subject: RE: Form C Holderness _ post Infra Cat Board.

Hi,

The value approved in your attached F_2324_0270 Form C is for £315,140. The change / increase in value required for the purchase of the pump is £326,178.

Nothing has been spent so far. The quote for £326,178 expires at the end of September. If the Form C could be updated with the increase and recirculated for information only to the approvers.

Thanks

[REDACTED]

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