



**Request for Quotations (RFQ)**

**Acoustic damping for the engine room at EBRI**

**May 2015**

**Invitation to Tender Ref: AU/221/0515/ADER**

**Closing date:** 12 noon, 29th May 2015

### 

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**OVERVIEW AND BACKGROUND**

**Introduction to Aston University**

Founded in 1895 and a University since 1966, Aston University is a research-led university known for its world-class teaching quality and strong links to business, industry, and the professions. At Aston we focus on academic excellence, delivering high quality teaching and research in an inspiring, creative environment.

* Approximately 10,500 students from over 130 countries are currently enrolled at Aston. We promote the concept of ‘global citizenship’ amongst our students by offering free language tuition and creating opportunities for everyone to benefit from the diverse nature of the Aston community
* The University is divided into four Schools: Aston Business School; School of Engineering & Applied Science; School of Languages & Social Sciences; School of Life & Health Sciences
* Aston has a strong reputation for its links with business and industry dating back to its origins in the 19th century.

**Highly employable graduates**

Aston University is well known for its graduate employability record thanks to its professionally and vocationally relevant courses, placement years and outstanding careers service. For over 20 years Aston has been a leading graduate employer.

Aston’s close and established links with business, the public sector and the professions ensure that our degree programmes are inspiring, challenging and constantly updated. They equip our students with essential work-related skills and the majority of students take a placement year with an employer or spend a year studying abroad, giving them valuable work and cultural experiences and a head start in finding a graduate level job.

**Exploitable research**

Aston University has an excellent reputation for innovative, ground breaking research. We turn our knowledge into products, processes, practices and policies to meet the needs of people, businesses, organisations and society. Aston University focuses on high quality fundamental and applied research with the potential to have an impact on the real world around us. Our research sets out to provide practical solutions to the pressing concerns faced by humankind such as healthy ageing, mass telecommunications and sustainable bioenergy.

*Aston University research successes include:*

* The invention of the leading brain cancer drug, Temozolomide, which has annual sales in excess of $1bn
* The invention of the world’s first intelligent robotic drill, used in cochlear implant surgery
* Aston’s Centre for Forensic Linguistics is working closely with the Police to advance the understanding of the language of crime
* GEM (Global Entrepreneurship Monitor) based at Aston, is the world’s largest and most comprehensive research study of entrepreneurial attitudes, activities and aspirations.

**Employer-led programmes**

Aston works with employers to design programmes that fit the needs of their organisation. Clientsinclude BMW, E.ON and the NHS.  Many of Aston’s undergraduate and postgraduate courses have been developed in conjunction with business partners to ensure our graduates will have the skills future employers require.

**Professional development opportunities**

Aston is committed to providing Continuous Professional Development (CPD) opportunities and offers CPD in subjects including engineering and healthcare. The University offers short and long courses, distance learning, certificates, diplomas and Masters Degrees across a wide range of subjects.

**Working with business**

Aston academics work on research projects with businesses through schemes such asTechnology Strategy Board Programmes, Knowledge Transfer Partnerships, CASE Awards andother industrial collaborations. Aston’s Business Partnership Unit operates at the commercial edge of university research and teaching, linking businesses to the University's academic expertise.

**A world-class campus**

Aston Student Villages offer a high standard of student accommodation on campus - providing 2,400 brand new rooms, all built to the highest standard, with en-suite bathrooms.   
Our self-contained green campus in the centre of Birmingham is something we are very proud of. Our commitment to sustainability here at Aston has seen the university awarded the Platinum phase award, as part of the national EcoCampus scheme.

*Key facts:*

* A state-of-the-art Library
* Aston University’s Doug Ellis Woodcock Sports Centre
* Building on the international reputation of research groups within Aston’s School of Life & Health Sciences, the Aston Brain Centre is a unique centre for the study of the human brain in health and disease, specialising initially in the study of child development
* The Aston University Engineering Academy
* The European Bioenergy Research Institute provides new research facilities and an innovative pilot scale plant designed to extract energy from low-grade bio wastes.

**For more information visit our website at:** [**www.aston.ac.uk**](http://www.aston.ac.uk)

### GENERAL CONDITIONS OF TENDERING

1. **Invitation to Tender Instructions**

Responses to this Invitation to Tender must be submitted in accordance with the following instructions. We may reject applications not complying with these instructions.

These instructions are designed to ensure that all Suppliers are given equal and fair consideration. It is important that you provide all the information requested in the format and order specified. Please contact the Central Procurement Team (Procurement) if you have any doubt as to what is required or will have difficulty in providing the information requested.

1.1 You must ensure that you have read all instructions provided via In-Tend and return all required documents by the due date and time as indicated on In-Tend.

1.2 All attachments should be cross referenced; noting the question number the attachment relates to i.e. *[ref no/supplier name/question number]* and must be in a Microsoft Office or PDF format as we are unable to open other formats. Anything that is submitted in a non-supported format may not be considered.

1.3 The evaluation team reserves the right to seek further information to support the information in the form of clarification questions which will be issued via In-Tend.

1.4 Please note that this will be an electronic evaluation and adjudication based on the responses provided within this document, It is imperative that you complete all of the sections as fully and in as concise a manner as possible. If you do not complete all sections, or do not provide appropriate supporting evidence and information, your application may be disqualified or your overall rating following adjudication may be adversely affected.

1.5 It is in your interest to ensure that adequate, appropriate responses are made to each section of the questionnaire within this document, and that adequate and appropriate supporting evidence is provided.

1.6 Do not leave any questions unanswered; otherwise they will be given a zero mark and may result in your application being excluded from the process.

1.7 Please note that questions answered incompletely because the information is ‘not available’ or is ‘confidential’ will be given a zero mark and may result in your submission being excluded from the process.

1.8 Please ensure all documents requested are enclosed with your response otherwise you will be given a zero mark that may result in your submission being excluded from the Invitation to Tender procedure.

1.9 Please answer the questions specifically for your company only and NOT for any group (if you are part of a group of companies). Where you are submitting details covering a consortium bid, you should make clear where and how your submission relates to individual consortium members. Any contract awarded will be placed with a prime Contractor who will take full contractual responsibility for the performance of all obligations under the contract.

1.10 Documents will be issued, and the responses received using our e-Invitation to Tender web portal: <https://www.intendhost.co.uk/astonuniversity/>

1.11 Documents will be received via the In-Tend e-tendering web portal <https://www.intendhost.co.uk/astonuniversity/>. You must submit your response through the portal. If you are unable to do so, please contact us through the In-Tend website using the correspondence function.

1.12 The web portal will not allow responses to be uploaded after the time and date stipulated in the timescales set out within Section 10 of this document. Unless you are informed of an extension to the return date via In-Tend, Aston University shall not consider responses received after that time.

1.13 Aston University is committed to meeting its responsibilities under the Freedom of Information Act 2000 (“FOIA”):

* All information submitted to Aston University may need to be disclosed in response to a request under FOIA.
* Any material marked ‘confidential’ and/or ‘commercially sensitive’ or equivalent sent to Aston University should not be taken to mean that Aston University accepts any duty of confidence arising from that marking.
* Any decision to disclose information will be undertaken in accordance with the FOIA. Where appropriate we will try to consult with all third parties who may be affected by a disclosure of Information. We may still be obliged to disclose Information without consulting or obtaining consent from the third party, or despite having taken the third party's views into account.

For further information on FOIA, please refer to Aston University’s FOIA policy <http://www.aston.ac.uk/about/university-governance/university-regulation/foi/>

1.14 It is your responsibility to ensure that you download and review all of the documents listed in the Invitation to Invitation to Tender. Please inform Procurement if you are unable to access any documentation through the correspondence function of the e-Invitation to Tender web portal <https://www.intendhost.co.uk/astonuniversity>.

1.15 All communication relating to this Invitation to Tender must be forwarded to Procurement through the correspondence function of the e-tendering web portal <https://www.intendhost.co.uk/astonuniversity>.

1.16 Suppliers should make themselves aware of the specific requirements of the Invitation to Tender exercise and of the goods and services to be provided. All enquiries relating to this Invitation to Tender must be made to Procurement via <https://www./in-tendhost.co.uk/astonuniversity>, not less than 5 days prior to the specified deadline date for responses to be returned. If the answer to a question raised by a Supplier alters or supplements the basis for the proposals, then the relevant document will be revised and issued to all Suppliers. Aston University reserves the right to amend the enclosed documentation at any time prior to the deadline for receipt of responses. Any such amendments will be issued to all Suppliers. Where amendments are significant Aston University may, at its discretion extend the deadline for receipt.

1.17 Clarification by Aston University to any enquiry, as well as the enquiry itself will be notified to all Suppliers, without disclosing the name of the Supplier who initiated it. The Supplier must not discuss this Invitation to Tender with any other member of Aston University staff involved in the Invitation to Tender before the closing date unless Procurement redirects the enquiry to an authorised person for a direct response.

1.18 Responses must be submitted strictly in accordance with this documentation. The Supplier may not alter the documents in anyway including re-formatting. Should you discover any discrepancies therein or be in any doubt as to the meaning thereof you should notify Procurement through the correspondence function of the e-tendering portal: <https://www.intendhost.co.uk/astonuniversity>.

1.19 No response or any part of it shall be deemed to have been accepted unless such acceptance shall have been notified to the Supplier in writing by Aston University. Aston University reserves the right to accept or reject all or part of a response without being bound to accept the whole response.

1.20 Where Aston University discovers any errors or omissions in your response, this will be pointed out and you may be given the opportunity either to confirm the response or to correct the error or omission. Your decision and any subsequent adjustment must be confirmed in writing and submitted through the correspondence function within the web portal. Aston University reserves the right to disqualify incomplete responses.

1.21 The Supplier warrants that the prices in their response have been arrived at independently, without any consultation, communication, agreement or understanding, either for the purpose of restricting competition or on any matter relating to such prices, with any other supplier, or with any competitor, and prices are fully inclusive to meet the requirements of the Invitation to Tender. To this effect, please complete and return Schedule E with your submission.

1.22 The Supplier must obtain all information necessary for the preparation of their response to this Invitation to Tender. Information gathering will be the Suppliers own responsibility and must be done at their own expense. Information provided to Suppliers is supplied only for general guidance in the preparation of the Invitation to Tender. Suppliers must satisfy themselves by their own investigations about the sufficiency of information and no responsibility is accepted by Aston University for any loss, damage or expense of whatever kind arising from the use by Suppliers of such information.

1.23 This Invitation to Tender is subject to the terms and conditions stated in this document. Offers made subject to additional or alternative conditions may be rejected on the grounds of such conditions alone.

1.24 Please be aware that the project will be part funded by the European Regional Development Fund.

1. **Evaluation & Award Criteria**

Aston University will evaluate the responses to the Invitation to Tender based on the following criteria:

|  |  |
| --- | --- |
| Compliance with Specification | Pass/fail |
| Price | 40% |
| Technical | 40% |
| Expertise | 20% |
| **TOTAL** | 100% |

Aston University does not bind itself to accept the lowest price. The contract will be awarded on the basis of most economically advantageous tender to EBRI, Aston University. Account will be taken of any factors which impact on the provider’s suitability that emerge from the tendering process and relate to information previously provided by the provider.

Unsuccessful providers will be notified about why they have been unsuccessful.

1. Award of contract

The preferred supplier will be recommended by the project team based on the results of the evaluations. The successful Supplier will be notified in writing.

1. Results of Invitation to Tender

All Suppliers will be informed in writing via the web portal whether or not they have been successful once the final decision has been made.

1. Scope of Contract

This Invitation to Tender is undertaken as an open Invitation to Tender advertised on Contracts Finder; Aston University Website and Aston University’s In-Tend e-procurement portal..

The supplier will be required to work in close co-operation with the EBRI in-house engineering team and contractors and necessary to complete the required tasks.

*Please be aware that the project is part funded by the European Regional Development Fund.*

1. Contract

Any contract which may result from this Invitation to Invitation to Tender will be based upon Aston University’s Standard Terms and Conditions of Contract**,** the Specification and any further information, the Form of Invitation to Tender, the successful Supplier’s response to this Invitation to Tender, the Proposed Form of Contract, and any changes which may be agreed in writing following clarification which, taken as a whole, shall comprise “the Contract”.

1. **Contract Period**

The contract period will be 8 June 2015 until the works are completed to Aston University’s satisfaction. This will be before 30 June 2015.

1. **Submission of Invitation to Tender**

Your response must be uploaded to the Aston University e-tendering system no later than **12:00 (Noon) on 29 May 2015.** (<https://in-tendhost.co.uk/astonuniversity/>)

1. **Language of the Response**

The response must be submitted in English.

1. Approximate Timetable:

This may be subject to change; any changes will be communicated via In-Tend.

|  |  |
| --- | --- |
| Procurement Process | Date |
| Tender published | 18th May 2015 |
| Tender Return | 29th May 2015 |
| Evaluation of responses | 29th May – 2nd June 2015 |
| Recommendation Approval | By 3rd June 2015 |
| Suppliers notified of Outcome | 3rd June 2015 |
| Contract signed | 5th June 2015 |
| Contract Start Date | 8th June 2015 |

**SPECIFICATION**

**BACKGROUND INFORMATION - EBRI**

### The European Bioenergy Research Institute (EBRI) at Aston University is a world-leading centre for bioenergy research and technology development. EBRI is home to both academic and industry-facing teams that aim to accelerate the commercial deployment of emerging bioenergy technologies. EBRI’s research and technology capabilities extend to cover the breadth of advanced thermal and biological conversion processes, including gasification, pyrolysis, anaerobic digestion and thermo-chemical refining of biomass and plastics to high-quality engine fuels.

The bioenergy sector is an acute priority for the West Midlands region as geographic constraints limit the region’s potential to generate renewable energy from alternative technologies such as wind, marine and tidal power. Similarly, the commercialisation of emerging bioenergy technologies can stimulate growth in the region’s manufacturing, power technologies and engineering sectors and lead to the development of an internationally competitive bioenergy supply chain.

Whilst the West Midlands has a significant number of companies and sectors with potential to operate in the bioenergy sector, their entry into the market can be hindered by an information deficit and lack of access to specialists and experts. To encourage and enable West Midlands businesses to take advantage of growth opportunities in the bioenergy sector EBRI has been awarded funding from the European Regional Development Fund (ERDF) to deliver a programme of structured industry engagement.

This programme – the EBRI ERDF Project - is designed to support the development of a regional bioenergy supply chain and promote the adoption of innovative new bioenergy technologies across the West Midlands. See EBRI ERDF Project website for more details (<http://bioenergy-midlands.org/>).

**Requirement Specification**

### EBRI has to solve the problem of high noise levels in the engine room at the EBRI plant, in order to comply with the H&S requirements inside the building and also to reduce the environmental impact outside it. The solution may be treating the noise at source, installing acoustic barriers on the walls and/or getting acoustic doors.

The engine is presently enclosed between a breeze block wall and a plasterboard and fire door wall. This results in unacceptable noise penetrating into a nearby working area. We require acoustic modifications to the engine room to reduce the noise level, leaving sufficient space for maintenance operations and inspection.

### We require tenders to include:

### The methods of treatment (treating the noise at source, installing acoustic barriers on the walls and/or installing acoustic doors).

### The materials to be installed (name, quality and quantity).

### The level of noise attenuation expected to be achieved outside the engine room (inside the EBRI plant and outdoors). We require 80 dba at 3 meters from the door.

The engine is a modified diesel MAN marine engine based on the MAN D2842 engine. Further information on the engine is available on application.

It is expected that suppliers will have visited the site prior to submitting responses to this application so that exact requirements are understood. Any proposed solution should not compromise the ventilation process within the CHP room. To arrange a site visit please contact us using the messaging function of the in-tend portal.

Payment will be made upon acceptance of the installation.

**Company Information** - This section must be completed

|  |  |  |
| --- | --- | --- |
| 1 | Registered Name of Company |  |
| 2 | Trading Name of Company |  |
| 3 | Please confirm your current insurances held for employer’s liability, public liability, professional indemnity and product liability (where applicable) which details the following for each.  Minimum levels required are;  Employers liability - £10m  Public liability - £5m  Professional indemnity - £5m  Product liability - £5m  Please provide full details of your cover or details as to why you do not hold certain coverage |  |
| 4 | State Company Turnover for last three years in Pounds Sterling:  Latest Year 2:  Latest Year 1:  Latest Year: |  |
| 5 | Please attach copies of the companies consolidated accounts for the past three years, to include balance sheet, profit and loss account, full notes to the accounts, director’s report, and auditor’s report. |  |
| 6 | Have you used sub-contractors in the fulfilment of a contract of this nature? |  |
| 7 | Please provide brief details of 3 contracts of similar nature which you have undertaken over the past 3-4 years. (details to include, description of work, dates and value of contract to your company). |  |
| 8 | Please provide the references for the above contracts which may be contacted. (Details to include, Company Name, Address, telephone number, Contact Name and Email Address) |  |

**EVALUATION**

|  |  |  |
| --- | --- | --- |
| **Compliance with Specification** | | |
| 1 | Can the specification above be met, please confirm?(PASS/FAIL) |  |
| **Technical - Service Provision (40%)** | | |
| 2 | Please outline your experience on acoustic solutions. |  |
| 3 | Please provide details of the following:The methods of treatment (treating the noise at source, installing acoustic barriers on the walls and/or installing acoustic doors).The materials to be installed (name, quality and quantity).The level of noise attenuation expected to be achieved outside the engine room (inside the EBRI plant and outdoors). We require 80 dba at 3 meters from the door. |  |
| 4 | Outline your methodology and approach that will be taken to carry out this work including a project plan and timeline. The work must be completed and tested before the end of June. |  |
| 5 | Please provide an assessment of the potential risks and how you propose to mitigate them |  |
| 6 | Please detail your processes for testing the installation and relevant acceptance criteria |  |
| 7 | Please provide details of any warranties that will apply |  |
| 8 | Please provide details of your after sales support |  |
| **Expertise (20%)** | | |
| 6 | Please attach a brief CV for the key personnel proposed for this work outlining the qualifications and previous experience. |  |
| 3 | Please provide details of your previous experience of successful delivery on similar projects. |  |
| **Price (40%)** | | |
| 7 | Please provide a fixed price quote on official company letterhead paper to detail the full breakdown of costs to deliver the product detailed in the specification.  All costs, including any travel expenses should be included in the total cost.  All prices quoted should **exclude** Value Added Tax (VAT). A payment schedule will be agreed with the successful supplier on award of contract. |  |

|  |  |
| --- | --- |
| Name of contact and details for this Tender |  |
| Please confirm that you accept and agree to work to Aston University's terms and conditions? Please see [www.aston.ac.uk/procurement-terms](http://www.aston.ac.uk/procurement-terms) . We expect to contract on these terms. | Yes/No |

|  |  |
| --- | --- |
| Please confirm acceptance of Aston University’s vehicles on site policy: | Confirm/  not confirm |
| **Account/Invoicing Requirements**  Details to include on your invoice -   * Purchase order number – A 8 digit number starting with 9xxxxxxx or 4xxxxxxxx. The University operates a no order no pay policy and invoices received without a valid order number will be returned to you. * Address – Invoices to be sent to [fbsinvoices@aston.ac.uk](mailto:fbsinvoices@aston.ac.uk) for Aston University * Detail – Include details of the location, product and service undertaken as well as the date the service was done or the period it covers along with the price. * Invoice or reference number. * An electronic invoice to be emailed to the above address with each invoice as one attachment to the email. | Confirm/  not confirm |

### FORM OF FURTHER COMPETITION

**Supplier Declaration**

# To Aston University,

# I/We offer to supply to Aston University in accordance with the enclosed Terms and Conditions of Contract and Specification, the Goods at the rates/prices detailed in the Price Schedule enclosed.

# I/We agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us/me in connection with this further competition or with any contract resulting from this further competition, shall not be applicable to the Contract.

# I/We agree that any contract that may result from this Invitation to Tender shall be subject to the law of England as interpreted in English Court.

# The prices quoted in this further competition are valid and open to acceptance by you for a period of 120 days from the further competition return date specified in your Invitation to Tender.

# I/We declare that this is a *bona fide* further competition, intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

# I/We further declare that I/We have not done and I/We undertake that I/We will not do any of the following acts:-

# Communicate with a person, other than the person calling for this further competition, the amount or approximate amount of the proposed further competition

# Enter into any agreement or arrangement with any other person that he/she shall refrain from further competition or as to the amount of any further competition to be submitted

# Offer to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other further competition or proposed further competition for the requirement any act or thing of the sort described above.

# In this declaration the word “persons” includes any person and anybody or association, corporate or incorporate. The words “agreement or arrangement” include any such transaction, formal or informal, whether legally binding or not.

|  |  |
| --- | --- |
| Signed: | Name: |
| For and on behalf of (insert full name of business) | |
| Address of Registered Office: | |
| Date: | |

### NON-COMPLIANCE STATEMENT

Detail below all matters (Technical, Commercial or Contractual) in which the Tender does not comply with the requirements laid down in the Invitation to Tender documentation, Sequential number each point in the first column for ease of reference. If required, expand this form for additional points of non-compliance. Cross reference to any supporting information provided separately.

If not applicable please tick box

**SUPPLIER [INSERT SUPPLIER NAME]**

**INVITATION TO TENDER REF No: AU/221/0515/ADER**

**Date:**

|  |  |  |
| --- | --- | --- |
| **Section Number in ITT** | **Matter not compliant or partially compliant within the ITT** | **Extent of Non-Compliance alternatives offered, effect on the further competition requirement** |
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**New Supplier Information:**

The information detailed below will only be used subject to a successful award of a contract. The information is required for you to be set up on Aston University’s payment system.

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Registration Number:** |  |
| **VAT Number:** |  |
| **Bank Name & Address:** |  |
| **Sort Code:** |  |
| **Account Number:** |  |
| **IBAN Code** |  |
| **SWIFT** |  |
| **Head Office Address** |  |
| **Head Office Contact Name and Details** |  |
| **Invoice/Accounts Payable Address** |  |
| **Invoice/Accounts Payable Contact Name and Details** |  |

### 

### SUPPLIER ALTERNATIVE PROPOSALS

**Alternative Proposals**

Include here any alternative proposals you wish to submit for consideration, together with their costings. You are not required to complete this section but innovative proposals (including alternative pricing approaches) designed to meet the requirements and provide better value for money for the University are welcome.

The alternative proposal is to be submitted as a separate offer accompanying your primary response. It is the Supplier’s responsibility to provide full technical and commercial details to allow consideration of any alternative proposal.

**Note:** Prices for any alternative proposals you wish to make should be included in a format similar to the main pricing schedule.

### TERMS AND CONDITIONS OF CONTRACT

### [www.aston.ac.uk/procurement-terms](http://www.aston.ac.uk/procurement-terms)

### USEFUL LINKS

Aston University home page

[www.aston.ac.uk](http://www.aston.ac.uk)

Aston University Overview and History:

<http://www1.aston.ac.uk/about/>

Aston Strategy:

<http://www1.aston.ac.uk/about/strategy/>

Equality & Diversity:

<http://www1.aston.ac.uk/staff/hr/equalops/>

Safety and Security

<http://www1.aston.ac.uk/about/security/>

<http://www1.aston.ac.uk/staff/hr/safety/guidance/policies-and-procedures/>

Environment and Sustainability:

<http://www1.aston.ac.uk/about/environment/>

Fairtrade:

<http://www1.aston.ac.uk/about/fairtrade/>

Freedom of Information Act

<http://www1.aston.ac.uk/about/university-governance/university-regulation/foi/>

In-Tend.

<https://in-tendhost.co.uk/astonuniversity/aspx/Home>