



Department
for Environment
Food & Rural Affairs

Request for Quotation

**Project 35870 - Development of a UK
Verification Standard and Guidance
Update for Ultraviolet Irradiation
Disinfection of Drinking Water Supplies
(Ref: DWI 70/2/343)**

ITT_9977

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SECTION 1: Request for Quotation

Development of a UK verification standard and guidance update for Ultraviolet irradiation disinfection of drinking water supplies

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	22/03/2022	
Deadline for clarification questions	Date	Time
	12/04/2022	14:00 GMT
Deadline for Tenders	Date	Time
	19/04/2022	12:00 GMT
Evaluation of Tenders	19/04/2022 – 03/05/2022	
Contract award notification	10/05/2022	
Contract award	10/05/2022	
Contract start date	17/05/2022	
Service commencement date	17/05/2022	
Contract End date	17/12/2022	
Duration of Contract	7 Months	
Extension Period	A 2-month extension applies (Subject to the Authority's discretion)	

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

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 the Authority 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.

Background

The aim of this project is to develop a validation standard for ultraviolet (UV) irradiation for disinfection and update existing guidance on the use of UV for water treatment. The Drinking Water Inspectorate published guidance on the use of UV irradiation for the disinfection of public water supplies in 2010, and this guidance was reviewed and updated in 2016 (link in references).

The guidance and validation standard are intended for use primarily by public and private water suppliers within the UK. The current guidance document provides information on the design, operation and monitoring of Development of a UK Verification Standard and Guidance Update for Ultraviolet Irradiation Disinfection of Drinking Water Supplies intended for domestic or food production purposes.

The guidance may also be appropriate to the disinfection of waters analogous to public water supplies, such as unregulated or private water supplies. Water suppliers are obliged to comply with the requirements of the Water Supply (Water Quality) Regulations 2016 (as amended). Regulation 2 of the Water Supply (Water Quality) Regulations 2016 (as amended) defines disinfection as follows:

“disinfection” means a process of water treatment to remove or render harmless to human health, every pathogenic micro-organism and pathogenic parasite that would otherwise be present in the water; and “disinfected” shall be construed accordingly.

Because UV equipment or methods of operation, design and validation evolve over time, the Inspectorate has a policy to regularly review the continuing appropriateness of its guidance, and now wishes to conduct a further review of the guidance to ensure that it continues to be fit for purpose.

The UK does not currently hold a UV validation standard, although, requirements for unit performance, safety and testing are included in a British Standard for mercury UV systems (BS EN 14897:2006+A1:2007). For UV installations in the UK, the ÖNORM M 5873-1 validation (Austrian standard) is used in addition to the USEPA UVDGM validation standard. The US also has a NSF (2019) validation standard that has two classes for full (Class A) and supplementary (Class B) disinfection. The German DVGW standard has strict certification permits to validate UV systems and is used across multiple European countries. Water utilities are using more UV disinfection, mercury-based UV lamps are common, however UV LEDs are now an emerging market product being explored by some UK water companies. The DWI believes it is appropriate that water companies in the UK are required to meet a validation standard developed with, and agreed by, the UK drinking water regulators.

This contract will include the delivery of a UV validation standard for UV disinfection units applied in the UK in addition to a revised guidance document.

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(2019) validation standard that has two classes for full (Class A) and supplementary (Class B) disinfection. The German DVGW standard has strict certification permits to validate UV systems and is used across multiple European countries. Water utilities are using more UV disinfection, mercury-based UV lamps are common, however UV LEDs are now an emerging market product being explored by some UK water companies. The DWI believes it is appropriate that water companies in the UK are required to meet a validation standard developed with, and agreed by, the UK drinking water regulators.

This contract will include the delivery of a UV validation standard for UV disinfection units applied in the UK in addition to a revised guidance document.

Objective

This proposed project will review international UV validation standards and develop a validation standard for water companies in the UK. In addition, the project will update existing guidance on the use of UV irradiation for the disinfection of public water supplies. Both documents will be published on the Inspectorate's website.

Detailed requirements

The objectives are:

1. Conduct a review of current US and European validation standards and verification techniques. Search the grey and published literature for up-to-date evidence on the use of UV irradiation for the disinfection of public and private water supplies, including an evaluation of good operational practice.
2. Develop a prospective UK validation standard that can be used when installing small or large UV disinfection systems (public and private water supplies).
3. Amend the current DWI guidance, to maintain up to date technical relevance and ensure that the guidance is consistent and fit for purpose.

Deliverables

Completion of objectives 1-3 listed above, including the provision of a prospective UK validation standard and revised guidance document for DWI publication.

Methodology

The methodology should be defined by the tenderer, but as a minimum the following should be considered:

- The review should be conducted in a systematic manner with defined search terms and sources and should include both published and grey literature.¹

¹ Grey literature - information produced on all levels of government, academia, business and industry in electronic and print formats not controlled by commercial publishing" i.e. where publishing is not the primary activity of the producing body

- Internationally accepted standards for validation may be accepted as current and applicable to UV installations in the UK, and the revised guidance should be consistent with these standards.
- Bench scale validation testing should be considered for defining acceptable criteria within the standard.
- Provision should be made for liaison with the UK Water industry, Water Quality Regulators, Local Health Authorities and UV disinfection supply chain to understand current developments and practice, and the impact a new validation standard may have on product installations. Consideration should be given for both small and large UV systems.
- The continuing appropriateness of assumptions and statements made in the guidance should be checked against the evidence gathered.

Outputs and Timetable

The project will take approximately 7 months to complete. Any extension period to allow for delays is subject to the authority's discretion.

The successful tenderer will need to set up an inception meeting with the project officer to discuss the project and produce a note of the meeting and any actions arising.

1. The project officer must be kept informed at monthly intervals on the progress of this contract, and this can be done by a short email report confirming satisfactory progress or outlining any delays and the reasons for them.
2. A draft final report of the validation standard and guidance document must be submitted to the project officer two months prior to the end of the contract. Comments on the draft final report will be provided to the contractor within one month of receipt of the draft. An electronic copy of the final reports must also be provided in Word format to the project officer.

Publication

It is Defra and DWI policy to publish all final project reports and the report from this project will be made available on both the Defra and DWI websites. Contractors are encouraged to present their findings in scientific journals or conference proceedings but Defra and DWI will always reserve the right to determine if and how results should be published.

Programme of Work

The tenderer should describe in detail how they will deliver the objectives and project aim in accordance with the timetable outlined above. This should also include a Gantt chart of key milestones.

In each case the breakdown of costs must list separately staff costs, travel and subsistence, materials, sub-contracts and reports. Travel and subsistence costs must be at Civil Service standards rates or less as detailed below. This information must be provided in respect of any

sub-contractors who will be employed for the purposes of this contract. The Tenderer must also state whether VAT is applicable.

Bids will be assessed against this specification. For guidance on applying for this competition please read the Tender Guidance note included in this Competition Pack. The standard terms and conditions for Defra research projects are also included in this Competition Pack of which this specification forms a part.

Management

The tenderer should identify individuals who will manage the project and nominate a representative for day-to-day contact with the DWI project officer.

The successful Tenderer will be required to attend an inception meeting. This can be held remotely or in the Defra Office in London. The tenderer will record the meeting notes and any actions arising.

The successful tenderer should keep in contact with the DWI project officer, normally by a means of email, and must notify the DWI project officer immediately of any serious delays with the project.

References

DWI (2016) Guidance-on-the-use-of-ultraviolet-UV-irradiation-for-the-disinfection-of-public-water-supplies.pdf (dwi-content.s3.eu-west-2.amazonaws.com)

BS EN 14897:2006+A1:2007 *Water conditioning equipment inside buildings. Devices using mercury low-pressure ultraviolet radiators. Requirements for performance, safety and testing* [pdf-preview \(bsigroup.com\)](http://pdf-preview.bsigroup.com)

ÖNORM (2001). Plants for Disinfection of Water Using Ultraviolet Radiation – Requirements and Testing: Low Pressure Mercury Lamp Plants. Austrian Standard 5873-1.

ÖNORM (2003). Plants for Disinfection of Water Using Ultraviolet Radiation – Requirements and Testing: Medium Pressure Mercury Lamp Plants. Austrian Standard 5873-2.

German: DVGW Standard W294 Parts 1 to 3 (2006) UV devices for disinfection in the water supply - Part 1: Requirements for quality, function and operation, Part 2: Testing of quality, function and disinfection effectiveness, Part 3: Measuring windows and sensors for radiometric monitoring of UV disinfection equipment - Requirements, testing and calibration. ([DVGW W 294-1 - 2006-06 - Beuth.de](http://DVGW.W.294-1-2006-06-Beuth.de))

USEPA (2006) Ultraviolet Disinfection Guidance Manual for the Final Long Term 2 Enhanced Surface Water Treatment Rule ([Document Display | NEPIS | US EPA](http://Document.Display.NEPIS.US.EPA))

NSF (2019) NSF/ANSI 55-2019 Ultraviolet Microbiological Water Treatment Systems [NSF/ANSI 55-2019 - Ultraviolet Microbiological Water Treatment Systems](http://NSF/ANSI.55-2019-Ultraviolet-Microbiological-Water-Treatment-Systems)

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	Past Performance	This stage is not scored but you may be eliminated from the procurement if the information is not provided in full or if your past performance has not been satisfactory.	Pass/Fail
Stage 7	Technical & Professional Ability – Project Specific Requirements) (Technical Questionnaire)	This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire. Some requirements are mandatory and if you cannot	Scored. The Total Technical Score will be produced by the sub-weighted scores of the following questions: F01 – Sustainability – Pass/Fail

		provide them, your tender may be rejected.	<p>F02 - Equality & Diversity Policy Weighting= Pass/ Fail</p> <p>E01 - Organisational Experience, Capability and Resources - 30%</p> <p>E02 - Approach and Methodology – 40%</p> <p>E03 - Knowledge and Records Management – 30%</p>
Stage 8	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule	Scored
Stage 9		<p>If you pass Stages 1 to 6 your Tender will be evaluated in Stages 7 to 8.</p> <p>The final score is calculated as follows:</p> <p>80% is made up of the total of Stage 7.</p> <p>20% is made up from Stage 8.</p> <p>The most economically advantageous RFQ will be the RFQ with the highest final score.</p>	Scored

STAGES 1 - 6

- 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 80% of the final score.
 - The score awarded for price will form 20% 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) – 80% weighting of overall score. This is broken down as specified in the table below.
- Commercial (Cost) – 20% 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.

STAGE 8: Commercial Evaluation

Tenderers must provide a Fixed Cost proposal, including rates and hours for each participating team member and costing analysed by work stages. A breakdown of costs against each objective and against each key personnel, including a detailed breakdown for equipment, consumables; overheads and travel costs is required.

The Authority is keen to receive competitive Day Rates which must be set out in the "Commercial Pricing Workbook" (provided in the ITT pack); "Staff Costs" worksheet and ensure the details entered in the "Milestone" worksheet are that of the deliverables detailed in the specification.

The above is required to be uploaded to the 'Commercial Envelope' of Bravo.

Where subcontractors or joint contractors are used, a separate breakdown for each should be provided in addition to the overall project costs.

Day rates for all staff should be provided along with a general description of duties.

Costs will need to be reasonable and competitive and offer value for money.

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest RFQ Price}}{\text{RFQ Price}} \times 30\% \text{ (Maximum available marks)}$$

For example, if three RFQ Responses are received and supplier A has quoted £3,000 as their total price, supplier B has quoted £5,000 and supplier C has quoted £6,000 then the calculation will be as follows:

$$\text{Supplier A Score} = £3000/£3000 \times 30\% \text{ (Maximum available marks)} = 30\%$$

$$\text{Supplier B Score} = £3000/£5000 \times 30\% \text{ (Maximum available marks)} = 18\%$$

$$\text{Supplier C Score} = £3000/£6000 \times 30\% \text{ (Maximum available marks)} = 15\%$$

Tenderers are required to submit a fixed cost for completion of the project. In each case, the breakdown of costs must list separately staff costs, travel and subsistence, materials, subcontracts, and reports which will be matched against milestones in the commercial workbook. This information must be provided in respect of any sub-contractors who will be employed for the purposes of the proposed Contract. The suppliers must also state whether VAT is applicable.

Costs will need to be reasonable and competitive and offer value for money.

Travel and subsistence costs must be at Civil Service standards rates or less as detailed in attached Appendix E.

Please complete the Commercial Pricing Workbook (provided in Appendix C) providing prices in £Sterling and excluding VAT. Please upload a copy to the commercial envelope of the Bravo e-tendering platform only.

Prices submitted should not include any pricing assumptions and should detail exactly what has been included in the price submitted. Any assumptions should be clarified during the clarification period.

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

If a Tenderer receives a 'Fail' in any of the questions on Sustainability and Equality and Diversity Policy, they will be eliminated from the procurement.

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.

Please upload your response with filename 'Your Company Name_F01'. Your response must be a maximum of 2 sides of A4, minimum Arial font size 11.

F02 - Equality and Diversity – Pass/Fail

Tenderers should provide details of their procedures to support Equality and Diversity.

A "Fail" will be allocated to a response that does not demonstrate any evidence of addressing Equality and Diversity.

Please upload your response with filename 'Your Company Name_F02'. Your response must be a maximum of 2 sides of A4, minimum Arial font size 11.

If a Tenderer scores 20 or less using the 'Scoring Criteria' in Section 2: Tender Evaluation; for any of the questions E01-E03 the Authority may choose to reject the Tender.

The technical evaluation will account for **80%** of the total marks.

E01 Organisational Experience, Capability and Resources (Weighting: 30%)

Please describe the project team's recent experience and capability (within the last 5 years) in delivering projects that are relevant or comparable to this specification. This should include examples of the tenderer working with stakeholders, including the authorities and the industry.

- Please include details of the number of years your organisation has been involved in this activity.
- Please provide details of the proposed project team (including any sub-contractors) and the team structure that you intend to use to deliver this project. Please provide CVs for members of the team to support your response. (Max 2 A4 sides per CV).
- Please include a list of the most recent references to relevant publications by your organisation in the area (maximum of 10).

Your response must be a maximum of 2 sides of A4, Arial font size 11, excluding the list of most recent publication references and CVs. Links to other documents will not be considered as part of your response e.g., links to published documents online. Please upload a document with the filename: "E01 – Your Company Name"

Evaluation Criteria

Higher marks will be awarded to submissions which demonstrate:

- Sufficient recent experience and capability of effectively delivering comparable projects.
- Evidence of completion of projects on schedule and to budget.
- Proven expertise and experience in working in research of the type proposed.
- The relevant resources to deliver the project, including confirmation of compliance with the following codes of practice which are required for this project:

The Joint Code of Practice for Research <https://www.gov.uk/government/publications/joint-code-of-practice-for-research-jcopr>

Code of Practice for Official Statistics:

<http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html>

The Aqua Book: guidance on producing quality analysis for government

<https://www.gov.uk/government/publications/the-aqua-book-guidance-on-producing-quality-analysis-for-government>

Note: The Authority reserves the right to audit projects against these three Quality Assurance codes of practice.

E02 Approach and Methodology (40%)

Please demonstrate your understanding of the policy / research context and identify the key issues / challenges that you are proposing to address in this project.

- Please detail the approach and methodology to be adopted in order to deliver the full scope of requirements systematically and in detail.
- Please outline the approaches to be used to achieve the objectives and clearly define a work plan for the life of the project.

If your proposal will deliver additional objectives or includes optional additional work packages, please clarify these and separately cost any optional work packages.

Your response must be a maximum of 10 sides of A4, Arial font size 11, excluding the list of most recent publication references. Links to other documents will not be considered as part of your response e.g., links to published documents online. Please upload a document with the filename: "E02 – Your Company Name"

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- An excellent understanding of the requirements of the project, and the policy and international context in which the project operates.
- A clear approach to each of the objectives, and how this is implemented.
- Sufficient awareness and understanding of Government policy and the international situation.
- Scope of the project – The Tenderer shall demonstrate a thorough and evidence-based justification for the method selected for development, and a suitable, realistic and robust methodology for undertaking the review and collating and analysing data.
- An outline of how relevant parties will be engaged, and participation encouraged and maximised.
- Identification of key milestones, tasks and critical paths, including a robust and credible approach to meeting or exceeding the deliverables and service levels outlined in the Specification in Section 2.
- Consideration and mitigation of any risks to meeting the objectives, with full and comprehensive proposals.
- Innovative measures proposed within the methodology which demonstrate value for money whilst meeting project objectives.

E03 Knowledge and Records Management (Weighting 30%)

Consider the expected outputs which may arise from this project, identify key audiences for the results and outline your plans for knowledge exchange and communications of results. Provide a list of all proposed project outputs, including datasets, analysis of findings, publications, presentations or demonstrations, and a brief description of how you anticipate the results will be used and by whom.

Your response must be a maximum of 2 sides of A4 Arial font size 11. excluding the list of most recent publication references. Links to other documents will not be considered as part of your response e.g., links to published documents online. Please upload a document with the filename: "E03 – Your Company Name"

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- The list of proposed project outputs, including datasets, publications, presentations or demonstrations
- The likely long-term usefulness of the project outputs
- The identified key audiences for the results demonstrate good knowledge of relevant stakeholders and likelihood of successful stakeholder engagement
- Knowledge exchange and communication plans provide confidence that relevant stakeholders will be aware of project outputs, understand their limitations and use them

APPENDIX A

Form of Tender

To be returned by **12:00** GMT on **19 April 2022**.

TENDER FOR THE: Development of a UK Verification Standard and Guidance Update for Ultraviolet Irradiation Disinfection of Drinking Water Supplies

Tender Ref: **project_35870**
ITT_9977

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 **19/02/2022** 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

Travel and subsistence (included for reference purposes only)

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.

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.

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