

Evaluation of analysis for physico-chemical parameters in Milk Laboratories

AHDB operating through its Dairy Division would like to invite quotations to determine satisfactory performance of analysis in milk laboratories for the physico-chemical parameters: fat, protein, lactose and total solids and also for Somatic Cell Count, complete with a Report for each participating laboratory.

Three milk laboratories have agreed to participate in proficiency testing. AHDB requires verification of proficiency in performing analysis in milk laboratories for the physico-chemical parameters at least triennially and for Somatic Cell Count four times per year through laboratory evaluations and/or performance evaluations by analysis of split samples or by other means.

The preference for the AHDB is for the laboratories to be part of joint proficiency testing programs with other milk laboratories in Europe. Your proposal should specify the minimum number of samples to be examined by each laboratory and the recommended number of duplicates of samples.

The result of all competency evaluations performed and the performance levels in the proficiency testing program (the examination of milk split samples) successful contractor must be reported to the AHDB.

* Physico – chemical test results to be reported 3 times per annum
* Somatic Cell count test results to be reported 4 times per annum

Within your submission, your quotation should also specify the limits within which the parameter results of each laboratories should fall. The results of each laboratory should be calculated by z-scores, based on ISO Standards, and calculated for individual set of split samples.

Reports should be identified with the name of the laboratory, its location, date and the name of the individual making the evaluation. A set of completed evaluation results for the laboratory may accompany the narrative report, which states the conclusions as to whether or not the laboratory is doing acceptable work. If completed evaluation results do not accompany the narrative report, the report shall be sufficiently detailed to allow readers to determine what is being cited without having to refer to the individual evaluations.

In the event that it is concluded that the performance of the laboratory is outside the agreed limits the contractor may be required by AHDB to investigate further and report the findings to AHDB along with any agreed corrective actions. For each method investigated (e.g., Somatic Cell Count), list each major and/or minor deviation or omission and the corrective action necessary for compliance with standard procedures or good laboratory practices. Remarks or recommendations may be included if wish to comment on an item, e.g., one which could be improved by a change in procedure or by new equipment, or for any comment not appropriately covered in other areas of the report. The conclusion should include a descriptive statement of the degree of acceptability or rejection of the procedures used by the laboratory, including recommendations for action agreed with the laboratory. Please include a rate per hour as part of your submission for this investigative work. In the instant this is required, it must only be carried out with prior agreement from AHDB.

Please quote for the evaluation of performance in three milk laboratories in the 3 years beginning 1 January 2018 to the 31 December 2020, with an option to extend for a further 2 years

Please confirm if prices will remain fixed for the duration of this contract.

**Within your submission, please demonstrate the following:**

* Details how you plan to undertake the performance analysis
* Details of your company, expertise and experience relevant to this specification of our requirements
* Please provide a comprehensive cost breakdown to include: (Quote in GBP)

Physico-chemical tests

Somatic Cell counts tests

Hourly rates (in the event investigative work is required)

If you intend to subcontract any part of this work, clearly specify which aspect, provide the cost thereof, and details of the subcontractor you will be using.

Note: Any costs not listed within your submission will not be considered after award of contract.

**Submission instructions:**

Please submit your proposal via email to: [Derek.armstrong@ahdb.org.uk](mailto:Derek.armstrong@ahdb.org.uk)

Title your email as ‘Evaluation of Milk laboratories tender submission’

Deadline for submissions: 12 noon UK time on Monday 13 November 2017. It is the applicant’s responsibility to ensure that all submissions have reached the intended by the due date and time. Notification of outcome by: 4 December 2017

**Clarifications:**

Questions should be emailed to derek.armstrong@ahdb.org.uk

Questions raised by potential bidders, and the answers to them, will be uploaded onto the AHDB website periodically at:  <http://www.ahdb.co.uk/about/Procurement.aspx>.

It is the responsibility of interested contractors to access this website to ensure they are up to date with any clarifications.

By submitting you are agreeing to AHDB Terms and Conditions which can be found here: https://ahdb.org.uk/intranet/living/procurement/buying/documents/StandardTermsforGoodsandServices2015.doc