



Date: 5 December 2022

ATTACHMENT 1 – COVER LETTER AND INSTRUCTIONS ON TENDERING PROCEDURES

British Embassy Tokyo

You are invited to submit a tender to the Secretary of State for Foreign Commonwealth & Development Office represented by the **British Embassy in Tokyo** hereinafter referred to as the “Authority”, for the provision of the service “**Japan Organic Market Research**” in accordance with the following attachments:

Attachment 1: Cover Letter & Instructions;

Attachment 2: Terms of Reference and Evaluation Criteria;

Attachment 3: Schedule of Prices and Rates

Attachment 4: Standard Terms & Conditions

Attachment 5: Supplier Code of Conduct

Please read the instructions on the tendering procedure carefully as failure to comply may invalidate your tender. All tender documentation will be published via the UK’s government Contracts Finder portal. URL is <https://www.gov.uk/contracts-finder> (requires Supplier’s registration).

Your tender must be submitted electronically to the following email address: claudia.garciarojas@fcdo.gov.uk by **23:59 (Tokyo, GMT+9) on the 20th of December 2022**. Tenders not submitted via this email will not be considered.

Sincerely,

CM Lead

Claudia Garcia Rojas Fontecilla

Commercial Directorate

Foreign, Commonwealth & Development Office

ABOUT THESE INSTRUCTIONS

1. Please note that references to the “Authority” throughout these documents means the Secretary of State for Foreign Commonwealth & Development Office as represented by the **British Embassy in Tokyo**.

TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS

2. Indicative timetable for the award of contract is as follows:

DESCRIPTION	DAY	DATE
Deadline for bidders to submit questions	Friday	9 December 2022
Deadline to submit proposals from potential suppliers	Tuesday	20 December 2022
Bidders informed of tender outcome by	Monday	9 January 2023
Pre-Contract Discussion with & Award of contract to Preferred Supplier by	Tuesday	10 January 2023
Commencement of Contract Period	Wednesday	11 January 2023

3. The above timetable is indicative and the Authority reserves the right to vary it.

CONDITIONS APPLYING TO THIS TENDER

4. The tender process will be conducted in line with the principles of fair treatment, transparency and with the aim of identifying the proposal that offers the Most Economically Advantageous Tender (MEAT) from the point of view of the purchasing authority. These instructions are designed to ensure all tenders are given equal and fair consideration. It is important you provide all information in the format specified.

BACKGROUND TO THE REQUIREMENT

5. The British Embassy in Tokyo is commissioning a research report to provide a deeper understanding of the Japanese organic food and drink market, identify potential opportunities for UK exporters and provide recommendations for activities that will help UK companies realise these opportunities.
6. The full requirements are set out in Attachment 2 – Terms of Reference.

CONTRACT PERIOD

7. The contract is to be for a period of approximately eleven weeks beginning on 11 January, 2023 unless terminated by the Authority.

INCOMPLETE TENDER

8. Tenders may be rejected if information requested is not provided in the tender submission.

RETURN AND RECEIPT OF TENDERS

9. Tenders are to be returned using subject “**UK-Japan organic equivalency**” by **23:59 (Tokyo GMT+9) on 20 December 2022**, by submitting to the following email address: claudia.garciaojas@fcdo.gov.uk. Tenders not submitted via this email address will not be considered.
10. A tender can be submitted at any time up to the time and date stated. The authority is not responsible for non-receipt. Tenders submitted before that date will remain unopened until then. Please ensure your tender is submitted not later than the appointed time. The Authority does not undertake to consider tenders submitted after the deadline. Tenders shall be submitted in English.
11. Questions from bidders should also be submitted to claudia.garciaojas@fcdo.gov.uk considering the deadline above.
12. Bidders should upload documents either in standard Microsoft Office formats (Word, Excel, etc), or PDF only. Other formats (e.g. Microsoft Project and internet “free formats”) are not installed as standard on UK government IT networks and such attachments may be rendered inaccessible to the Authority for evaluation purposes. Similarly, the .rar format is blocked by most government IT firewalls and will render such files inaccessible to evaluators.

FREEDOM OF INFORMATION

13. The Authority is committed to open government and meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Authority may need to be disclosed by the Authority in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any information included in your tender is commercially sensitive, please identify it and explain what harm may result from disclosure, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be legally required to disclose it under the Act if a request is received. Please also note that receipt of any material marked “confidential” or equivalent by the Authority should

not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.