

## Agreed Work Order Form

In respect of the Food Standards Agency Call-Off Agreement dated 1<sup>st</sup> January 2017  
between the **FOOD STANDARDS AGENCY** and **FERA SCIENCE LIMITED** (the "Call-Off Agreement")

### Customer to complete:

Parties to Additional Services:	The Food Standards Agency  and  Fera Science Limited a company incorporated in England and Wales (registered with number 09413107) and whose registered office is at Rochester Row, London, SW1P 1QT (the "Company").
Customer day to day contact (name, email, telephone):	[REDACTED]
Additional Services Title:	Product Survey of Cat Food for Mycotoxins
Additional Services Ref:	FS900236
Start Date:	7 <sup>th</sup> June 2022
End Date:	30 <sup>th</sup> September 2022

### Details of work requirement:

<b>FSA Call-Off</b>	A Request for Quote (RFQ) form will be completed by the FSA.
Main Deliverables and Performance Indicators	<p>The Company shall perform the Additional Services in accordance with the specification of requirements within the attached RFQ and the terms of the Call-Off Agreement. In particular, the Company shall comply with any timelines and provide any deliverables set out in the RFQ.</p> <p>Annex 1 – Request for Quotation</p> <p>Annex 2 – Financial Template</p>

### Fera to complete:

Fera day to day contact	[REDACTED]
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(name, email, telephone):				
Total cost of Additional Services (Call-Off Day Rates set out in Schedule 10 of the Framework Agreement shall apply to the additional services set out in this Work Order).	£55,586			
	Total cost should be quoted less VAT which should be added to invoices at the prevailing rate.			
Cost by Financial Year	22/23			
	£55,586			

**Fera to complete where proposed work will impact on Plant and Bee Health Call-Off Agreement and Specialist Facilities and Services Call-Off Agreement:**

Does the delivery of this additional work affect delivery of the agreed annual plan and/or use the facilities covered by the above agreements?	Yes/No  If yes please describe below:
Has abatement been discussed with Call-Off Manager (COM)?	Yes/No  <b>Where abatement applies it must be agreed with the COM prior to sign-off of the work order.</b>

**Authorising Signatures:**

Name	Role	Organisation	Date	Signature
		Fera	15/6/22	
		FSA	15/06/22	

## Annex 1 – Request for Quotation

RFQ (May 2019)

Confidential



### Expression of Interest (EOI)

For the provision of: **Mycotoxin analysis of 40 cat food products**

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- Applicants should complete each part of this EOI as fully and as clearly as possible.
  - Please submit the completed EOI (which shall remain valid for 30 days) via the Food Standards Agency's eSourcing portal; <https://food.bravosolution.co.uk/> by the deadline stated on the system.
  - All costs quoted should be exclusive of VAT.

Quotation  
Reference FS900236

Contract Title **PRODUCT SURVEY OF CAT FOOD FOR MYCOTOXINS**

Name of  
Organisation Fera Science Ltd

### DETAILS OF REQUIREMENT

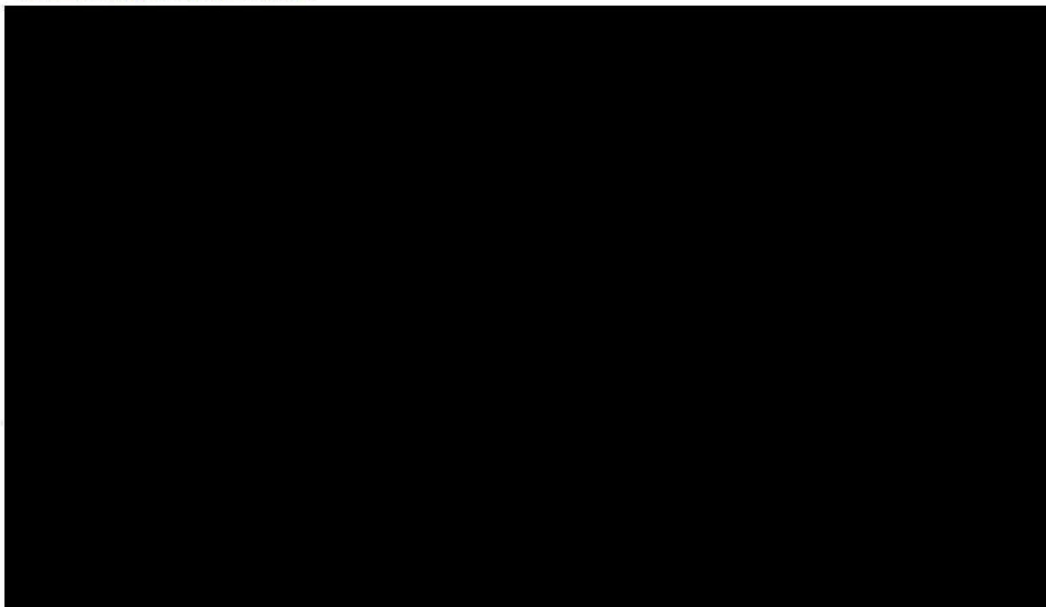
#### Background

The Food Standards Agency (FSA) and Food Standards Scotland (FSS) wish to develop an evidence base for current mycotoxin occurrence data within wet and dry cat food products. Particularly the Group A trichothecenes which may have increased toxic effects for cats but also to include a wide range of different mycotoxins, including potentially toxin metabolites.

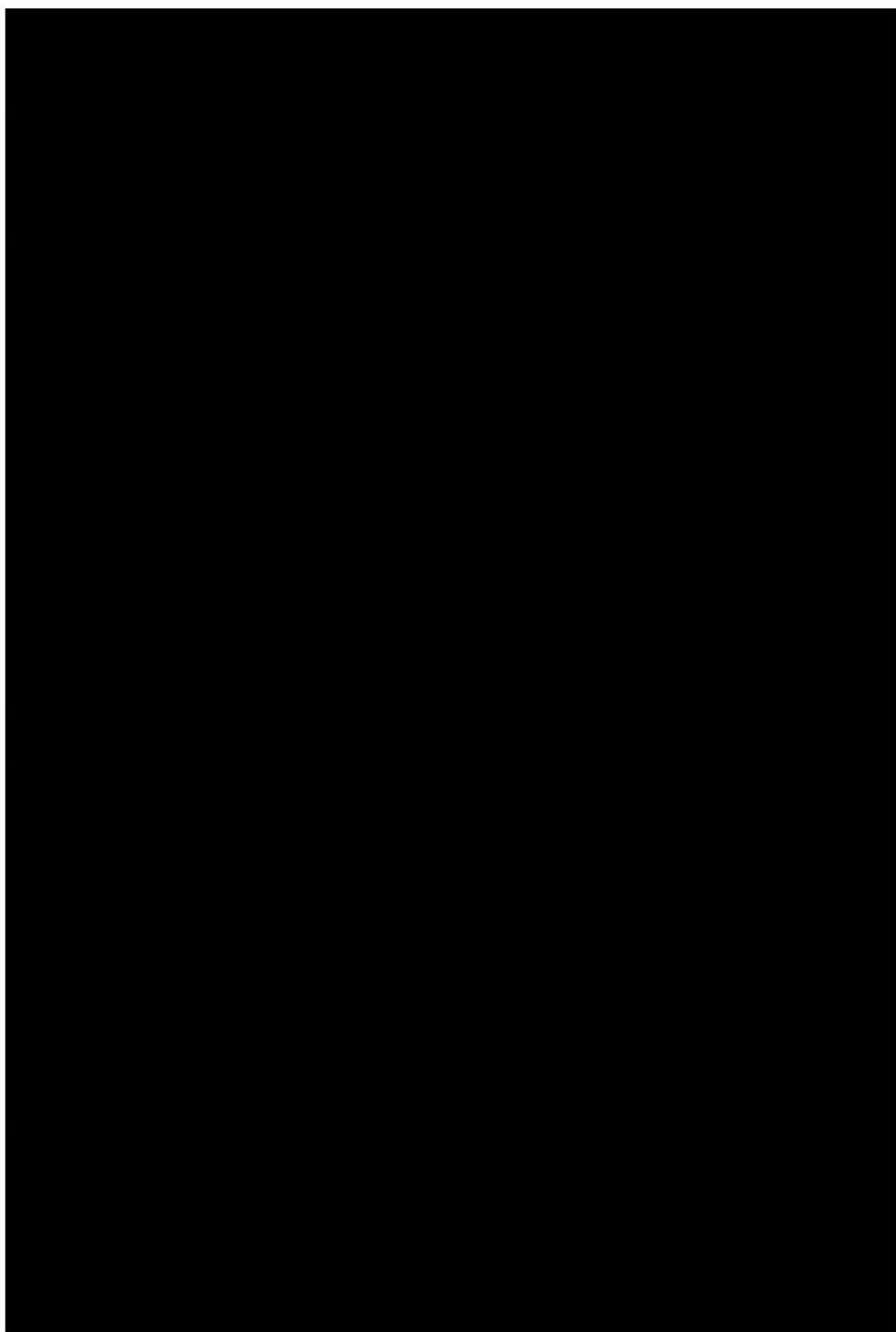
We require the supplier to perform a tailored sampling study of the current cat food market, to include 40 products. In discussion and with advice from the FSA and FSS, the supplier will choose approximately half of the products that are the largest sellers / brands within the marketplace. The remaining 15 - 20 products will be from other smaller and potentially niche producers (e.g. products containing insect protein). It is required that approximately half of the products are wet and half dry. Where possible up to 10 products should be sought from Scottish retailers.

- GB Registration number (or importer reference code if non-GB)
  - Date of purchase
  - Brand
  - Short description
  - Batch and / or lot number
  - Best before or use by information
  - Total weight purchased
  - Photographic evidence of packing and labelling
  - Retailer information
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- Brand names are not planned to be disclosed on publication of results. Retailers and brand owners will therefore not be informed in advance of this survey.
  - A final draft report should be issued to the FSA and FSS for comment, due 14 weeks after contract start. The report should be in an accessible format following the guidelines given in Annex A of this document.
  - It is anticipated further analysis may be required on retained samples, and / or a further survey of products in 6 months, depending on the results of this phase of the project. This future work is not to be included in the quote for this EOI.

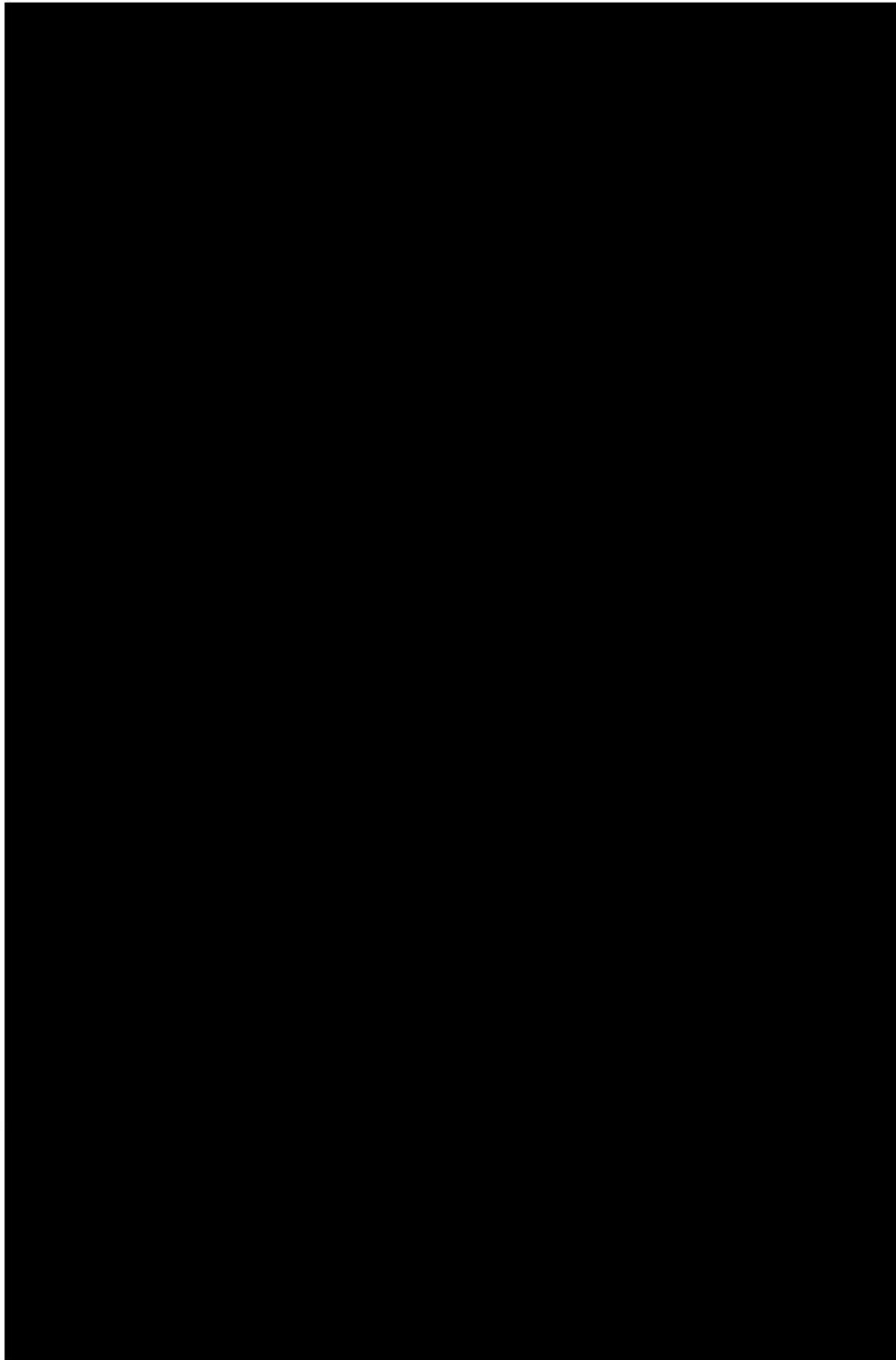
#### SUPPLIERS RESPONSE

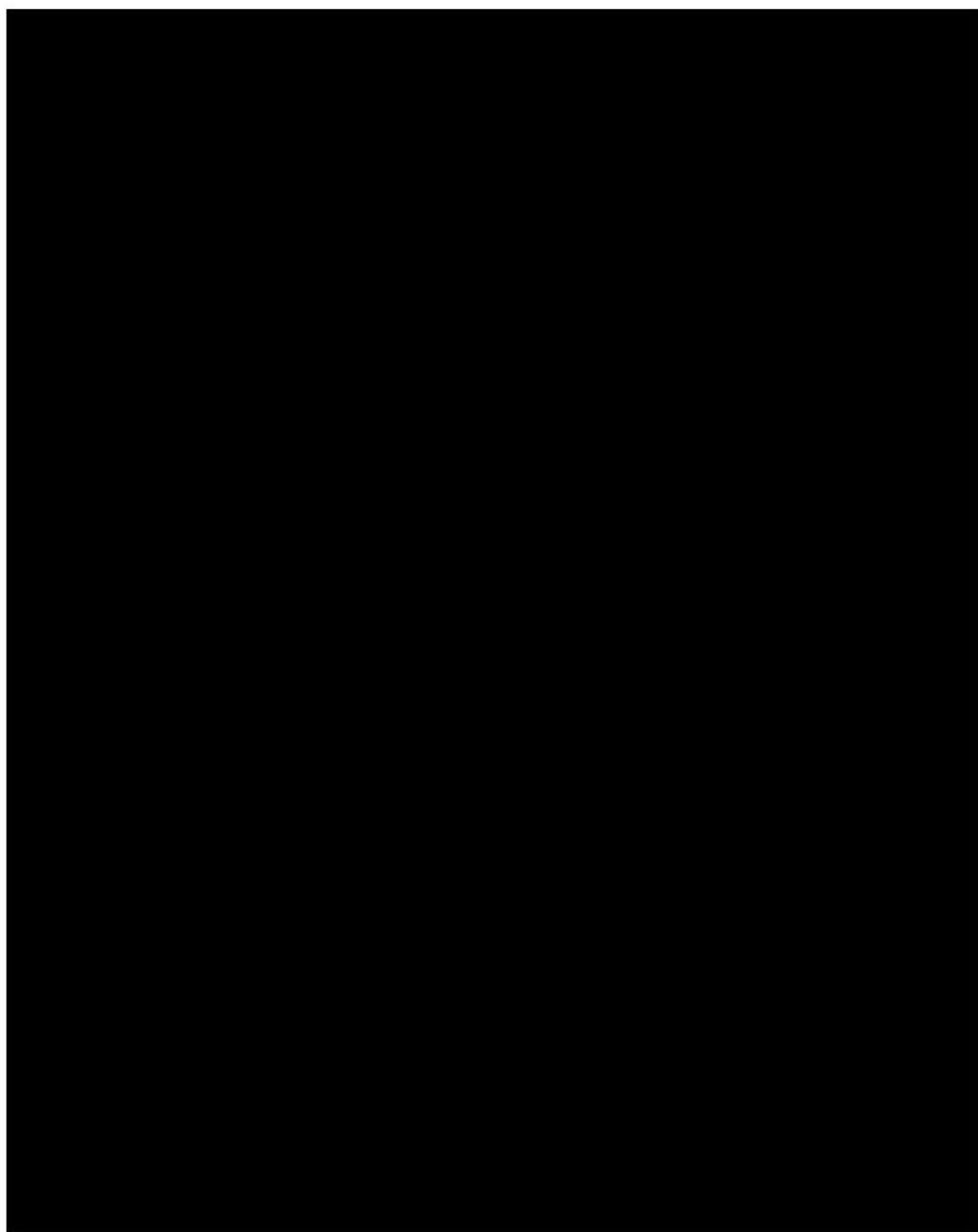




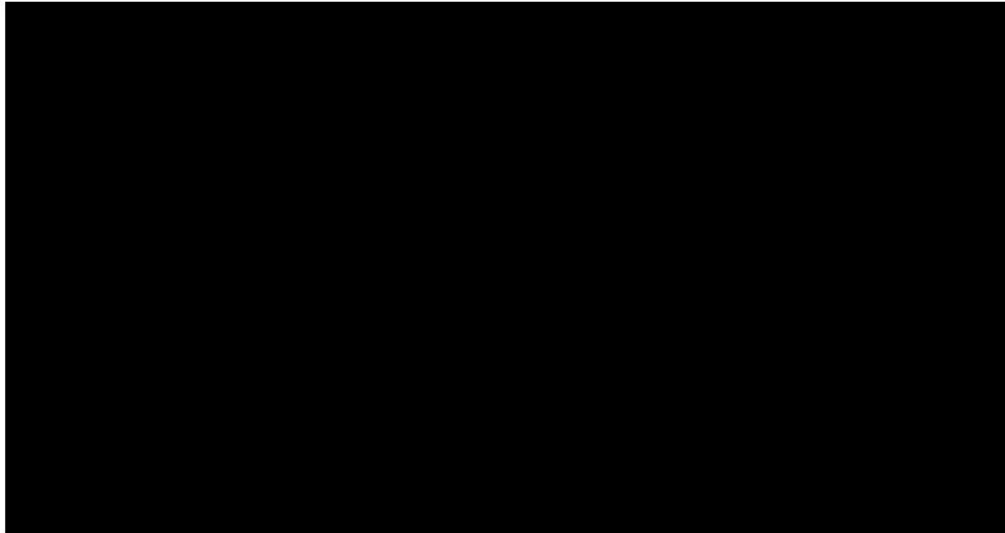










Price in GBP (ex. VAT)

			
Name of Signatory		Email Address	
Role in Organisation		Contact Telephone No	
Signature		Date	24/5/22

**ANNEX A: Accessible documents requirements****Accessible documents requirements**

All documents published on food.gov.uk must meet [WCAG 2.1 AA accessibility requirements](#).

**Text presentation and formatting**

- content should be structured using headings; in Microsoft Word, styles should be used for headings and they must be applied in correct order without skipping any levels (e.g. heading 1, heading 2 etc.)
- font should be sans serif (for example Arial)
- minimum font size of 12 points should be used throughout the document (including footnotes, tables, text in flowcharts etc)
- text must be left aligned
- there shouldn't be any sections of italicised or capitalised text
- text shouldn't be underlined unless to indicate links
- true bullets/number lists should be used for lists
- if tables are used, they should be simple (no split/merged cells) with specified column and row headers, and captions

**Images**

- all images must have meaningful alt texts (this includes graphs, charts, flowcharts etc.); if they're purely decorative they must be tagged as such

**Colour contrast**

- colour contrast between background and text must be sufficient (4.5:1 contrast ratio for normal text; in Word use 'Check accessibility')

**TOC and metadata**

- for longer documents, table of content should be added
- metadata (title, subject, author as a minimum) must be included

**Pre-delivery checks**

Documents delivered to the FSA should as PDFs pass the full Adobe Acrobat accessibility checks without any warnings.

**[WCAG 2.1 AA accessibility requirements](#)**

## Annex 2 – Financial Template

Tender Reference	FS900236
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Tender Title	PRODUCT SURVEY OF CAT FOOD FOR MYCOTOXINS
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Full legal organisation name	Fera Science Ltd
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Main contact title	
Main contact forname	
Main contact surname	

Main contact position	Lead Scientist - Contaminants
Main contact email	
Main contact phone	

Will you charge the Agency VAT on this proposal?
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Yes

Please state your VAT registration number:
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GB 618-1841-40

<b>Project Costs Summary Breakdown by Participating Organisations</b>
Please include only the cost to the FSA.

Organisation	VAT Code*	Total (£)
<i>Fera Science Ltd</i>	STD	
		£
		-
		£
		-
		£
		-
		£
		-
		£
		-

<b>Total Project Costs (excluding VAT) **</b>	<b>£ 55,586.00</b>
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\* Please indicate zero, exempt or standard rate. VAT charges not identified above will not be paid by the FSA

\*\* The total cost figure should be the same as the total cost shown in table 4

\*\* The total cost figure should be the same as the total cost shown below and in the Schedule of payments tab.

<b>Project Costs Summary (Automatically calculated)</b>
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<b>Staff Costs</b>	
<b>Overhead Costs</b>	£ -
<b>Consumables and Other Costs</b>	
<b>Travel and Subsistence Costs</b>	£ -
<b>Other Costs - Part 1</b>	
<b>Other Costs - Part 2</b>	£ -
<b>Other Costs - Part 3</b>	£ -
<b>Other Costs - Part 4</b>	£ -
<b>Other Costs - Part 5</b>	£ -

<b>Total Project Costs</b>	<b>£ 55,586.00</b>
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<b>COST OR VOLUME DISCOUNTS - INNOVATION</b>
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The Food Standards Agency collaborates with our suppliers to improve efficiency and performance to save the taxpayer money.

A tenderer should include in his tender the extent of any discounts or rebates offered against their normal day rates or other

costs during each year of the contract. Please provide full details below:

Contracting will be through the [REDACTED] and so at reduced rates.

## Staff Costs Table

\*This should reflect details entered in your technical application section 4C.

**Please insert as many lines as necessary for the individuals in the project team.**

Please note that FSA is willing to accept pay rates based upon average pay costs. You will need to indicate where these have been used.

* Role or Position within the project	Participating Organisation	Daily Rate (£/Day)	* Daily Overhead Rate (£/Day)	Days to be spent on the project by all staff at this grade	Total Cost (incl. overheads)
Project manager / science lead	Fera Science Ltd			11	
Senior scientist	Fera Science Ltd			20	
Scientist	Fera Science Ltd			25	
Assistant scientist	Fera Science Ltd			20	
Laboratory attendant	Fera Science Ltd			8	
Total Labour Costs					



## Consumable/Equipment Costs

Please provide a breakdown of the consumables/equipment items you expect to consume during the project

Item	Quantity	Cost/Item(£)	Total
Laboratory consumables (glassware, solvents, etc)	1		
		£	£
		-	-

**Total Material Costs**

Please provide, in the table below, estimates of other costs that do not fit within any other cost headings

Description and justification of the cost	Estimated Cost
Sub-contractor costs (sample purchase)	
	£
	-

**Total Other Costs**

Proposed Project Start Date	01-Jul-2022	Amount				
Invoice Due Date	Description as to which deliverables this invoice will refer to (Please include the deliverable ref no(s) as appropriate)	*Net	** VAT Code	§ Duration from start of project (Weeks)	§ Duration from start of project (Date)	Financial Year
29-Jul-2022	Sample purchase / receipt complete (Output 2)			4	29-Jul-2022	2022-23
07-Oct-2022	Sample analysis complete - data reported (Outputs 3 and 4)			14	07-Oct-2022	2022-23
21-Oct-2022	Draft final report submitted (Output 5)			16	21-Oct-2022	2022-23
Retention /Final Deliverable	***					

Total	£ 55,586.00
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\* Please insert the amount to be invoiced net of any VAT for each deliverable  
 \*\* Please insert the applicable rate of VAT for each deliverable  
 \*\*\* 20% of the total project budget is withheld and will be paid upon acceptance of a satisfactory final report by the agency.  
 § The number of weeks after project commencement for the deliverable to be completed

### Summary of Payments



Financial Year (Update as applicable in YYYY-YY format) Total Amount	Year 1		
	2022-23	Retention	Total
			£ 55,586.00