Department for Environment Food & Rural Affairs

Order Form – Contract for Research and Development Goods and/or Services C25470 Develop and Pilot Approaches to Surveillance for Antimicrobial Resistance (AMR) in Equine (Lot 2)

1. Purchase Order Number	To be provided to the University of Liverpool [redacted], Contract Manager, within 10 working days of the Contract being signed.
2. Customer	Veterinary Medicines Directorate ("VMD") acting on behalf of the Secretary of State for Environment, Food and Rural Affairs, Woodham Lane, Addlestone, Surrey, KT15 3LS
3. Contractor(s)	The University of Liverpool, Foundation Building, Brownlow Hill, Liverpool, L69 7ZX, RC000660
4. Co-Funder(s)	Not applicable.
5. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: Veterinary Medicine Directorate, Antimicrobial Resistance Team
6. The Agreement	This Order is part of the Agreement and is subject to the terms and conditions appended at Appendix 1 and shall come into effect on the Start Date. Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions. The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order): a) this Order; b) the terms and conditions at Appendix 1; and c) the remaining Appendices in equal order of precedence.
7. Deliverables	**Goods: None.**
	Services: As set out in Appendix 2. Specification and Appendix 3. Contractors Proposal. [redacted] Date(s) of Delivery: 1 October 2024 – 31 March 2028
8. Milestone Delays (Clause 18.2.10)	Not applicable.
9. Start Date	01 October 2024
10. Expiry Date	31 March 2028
11. Extension Period (Clause 5.2)	6-months
12. Charges	The Charges are set out in Appendix 4. The Charges are fixed for the duration of the Agreement.
13. Payment including Payment by Co-funder(s)	Payments will be made in pounds (GBP) by BACS transfer using the details provided by the supplier on submission of a compliant invoice. Invoices must be submitted to [redacted] and the Contract Manager upon the corresponding deliverable being received for review and sign off. Any invoices that are submitted that do not meet the following criteria will not be processed: • 1 PDF per invoice (no larger than 4mb in size) – all supporting documentation must be included in that PDF (no additional separate supporting documentation as a separate file).

	• Multiple invoices can be attached to one email; however, as above we can only accept 1 invoice per PDF (and no additional supporting files). • Invoices must be dated. • Invoices must quote a valid Purchase Order. • Invoices must have a breakdown of what is being billed. • Invoices must include the total before and after VAT.
14. Customer's Authorised Representative(s)	For general liaison your contact will continue to be [redacted] Contract Manager or, in their absence, [redacted]
15. Contractor's Authorised Representative	For general liaison your contact will continue to be: [redacted] or, in their absence, [redacted]
16. Co-funder's Authorised Representative	Not applicable.
17. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option **A** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.
18. Contractor's general liability cap	The liability of the Contractor as set out in Clause 16.2.1 of the terms and conditions [redacted] [redacted]
19. Progress Meetings and Progress Reports	The Contractor shall provide the Customer with progress reports every quarter either via a minuted meeting, or presentation. The Contractor should use the following forms when reporting to the VMD on *annual* progress with these projects: • Annual/interim project report form (EVID3) to report on progress in delivering the research project; and • Evidence project final report form (EVID4) to report on final project results and outputs.
20. Address for notices	**Customer:** [redacted] **Contractor:** [redacted]
21. Key Personnel of the Contractor	[redacted]
22. Procedures and Policies	For the purposes of the Agreement: The Customer's Health and Safety requirements can be found in 19. Compliance and Insurance of the terms and conditions. The customers research open access policy can be found at: Research at Defra: open access policy for publications - GOV.UK (www.gov.uk)

	The Customer's sustainability policy can be found at: https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/procurement#sustainable-procurement The Customer's equality and diversity policy can be found at: https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/equality-and-diversity For the avoidance of doubt, if other policies of the Authority are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.
23. Commercial Exploitation (Clause 11)	Clause 11 (Commercial Exploitation) shall apply to this Agreement: **Yes:** **No: X**
24. Special Terms	Not applicable.
25. Additional Insurance	Not applicable.
26. Further Data Protection Provisions	The further data protection provisions as contained at Annex 1 of the Terms and Conditions are applicable to this Agreement where indicated below: **No: X**

[redacted]

Appendix 1: R&D Terms and Conditions

The Customer's Terms and Conditions which **can be located on the** Defra Website **and which are called** Defra Research and development terms and conditions

Appendix 2. Specification

Develop and pilot approaches to surveillance for antimicrobial resistance (AMR) in companion animals and equines*

*This Contract is for the delivery of Lot 2: Equines

Aims and Objectives

The Veterinary Medicines Directorate (VMD) wishes to undertake research to pilot different approaches to surveillance for antibiotic resistance in companion animals and equines in the UK. The aim of the project is to inform the development of representative UK-wide surveillance of antibiotic resistance in commensal bacteria carried by companion animal and equine populations (to include cats and/or dogs, and horses).

The Procurement

Recognising the significant differences between companion animals and equines and that different suppliers will be equipped with different expertise, facilities, and kit, this call to tender is sub-divided in 2 (two) lots:

- Lot 1 (cats and/or dogs); and
- Lot 2 (horses).

Tenderers must make it clear in the Qualification Envelope which Lot or Lots they are bidding for. Each Lot will be evaluated separately in accordance with details set out in the Evaluation Criteria below.

There are no limits to the number of Lots in which any one Tenderer can be awarded a Contract and if a Tenderer is successful in more than one Lot, the Authority may enter into a single Contract for all Lots awarded to that Tenderer.

It is intended that applications for each lot would comprise a single research project. However, we would also consider applications for Lot 1 proposing two separate projects, one for each species, provided that synergies and efficiencies between the projects are clearly demonstrated. Applications for Lot 1 proposing a project on either cats or dogs would also be considered. Alternatively, Tenderers may wish to propose smaller research project(s) within either Lot piloting a single surveillance modality.

The Authority's intention is to use Defra's Research and Development Terms and Conditions. The Authority acknowledges that this project may be suitable for an early-stage researcher or PhD programme and such proposals are also invited to apply. If the successful tender(s) proposes the delivery of this research as PhD, the Authority may use bespoke studentship terms *if available.* These terms are currently in draft, and should they become available during the tender process, the Authority will update the bidder's pack.

This is a Research and Development (R&D) contract and is, as a result, exempt from Public Contract Regulations (PCR) 2015. The contract(s) will be awarded directly after evaluation of the bids received and the outcome communicated to Tenderers.

Work proposed must comply with the Data Protection Act 2018 (GDPR).

Lot 1 Cats and/or Dogs:

Tenderers should propose approaches to testing single or multiple strategies for surveillance of AMR in commensal bacteria of the general population of cats and/or dogs in the UK, which meets the aims and objectives set out in this specification.

- These studies could be conducted at national or sub-national (e.g. regional or local) scale but should be able to feasibly inform development of representative national surveillance.
- Surveillance strategies may vary depending upon the animal species the study is focusing on, and the type of sample collected.
- The research should demonstrate approaches to explore sampling for gastrointestinal commensal organisms, as a minimum. Suppliers may also wish to propose approaches above and beyond this, such as sampling integumentary commensals.

The key deliverables for this Lot will be to:

- Carry out survey(s) of AMR, isolating commensal bacteria of cats and/or dogs and testing for AMR, and provide quarterly updates and annual reports to the VMD.
- Produce a final written report of findings from the surveillance approach(es) tested.
- Assess the feasibility of expanding the survey(s) to national scale. This should include identifying advantages and disadvantages of conducting surveillance using these routes, an assessment of potential biases, and how these could be mitigated.
- Produce recommendations for conducting representative, national-level surveillance of AMR in commensal organisms of cats and/or dogs.

In delivering this investigative study, the Supplier should carry out survey(s) of AMR in cats and/or dogs in the UK, which should include the following methodology:

- Collection of appropriate metadata.

- The research should include sampling the relevant population, isolation of *E. coli* and testing for AMR. Suppliers may also wish to propose isolation and AMR testing of additional relevant commensal organisms of the gastrointestinal and/or integumentary systems.

- Phenotypic antibiotic susceptibility testing (AST) of the collected isolates should be performed using broth microdilution and generation of minimum inhibitory concentration (MIC) using EUCAST[1] methodology, consistent with the methods used in livestock, as reported in UK-VARSS[2].

- Whole genome sequencing (WGS) of selected isolates should be performed to determine the presence of relevant AMR genes. Suppliers may also wish to propose conducting phylogenetic analysis against existing sequences.

Lot 2 Horses:

Tenderers should propose approaches to testing single or multiple strategies for surveillance of AMR in commensal bacteria of the general population of horses in the UK, which meets the aims and objectives set out in this specification.

[1] The European Committee on Antimicrobial Susceptibility Testing
[2] UK Veterinary Antimicrobial Resistance and Sales Surveillance Report 2022

- These studies could be conducted at national or sub-national (e.g. regional or local) scale but should be able to feasibly inform development of representative national surveillance.
- Surveillance strategies may vary depending upon the type of sample collected.
- The research should demonstrate approaches to explore sampling for gastrointestinal commensal organisms, as a minimum. Suppliers may also wish to propose approaches above and beyond this, such as sampling integumentary commensals.

The key deliverables for this Lot will be to:

- Carry out survey(s) of AMR, isolating commensal bacteria of horses and testing for AMR, and provide quarterly updates and annual reports to the VMD.
- Produce a final written report of findings from the surveillance approach(es) tested.
- Assess the feasibility of expanding the survey(s) to national scale. This should include identifying advantages and disadvantages of conducting surveillance using these routes, an assessment of potential biases, and how these could be mitigated.
- Produce recommendations for conducting representative, national-level surveillance of AMR in commensal organisms of horses.

In delivering this investigative study, the Supplier should carry out survey(s) of AMR in horses in the UK, which should include the following methodology:

- Collection of appropriate metadata.

- The research should include sampling the relevant population, isolation of *E. coli* and testing for AMR. Suppliers may also wish to propose isolation and AMR testing of additional relevant commensal organisms of the gastrointestinal and/or integumentary systems.

- Phenotypic antibiotic susceptibility testing (AST) of the collected isolates should be performed using broth microdilution and generation of minimum inhibitory concentration (MIC) using EUCAST[3] methodology, consistent with the methods used in livestock, as reported in UK-VARSS[4].

- Whole genome sequencing (WGS) of selected isolates should be performed to determine the presence of relevant AMR genes. Suppliers may also wish to propose conducting phylogenetic analysis against existing sequences.

The VMD expect that the Supplier's own knowledge and a review of existing literature will underpin and shape the research to deliver the key research aims and objectives. We would welcome applications that can interface with existing or ongoing work and/or generate opportunities for further research.

The VMD can provide academic support and insight to the researcher for the development of this work and can facilitate collaboration with industry bodies and other governmental surveillance programmes.

Project background information

[3] The European Committee on Antimicrobial Susceptibility Testing
[4] Veterinary Antimicrobial Resistance and Sales Surveillance 2022 - GOV.UK (www.gov.uk)

Antimicrobial resistance (AMR) is one of the top global public health threats. While it refers to the ability of any microbe to resist pharmaceutical treatment, this call focuses on antibiotic resistance in bacteria, specifically. Key to understanding the development, transmission and persistence of AMR is recognising the close links between the health of people, animals and ecosystems. One Health[5] is an integrated, unifying approach that aims to sustainably balance and optimize the health of these sectors. AMR can transmit from animals to people, and from people to animals, via direct contact, as well as indirectly through the environment. Resistance genes can also transfer horizontally to other bacterial strains and species, including from commensal organisms to pathogens, meaning that healthy animals and people can act as reservoirs of AMR.

In the UK, dogs and cats are very popular pets. In 2023, the combined dog and cat population in the UK was 22 million[6], with 29% of adults owning a dog, and 24% of adults owning a cat. There was an estimated population of 847,000[7] horses in the UK in 2019. This included horses owned by approximately 374,000 households, as well as those in professional settings such as racing. The close contact between these animals and people provides potential transmission routes for AMR. For example, transmission from pets to humans can occur from allowing them to lick the hands or face, or through the handling of faecal matter.

In addition, highest priority critically important antibiotics (HP-CIAs), which are required for the treatment of serious infections in human medicine, can be more frequently used in cats, dogs, and horses than in food-producing animals. In 2022[8], HP-CIAs comprised 44% of antibiotics sold for use in cats in the UK, and 7% of antibiotics sold for use in dogs. It was estimated that 0.59mg/kg of HP-CIAs were used for horses in 2021[9], higher than in livestock such as pigs and chickens.

Policy Context

Surveillance is essential to detect emerging AMR issues, monitor trends, and identify and assess the impact of interventions. In the UK, AMR surveillance is well established in livestock sectors, with programmes in place for both representative surveillance in healthy animals entering the food chain, and clinical surveillance. However, despite the close proximity between companion animals and equines with their owners and handlers, and the potential for AMR transmission between them, AMR surveillance in these sectors is limited.

Monitoring AMR in dogs, cats, and horses is less straightforward than in farmed animals entering the food chain. Different AMR surveillance approaches need to be trialled for the companion animal and equine sectors. The VMD is launching this call for competition to undertake research to explore such approaches.

This research will be the first step towards representative surveillance of AMR in commensal organisms in companion animals and equines in the UK. The data collected from this work will provide evidence of AMR within the companion animal and equine sectors in the UK, improving our understanding of AMR transmission and identifying emerging issues, whilst also

[5] UK One Health Report: Joint report on antibiotic use, antibiotic sales and antibiotic resistance. - GOV.UK (www.gov.uk)
[6] The PAW Report 2023 - PDSA
[7] British Equestrian Trade Association – National Equestrian Survey 2019
[8] Veterinary Antimicrobial Resistance and Sales Surveillance 2022 - GOV.UK (www.gov.uk)
[9] Antibiotic usage in 14 equine practices over a 10-year period (2012-2021) – Tallon – Equine Veterinary Journal

informing development of AMR surveillance in these species. Ultimately, this work will help achieve the UK's ambitions within the next AMR National Action Plan (2024-2029).

Outcomes from this study will inform animal and public health, providing benefits to the wider veterinary sector and ultimately pet and horse owners, as well as the general public. This study will also contribute to integrated One Health surveillance for AMR in the UK. Potential outcomes from this proposed research would be complementary to ongoing studies, including those conducted by FSA (AMR in raw pet food)[10] and UKHSA (AMR in healthy people)[11]. Other groups that would benefit from the research outcomes include academic institutions and industry bodies working to optimise antibiotic use in animals, such as the RUMA Companion Animal and Equine group.

Skills and Experience

- Experience in undertaking evidence reviews, sample collection/transportation, conducting AST and WGS, and designing methodologies to ensure representative sampling.
- Demonstrate appropriate facilities are available for conducting the research project.
- Demonstrate previous work has been undertaken on research projects of a similar size and scale, providing examples of relevant projects.
- Project management skills – development and delivery of project is on time, to cost and adhering to required quality.
- Demonstrate experience of undertaking evidence reviews, data consolidation, and undertaking stakeholder engagement.

Timescales

The Contract(s) is expected to be awarded in Spring 2024. All outputs must be completed and received by 31 March 2028.

Proposed Programme of Work (or Deliverables/Milestones)

Below is a provisional deliverables table setting out the key deliverables anticipated by the Authority. We would like for interested Tenderers to propose their own deliverables breakdown in line with our expected contract start and ends dates, complying with reporting minimums of quarterly updates and annual reports to the VMD.

Deliverables/Milestones		Completion Date
1	Carry out survey(s) of AMR isolating commensal bacteria of the animal species and testing for AMR and provide quarterly updates and annual reports to the VMD.	Indicative Timeline: Spring 2024 – Spring 2028.

[10] Surveillance of antimicrobial resistant bacteria in raw dog and cat food on retail sale in the UK | Food Standards Agency

[11] New study launched to assess levels of antimicrobial resistance in healthy people - GOV.UK (www.gov.uk)

2	Produce a final written report of findings from the surveillance approach(es).	
3	Identify advantages and disadvantages of conducting surveillance using the pilot study approaches, including an assessment of potential biases and how these could be mitigated.	
4	Produce recommendations for conducting representative, national-level surveillance of AMR in the animal species of interest.	

Within your proposal(s), Tenderers should clearly and fully describe the proposed programme of work, demonstrating how they will meet the project objectives and deliver the project outputs within the required timeframe. Tenderers should identify any anticipated difficulties or constraints in meeting the project objectives and output timetable and propose solutions for overcoming these. Actions where the VMD is expected to contribute should also be identified.

Governance and Contract Management

Inception

The successful Tenderer must arrange a virtual start up meeting at project inception to discuss project initiation.

Reporting

The Tenderer should keep the VMD informed on project progress and flag any delivery risks or limitations at quarterly progress meetings, and through ad hoc phone calls and regular emails. Any unforeseen issues arising in the course of the contract must be raised with the VMD's contract manager as early as possible to facilitate prompt resolution.

The Tenderer should propose a fixed price based on defined deliverables with named stakeholders allocated to specific tasks and set payment milestones based on deliverables for each Lot they are tendering for.

All deliverables, corresponding invoices and reports will be reviewed by the VMD before signoff and payment being executed.

Upon award of the contract, the VMD may agree with the successful Tenderers relevant Key Performance Indicators (KPIs) to be incorporated into the contract.

Successful Tenderers should use the following forms when reporting to the VMD on progress with these projects:

- Annual/interim project report form (EVID3) - to report on progress in delivering research projects.
- Evidence project final report form (EVID4) - to report on final project results and outputs.

Publishing Requirements

The principal client using the results will be policy officials in the VMD. The final report will be published following the VMD's publication process. Interim findings may also be shared with public authorities, including Other Government Departments (OGD) and selected Defra Arm's Length Bodies (ALB).

If Tenderers wish to make publications via their own channels, the VMD will require the Tenderer to make a request for our consideration, review, and approval. If the VMD approve any Tenderer publications, we expect that the VMD is credited as a funder.

Evaluation Criteria

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

- Quality/Technical – 60%
- Price/Commercial – 40%

The quality criterion is split into sub-criteria, which are weighted to reflect their relative importance and/or risk. These sub-criteria are listed below, along with the information we require you to return as part of your tender submission.

The evaluation criteria and weighting for this requirement is set out in the table below.

Evaluation of bids will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the bid, 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.

The quality criteria will be evaluated against rubric outlined below:

Descriptor	Score	Definition
Excellent	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the Bidder Pack. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Quality/Technical

The Technical evaluation will account for 60% of the total score. All questions have their respective weighting explained in the table below.

Tenderers must address all sub-criteria. We are setting a minimum score threshold of 20 for each of the E01 to E04 criteria. The authority may reject the tender of any submission that fails to reach this threshold for any of the criteria.

Tenderers should not cross reference information provided in each section as they will only be scored on the information requested and provided in each section.

There are 4 (“four”) quality/technical criteria outlined below, each with a maximum available score of 100.

Quality/Technical Sub-Criteria	Question	Weighting (% of quality/technical score)	Maximum Response Length
E01 Understanding of the requirement	Please outline your understanding of the requirements based on the specification provided. This section should demonstrate: • A thorough understanding of the aims and objectives of this project, including the rationale and policy context. • An awareness of the key challenges involved in delivering this project and how you will address these challenges. • A clear overview of how your recommended approach and method will address the research questions posed. • Original thoughts will score higher than copying sections from the ITT. Please upload a document with the filename "E01_Your Company Name"	20% Minimum Score Threshold: 20	2 sides of A4, font size 11
E02 Approach & Methodology	Outline the **approaches and methodologies** you will use to deliver this contract to meet or exceed the Authority's requirements as outlined in the specification. This section should: • Demonstrate your knowledge of relevant research approaches that could be used and provide a detailed methodology that will deliver the full scope of requirements in the specification and how each element of the specification will be fulfilled. • Describe the methodology you will use to meet each of the projects aims and objectives, clearly setting out how each of the methodological elements will link together and answer the research questions. This should include:	40% Minimum Score Threshold: 20	4 sides of A4, font size 11 + project plan + data protection policy

	➢ Collection of appropriate metadata ➢ Sampling the relevant population, isolation of *E. coli* and testing for AMR (Suppliers may also wish to propose isolation and AMR testing of additional relevant commensal organisms of the gastrointestinal tract and/or integumentary systems). ➢ Phenotypic AST using EUCAST methodology for broth microdilution and generation of minimum inhibitory concentration (MIC). ➢ Whole genome sequencing of selected isolates to determine presence of relevant AMR genes (suppliers may also wish to propose conducting phylogenetic analysis against existing sequences). • Tenderers may propose surveillance pilot studies at UK national or sub-national level, provided that the pilot studies can feasibly be used by the Tenderer to produce recommendations to inform the development of representative national surveillance and provide the Authority with full confidence of delivery and achieving the research objectives. • Specify if proposed approaches are to test a single surveillance modality or multiple approaches for surveillance of AMR in commensal bacteria. • Outline how you would work with key stakeholders throughout the project. • Highlight any data protection/data ethics issues that may arise during the delivery of this contract and how you will address them and attach a copy of your data protection policy (work proposed must comply with the Data Protection Act 2018 (GDPR)). • Provide a provisional project plan, showing key milestones and dependencies. You must **not** include any commercial information here.		

	Please upload a document with the filename “E02_Your Company Name” + project plan + data protection policy		
E03 Project Management	Please provide details in this section of how the project will be managed and how the project will be quality assured. Your response should cover: Project Management • Details of the proposed approach to and implementation of project management of the contract, to ensure it is delivered on time and to budget, especially where sub-contracting is involved. • Confirm you have sufficient resource available to deliver the project on time and outline your contingency plans for unexpected absence or changes to key personnel to ensure minimal impact on the project’s delivery or budget. • A description of how relationships will be established and maintained within the team and with the VMD (including change management, issues escalation and quality control). • Describe the level of input and guidance, if any, that you will require from the VMD. • A Gantt chart presenting milestones, deliverables, timelines and inter-dependencies between work streams, particularly sequencing of work. • Describe how you will engage with the VMD to ensure adherence to the VMD’s publishing requirements, ensuring the VMD receives requests for consideration, review and approval if the Tenderer wishes to make publications via their own channels. Quality Assurance	20% Minimum Score Threshold: 20	2 sides A4, font size 11 + Gantt Chart

	• Description of the Quality Assurance procedures in place to ensure the final outputs are robust. Please upload a document with the filename "E03_Your Company Name" + Gantt chart		
E04 Skills & Expertise	This section should demonstrate your organisation's capability in delivering research projects that are relevant or comparable to this specification. To enable this assessment to be made, this section should: • Provide an overview of relevant resources selected to deliver previous projects, including experience in undertaking evidence reviews, sample collection/transportation, conducting AST and WGS, and designing methodologies to ensure representative sampling. ➢ Demonstrate previous work has been undertaken on research projects of a similar size and scale, providing examples of relevant projects. ➢ Demonstrate appropriate facilities are available for conducting the research project. • Provide evidence of the skills/capabilities that are critical to delivery of the project such as undertaking evidence reviews, data consolidation, and undertaking stakeholder engagement. Please upload a document with the filename "E04_Your Company Name"	20% Minimum Score Threshold: 20	3 sides of A4, font size 11

Price/Commercial

Price will form 40% of the final score. Tenderers are required to complete the Pricing Schedule and submit this with their Tender. Submissions should include a competitive total fixed cost for completion of the project and include a breakdown of costs against each objective and key personnel as well as a proposed payment/invoicing schedule.

Prices will be evaluated excluding VAT.

Evaluation of cost

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 40\ \% \text{ (Maximum available marks)}$$

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

Tenderer A Score = £3000/£3000 x 40 % = 30% (maximum score)

Tenderer B Score = £3000/£5000 x 40 % = 24%

Tenderer C Score = £3000/£6000 x 40 % = 20%

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