



Department for Business, Energy & Industrial Strategy

Invitation to Tender for: Services to produce and provide long term supply curves for Oil, Coal, and Gas for 2025, and then every 10 years between 2030 and 2050

Tender Reference Number: Prj_950

Deadline for Tender Responses: 27th January 2023 13:00 (GMT)

Department for Business, Energy & Industrial Strategy

Date: 11/2/2023

The Department for Business, Energy & Industrial Strategy ("BEIS" or the "Buyer") wishes to commission a project to Services to produce and provide long term supply curves for Oil, Coal, and Gas for 2025, and then every 10 years between 2030 and 2050

Enclosed are the following sections:

- Section 1 Instructions and Information on Tendering Procedures
- Section 2 Specification of Requirements
- Annex A: Pricing Schedule
- Annex B: Authority's Terms and Conditions

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender. Your tender must be returned via the BEIS Jaggaer procurement portal in line with the instructions included in this ITT.

I look forward to receiving your response.

Yours sincerely,
Esther Francis
Commercial Business Partner
International Net Zero Directorate

Email: internationalclimateandenergy.procurement@beis.gov.uk

Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

We will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid; Names and contact details of employees proposed to be involved in delivery of the contract; Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

Purpose

We are processing your personal data for the purposes of the tender exercise described within the remainder of this Invitation to Tender, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

We reserve the right to retain personal data collected in the procurement exercise to evaluate the procurement exercise and obtain feedback from tenderers. We reserve the right to contact all those organisations whom submitted a response to this competition, should we choose to, at the point of re-tendering this requirement in the future, if this is required.

All tenders will be retained for a period of 6 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is the Department for Business, Energy & Industrial Strategy (BEIS).

You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 1

Instructions and Information on Tendering Procedures

Invitation to Tender for Services to Provide Ongoing Analysis and News Reporting on the Gas Sectors (2023-2024)

Contents

A.	Indicative Timetable	6
B.	Contract Duration and Extension Options	6
C.	Procedure for Submitting Tenders	7
D.	Conflict of Interest	7
E.	Evaluation of Responses	8
F.	Terms and conditions applying to this Invitation to Tender	8
G.	Further Instructions to Contractors	8
H.	Consortia	9
I.	Price	9
J.	Variant Bids or Options	9
K.	Checklist of Documents to be Returned	9
L.	Evaluation and Scoring Methodology	9

A. Indicative Timetable

The anticipated timetable for this tender exercise is as follows. BEIS reserves the right to vary this timetable. Any variations will be published on contracts finder and on the BEIS Jaggaer procurement portal.

Tender Timeline	Date
Advert published on Contracts Finder ^[1]	11th January 2023
Competition published	11th January 2023
Deadline for questions relating to the tender	18th January 2023 13:00 (GMT)
Deadline for receipt of tender	27th January 2023 13:00 (GMT)
Invite suppliers for bid clarification (if needed)	From 27th January 2023
All suppliers alerted of outcome (indicative)	From 6th February 2023
Contract award on signature by both parties	During week commencing 6th February 2023
Contract start date (anticipated)	6th February 2023
Contract end date (anticipated)	31st March 2023

B. Contract Duration and Extension Options

The contract is to be for a period of approximately 2 months in line with the eventual successful supplier proposal. The contract may be extended in duration or in value by the Department with any extension not to exceed 2 months or £10,000 inclusive of VAT.

^[1] <https://www.contractsfinder.service.gov.uk/Notice/0724a804-de6d-4999-9e32-250db75ff7d1>

C. Procedure for Submitting Tenders

To apply for this tender please register on the BEIS Jaggaer Portal which can be found at <https://beisgroup.ukp.app.jaggaer.com/>. If you have any access or registration queries please email customersupport@jaggaer.com.

Tenders will be received up to the time and date stated. Tenders will be accepted through the Jaggaer portal only. Emailed or hard copy information will not be accepted.

Please ensure that your tender is uploaded not later than the appointed time on the appointed date. The Department does not undertake to consider tenders received after that time.

Please familiarise yourself with the portal and method for uploading proposals and contact the helpdesk on Phone 08000 698 632 for any issues or queries. To note that technical issues relating to the portal are unlikely to be resolved by BEIS and as such you should contact the Jaggaer customer service team in the first instance.

BEIS shall have the right to disqualify you from the procurement if you fail to fully complete your response, or do not return all of the fully completed documentation and declarations requested in this ITT. BEIS shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender.

All questions should be submitted online via the Jaggaer portal by **18th January 2023 13:00 (GMT)**. Questions submitted after this date may not be answered. Answers to questions will be published periodically on the Jaggaer portal and will be accessible to all bidders. All bidders should then take replies to questions into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so. If you consider that your question is confidential or commercially sensitive such that the response should not be circulated to all bidders please mark it as such. The Authority will assess the question and whether the question can reasonably be considered confidential. In the event that we disagree you will be given the opportunity to withdraw the question before any response is circulated.

You will not be entitled to claim from the Department any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

D. Conflict of Interest

BEIS' standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Secretary of State.

For research and analysis, conflict of interest is defined the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensure maintain an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

- 1. During the bidding process, organisations may contact BEIS to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any responses given to individual organisations or consortia will be published on contract finder (in a form which does not reveal the questioner's identity). Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.
- 2. Supplier's are asked to sign and return Declaration 3 to indicate whether or not any conflict of interest may be, or be perceived to be, an issue.** If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
- 3. When tenders are scored, this declaration will be subject to a pass/fail score,** according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in BEIS exercising its right to terminate any contract awarded.

Please note that all mandatory declarations can be electronically processed in the qualification envelope of the Jaggaer platform. Hard copies or PDFs will not be required.

E. Evaluation of Responses

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the specification.

F. Terms and conditions applying to this Invitation to Tender

BEIS' Standard Terms and Conditions of Contract, Annex B will apply to this contract. These can be downloaded from the Jaggaer Portal. The winning contractor will need to accept that BEIS will use its own internal contract template together with the BEIS standard terms and condition, when issuing the contract.

The successful Tenderer's submission will form part of the agreed contract.

G. Further Instructions to Contractors

BEIS reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued. Where amendments are significant, BEIS may at its discretion extend the deadline for receipt of tenders.

BEIS reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Suppliers should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. By issuing this invitation BEIS is not bound in any way and does not have to accept the lowest or any tender and

reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

H. Consortia

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note BEIS reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

BEIS recognises that arrangements in relation to consortia may (within limits) be subject to future change. Suppliers should therefore respond in the light of the arrangements as currently envisaged. Suppliers are reminded that any future proposed change in relation to consortia must be notified to BEIS so that it can make a further assessment by applying the selection criteria to the new information provided.

I. Price

In submitting full tenders, Tenderers confirm in writing that the price offered will be held for a minimum of 12 weeks from the date of submission.

J. Variant Bids or Options

Suppliers are permitted to submit variant bids or additional options to their core submission. However, these options must continue to meet all of the requirements identified. Options and variant bids will be evaluated on their own merit in line with the evaluation criteria.

K. Checklist of Documents to be Returned

- Qualification envelope – please complete all mandatory declarations on the Jaggaer platform.
- Technical envelope – Technical Proposal (maximum 8 pages)
- Commercial envelope - Annex A: Pricing Schedule
 - Evaluation and Scoring Methodology

Suppliers are invited to submit full tenders of no more than 8 A4 pages. These 8 pages should not include a cover letter or index page, CVs, declarations or the Pricing Annex. Page limits are identified for each of the below questions and Suppliers must clearly identify their response to each question. BEIS requires separate electronic files to be submitted in response to each question.

BEIS will select the successful Supplier that scores highest against the criteria and weighting listed below. Further details of the requirements of each criterion are provided in section L2 below.

Criterion	Description	Weighting
Qualification	Declarations	Pass/fail
	Standard Selection Questionnaire	Pass/fail
Quality	Q1: Understanding of requirements	15%
	Q2: Skills and Expertise	25%
	Q3: Quality of the Solution	35%
Price	Cost	25%
	Total	100%

1. Scoring Method

Declarations

Failure to provide completed declaration forms will result in the Tender not being evaluated. BEIS reserves the right to clarify if omissions are intentional before disqualifying a bidder.

Conflict of interest

See Part 1 Section C of the ITT for further information. Should a Tenderer identify a conflict of interest which in the opinion of BEIS not be mitigated then the response will be scored a fail and the Tenderer removed from the evaluation.

Quality Criteria

Tenders responses to each of the questions asked will be scored against each of the criteria below, according to the extent to which they meet the requirements of the Tender. The meaning of each score is outlined in the table below.

Score	Description
1	Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard
2	Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps
3	Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps.
4	Good: Proposal meets the required standard, with moderate levels of assurance
5	Excellent: Proposal fully meets the required standard with high levels of assurance

The total score for quality criteria will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 75.

Should any Tenderer score 1 in any of the criteria, they will be excluded from the tender competition.

Price Criteria

Price will be marked using proportionate pricing. Please see the example below.

There will be a maximum of 25 marks

The lowest priced bid will receive the full 25 marks, all other bids will then be marked as set out below.

Proportionate Pricing scoring example

If 25% = 25 marks

Supplier	Price	Marks
1 (lowest bid)	£50,000	25
2	£60,000	$50,000/60,000 * 25 = 20.8$
3	£75,000	$50,000/75,000 * 25 = 16.7$

Most Economically Advantageous Tender (MEAT)

The Supplier's Quality criteria score will be added to their Price score in order to create a final score for their submission. These final scores from all Supplier's will be ranked and the highest scoring Supplier identified to award the Contract to.

In the event that for any reason the Authority is not able to enter into a contract with the highest scoring bidder, the Authority reserves the right to move to the next highest scoring bidder and so on.

2. Quality criteria questions

Suppliers are required to respond to each of the below questions. Suppliers should structure their submission to clearly identify their response to each of these questions.

Responses should be font size 11 and all page limits refer to sides of A4. Text included in tables should also be of font size 11.

Where the page limits to a question response is exceeded, BEIS reserve the right to not evaluate any text beyond the stated page limit.

Suppliers should not include hyperlinks to external information to support their response. BEIS will not consider these links in their evaluation.

Unless stated, annexes containing additional information are not to be included and BEIS reserve the right not to review their content.

Question 1: Understanding of Requirements - 15%

Provide an overall summary of your proposed solution and how it will address BEIS' requirements.

Higher marks will be awarded to those responses where:

- The response gives confidence to BEIS that the solution to be provided fully meets its requirements, with evidence to demonstrate that all requirements would be met without limitations.

The response should be a maximum of 1 side of A4, with no additional attachments.

Question 2: Skills and Expertise - 25%

Detailed understanding of the Oil, Gas, and Coal markets is essential, please provide detail on how your organisation has expertise and knowledge of these markets and capability to undertake necessary analysis. Please also provide detail on the experience of those named individuals who would be managing the delivery of this requirement, in these market areas and undertaking analysis. Please also list any corporate policies which you may have regarding equality, diversity and inclusion and or sustainability and how these have been applied to your proposed solution.

Higher marks will be awarded to those responses where:

- The response gives confidence to BEIS that the team who will be delivering this requirement have detailed knowledge of these markets and have the ability to undertake the analysis as required.
- The response provides demonstrable evidence that similar or comparable requirements have been delivered to other customers previously. If no such experience is present, demonstration that comparable deliverables have been delivered and how this will be applied to these requirements.
- There is a suitable level of expertise and capability from all team members tasked with undertaking analysis to provide high quality and error free deliverables to the satisfaction of BEIS.
- The response demonstrates to BEIS that the project team size is suitable to deliver the requirements and measures are in place to manage staff absences which are not detrimental to the service to be provided.
- The response gives confidence to BEIS that the Tenderer has appropriate levels of corporate responsibility with regard to either equality, diversity and inclusivity or sustainability, preferably both, and how these policies are manifest in the solution proposed.

The response should be a maximum of 3 sides of A4, with no additional attachments such as CVs or copies of corporate policies. CVs are not required to be submitted, but short profiles of individual's experience may be provided and included in this page limit.

Question 3: Quality of the Solution - 35%

Demonstrate the ability to provide the services as outlined in the specification. Please provide detail as to how all the requirements will be met punctually, to a high quality, illustrated with evidence to support this.

Higher marks will be awarded to those responses where:

- The response gives confidence to BEIS that the requirements could be met in full by the proposed solution.
- There is a level of granularity proposed of the data which will allow BEIS flexibility in its assessments.
- There are suitable measures in place which are demonstrated in the submission to ensure to ensure accuracy of data and high quality analytical outputs.
- The response clearly grants permission for BEIS to reproduce products and information in internal documents and the access to deliverables is clear and proportionate to the requirements.
- A detailed process on how BEIS can contact the Supplier with assistance on analytical queries and then how this process would be practically fulfilled.

The response should be a maximum of 4 sides of A4, with no additional attachments.

3. Price

Please complete the template (Annex A) detailing your price for delivery of this service. Do not refer to this value anywhere else in your quality bid submission.

4. Bid Clarification

After reviewing and evaluating the written proposals, BEIS may decide to ask clarification questions of bidders. Please ensure that when submitting your response you confirm email addresses for contacts who will be available during this time to respond to any queries.

5. Feedback

Feedback will be given in both the successful and the unsuccessful letters to bidders.

Section 2

Specification of Requirements

Invitation to Tender for Services to Provide Ongoing Analysis and News Reporting on the Gas Sectors (2023-2024)

Tender Reference Number: Prj_950

Deadline for Tender Responses: 27th January 2023 13:00 13:00 (GMT)

Contents

1.	Introduction	15
2.	Requirements	15
3.	Ownership and Publication	15
4.	Working Arrangements	15
5.	Skills and experience	16
6.	Quality Management.....	16
7.	Social Value	16
8.	Sub-contractors	16
9.	Budget	16
10.	Payment	16
11.	Performance	17
12.	Data Protection	17

1. Introduction

BEIS produces annual Fossil Fuel Price Assumptions for Oil, Coal, and Gas. These assumptions are split into short term and long-term assumptions. The long-term assumptions were last updated in 2019. These assumptions are used for products across government, and due to the enormous change that has occurred in the energy market since 2019, we require the long term assumptions to be updated up to 2050 for all three fossil fuels. This will allow us to develop accurate and timely products for Energy stakeholders.

2. Requirements

The requirement is for the generation of Fossil Fuel Supply Curves; this encompasses separate curves for Oil, Gas, and Coal. The overall purpose of the work is to generate assumptions for long-term fossil fuel prices by combining new fossil fuel supply curves with projections of fossil fuel demand, i.e. where supply meets demand. Demand projections will be generated from IEA or similar future energy scenarios. Whereas a detailed consideration of future supply (and clear underlying assumptions) will need to be generated by this external research project.

The fossil fuel supply curves will reflect the range of uncertainty over the evolution of supply curves through the creation of low and high as well as central projections, reflecting the plausible and evidence-based range and the inherent uncertainty. The projections should be for 2025, and then for 10-year time blocks between 2030 up to and including 2050.

The Supply Curves were previously produced externally in 2019, for the [2019 Fossil Fuel Price Assumptions](#) (FFPA). Global Fossil fuel markets and geopolitics have changed significantly in the last three years with potentially significant impacts on long-run supply (and demand).

The specific request is for a results and methodology report similar to that produced in 2019, ideally in PDF format, along with excel spreadsheets containing the supply curves data for Oil, Coal, and Gas, with a data point for each point on the supply curve.

Accessibility

All information should be presented in an intuitive and user-friendly format, if necessary the Contractor should offer training in the effective use of their product to enable effective use by end users.

3. Ownership and Publication

BEIS will be authorised to reproduce products and information in internal documents (including those shared with other Government Departments) with the source of information attributed to the supplier.

4. Working Arrangements

The Contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. Access to the Contractors' analysts, including but not necessarily limited to assisting with analytical queries and presenting analysis, should also be provided, equivalent to at least one day's time every two months.

It is expected that queries are dealt with promptly. A BEIS project manager will be assigned to the project and will be the central point of contact.

5. Skills and experience

The Contractor should have the experience and capabilities to undertake the project.

The Contractor should propose named members of the project team and identify the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks. Contingency requirements in the event of staff absences should also be identified.

Contractors should identify the individual(s) who will be responsible for managing the project.

6. Quality Management

The Contractor should have measures in place to ensure that the deliverables produced are of a high quality and free from error.

7. Social Value

The Contractor should have its own corporate policies in place which address areas of social value such as equality, diversity and inclusivity of its staff as well as sustainability.

8. Sub-contractors

The Contractor must have measures in place to manage any sub-contractors and ensure that their selection is conducted in an open and transparent manner.

9. Budget

BEIS has created a 'genuine pre-estimate' of costs for this service and it is expected that these will be less than £60,000 excluding VAT.

BEIS reserves the right to not award the Contract to the highest scoring Tenderer if its submitted cost exceeds this value. In such instances, BEIS may consider rejecting this top ranked Tender submission and awarding the Contract to a lower ranked tender which is within this budget range.

10. Payment

Price will be fixed based on the commercial offers made. Payments will be linked to delivery of the products, namely the report and accompanying spreadsheet.

Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

BEIS aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract. We expect that this will be replicated in any sub-contractor arrangements and BEIS may request evidence that this is the case.

11. Performance

BEIS will manage the contract and have regular performance discussions with the Contractor. Where the quality of deliverables are failing to meet BEIS' expectations identified in both these requirements and the Contractor's tender submission, BEIS will work with the Contractor to identify measures to remedy these performance issues.

12. Data Protection

The Contractor will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this Invitation to Tender. A guide to The General Data Protection Regulation published by the Information Commissioner's Office can be found [here](#).

The only processing that the Contractor is authorised to do is listed below by BEIS, "the Authority" and may not be determined by the Contractor.

Processing, Personal Data and Data Subjects

(1) The contact details of the Authority's Data Protection Officer are:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

(2) The contact details of the Contractor's Data Protection Officer (or if not applicable, details of the person responsible for data protection in the organisation) are to be identified in the Contract

(3) The Contractor shall comply with any further written instructions with respect to processing by the Authority.

(4) Any such further instructions shall be incorporated into this section.

Description	Details
Subject matter of the processing	<p>The processing is needed in order to ensure that the Contractor can effectively deliver the contract to provide this service.</p> <p>The processing of names and business contact details of staff of both the Authority and the Contractor will be necessary to deliver the services exchanged during the course of the Contract, and to undertake contract and performance management.</p> <p>The Contract itself will include the names and</p>

Description	Details
	business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Duration of the processing	Processing will take place from Contract Commencement for the duration of the Contract plus a 6 year retention period. The Contract will end on 31 st March 2023
Nature and purposes of the processing	The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Type of Personal Data	Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Categories of Data Subject	Staff of the Authority and the Contractor, including where those employees are named within the Contract itself or involved within contract management.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under European Union or European member state law to preserve that type of data	<p>The Contractor will provide the Authority with a complete and uncorrupted version of the Personal Data in electronic form (or such other format as reasonably required by the Authority) and erase from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion.</p> <p>Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found within the Invitation to Tender.</p>

Annex A: Pricing Schedule

Instruction: Please complete this annex and include it as a separate attachment to your submission in the Commercial Envelope.

Please complete multiple versions of this if your submission include variations or options.

An editable version of this document is located on the Jaggaer portal with the filename “Annex A: Pricing Schedule”.

Please do not include pricing information anywhere else in your tender submission.

Please note all pricing should be submitted in Pound Sterling (£)

Part A – Full price offered

TOTAL inclusive of VAT	£
-------------------------------	----------

Annex B: Authority's Terms and Conditions

A copy of this document is included on the Contracts Finder portal accompanying this Tender with the filename "Annex B: Authority's Terms and Conditions"