



Department
for Environment
Food & Rural Affairs

Request for Quotation

**MMO1338 Understanding and Exploring
Co-existence Opportunities and
Displacement Issues with Marine Sectors**

ITT_C5097

Contents

Request for Quotation.....	1
Glossary	2
Conditions applying to the RFQ	3
Acceptance of Quotations	3
Costs	3
Mandatory Requirements	3
Clarifications.....	3
Amendments	4
Conditions of Contract.....	4
Prices	4
Quotation Submission	4
Disclosure	4
Disclaimers.....	5
Section 2 Specification.....	6
Section 3 Evaluation.....	11

SECTION 1: Request for Quotation

Title: – MMO1338 Understanding and Exploring Co-existence Opportunities and Displacement Issues with Marine Sectors

You are invited by Defra group Commercial on behalf of MMO, to submit a quotation for the requirement described in the specification below.

Please submit your quotation via the Atamis system on or before the deadline given below.

The Timetable below is subject to change by the Authority and Tenderers will be informed accordingly.

Procurement Activity	Anticipated Date	
Publish advertisement for the procurement	03/11/2022	
Deadline for clarification questions	Date	Time
	17/11/2022	14:00 GMT
Deadline for Tenders	Date	Time
	24/11/2022	12:00 GMT
Evaluation of Tenders	24/11/2022 – 01/12/2022	
Contract award notification	08/12/2022	
Contract award	08/12/2022	
Contract start date	12/12/2022	
Contract End date	31/03/2023	
Duration of Contract	3.5 Months	
Extension Period	Subject to the Authority's discretion	

Section	Contents	Action
1	Tender Particulars	For Information
2	Evaluation	For Information
3	Specification of Requirements	For Information

Appendices	Contents	Action
A	Form of Tender	Print, Sign, Scan and Upload to Atamis
B	Authority's Conditions of Contract	For Information
C	Commercial Pricing Proposal	Complete and Upload to Atamis
D	Staff Time in Days Template	Complete and Upload to Atamis
E	Evaluation Questions	For Information

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires).

Words/Expression	Meaning
“Authority”	Means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
“Atamis”	Means the e-tendering system used by the Authority for conducting this procurement which can be found at https://defra-family.force.com/s/Welcome .
“Contract”	Means the contract to be entered into by the Authority and the successful supplier
“RFQ”	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers

Conditions applying to the RFQ

You should examine your quotation response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation fully and accurately and that prices quoted are arithmetically correct for the units stated.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Atamis.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions attached in Atamis (Appendix B) for Short Form (Services) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Atamis e-tendering portal (<https://defra-family.force.com/s/Welcome>).

Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

By submitting a quotation, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFQ.

- accept any liability for the information contained in the RFQ or for the fairness, accuracy, or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

SECTION 2: Specification

This section sets out the Authority's requirements.

Project Aim

To undertake a review of existing co-existence evidence and produce a matrix of interactions, with particular focus on spatial and non-spatial case study interactions and the extent to which displacement may occur and how this can be applied in policy.

1. Background

Space is essential for marine activities to function and in order to make the optimal use of space, it is important to understand which marine activities can be co-located and under what conditions this may be possible. As the coastal-marine environment becomes busier, the pressure on available space increases and there is a greater need for marine users to co-exist where multiple developments, activities or uses occur alongside or near each other in the same area, or at the same time.

The UK marine planning systems, directed by the UK Marine Policy Statement, have intent to manage competition and enable co-existence in the marine space as far as possible. English marine plans for example contain specific policies encouraging optimisation of the use of space, co-operation, co-existence and promoting compatibility and encouraging co-operation between different activities within the context of social, economic, and environmental considerations.

There is a body of work that has considered issues around potential for co-existence and co-location more specifically - considered a subset of co-existence. Specifically, terms are defined in the adopted East marine plans ([East Marine Plans - GOV.UK \(www.gov.uk\)](http://www.gov.uk)).

Co-existence “where multiple development, activities or uses can exist alongside or close to each other in the same place and/or at the same time” (MMO, 2014, p187).

Co-location “where multiple developments (often structures), activities or uses co-exist in the same place by sharing the same footprint or area in the marine environment. ‘Footprint’ can include both the physical location of a development or activity, e.g. a built structure, and a wider area associated with the development or activity, e.g. a surrounding safety zone” (MMO, 2014, p187).

2. Objectives

- 1) Rapid review of co-existence literature to summarise research in co-existence topics. Using systematic review methods to search and critically appraise existing research over the last 10 years.
- 2) Update the MMO1010 co-location matrix ([\[ARCHIVED CONTENT\] Evaluation of the potential for co-location of activities in marine plan areas \(MMO 1010\) \(nationalarchives.gov.uk\)](http://nationalarchives.gov.uk)) to add more recent understanding of existing activity interactions (e.g. technological advances) and recent and emerging marine activities not previously considered including but not specifically limited to;
 - a) Floating offshore wind
 - b) Hydrogen energy
 - c) Desalination

- d) Strategic compensation and net gains sites
 - e) Highly protected marine areas
 - f) Carbon capture use and storage
 - g) Seaweed aquaculture
- 3) Refine the MMO1010 co-location matrix by
 - a) Describing what specific activities or elements of activities are in conflict
 - b) Identifying significant spatial and non-spatial issues that inhibit co-location (application of PESTLE analysis is suggested)
 - c) Consider the key interactions from both perspectives (noting that impacts or restrictions may not be balanced between parties)
 - d) Comment on the strength of site attachment of activities and ability for displacement to occur
 - 4) Undertake 5 case studies to explore example co-location conflicts, considering spatial and non-spatial issues (PESTLE analysis could be used here) and possible prevention, minimisation or mitigation attempts. Conflicts that might be considered include (but open to review based on outcomes of objectives 1-3):
 - a) Shellfish or seaweed aquaculture – offshore floating or static wind
 - b) Shellfish or seaweed aquaculture – fisheries
 - c) Carbon capture and storage and use – fisheries
 - d) Aggregate extraction – offshore wind
 - e) Major shipping routes and fixed structures
 - 5) Provide high level implementation guidance for the updated co-location drawing out how such evidence may be used by 1) marine planners in the future development of policy including review of the existing co-location policy and 2) stakeholders in key decision- making processes

3. Project Support

The authority can provide the following support.

- The project will be supported by an MMO project team including representatives from MMO Evidence and Evaluation and MMO Marine Planning Teams.
- Sector specific support from the marine planning team including on emerging activities and sectors.
- The project may draw on the MMO's existing network of activity and government contacts for evidence work in support of marine planning and marine spatial prioritisation.

4. Requirements

The project has the following requirements

- Fortnightly project updates including progress against milestones, discussion about any blockers and impact, opportunity for technical discussion
- Outputs that are to be public facing must be in compliance with MMO corporate style shared at inception and are required to meet the [.gov accessibility policy](#)

5. Deliverables and milestones

Project will include the following deliverables and milestones:

- Inception meeting in person or via video-conferencing with the project group
- Inception report detailing any clarifications and actions related to the contract, contractor proposal, authorities' scope of work or other agreements and actions made
- Twice-monthly, minuted meetings with the key individuals to review progress against objectives, report risks and issues, and to forward plan
- Draft outputs(s) in Microsoft Office suite format in plain English and in an editable format including the collated literature review, matrix and case studies
- Final outputs(s) incorporating the comments and recommendations identified at the draft stage.

6. Timetable

This project can be conducted within the 5-month windows from October 2022 to March 2023. Proposed milestones and deliverables dates are given below:

Deliverable / Milestone	Dates
Milestone - Inception	W/C 12/12/22
Deliverable - Inception report	W/C 19/12/22
Deliverable - Review draft (lit review)	W/C 23/01/23
Deliverable – updated draft Matrix (obj 2)	23/01/23
Deliverable – case study draft	W/C 23/01/23
Deliverable - Draft report	06/03/23
Deliverable - Final report + Matrix	27/03/23

7. Quality Assurance

Evidence used in preparing the final report has been collected, processed and published with rigour and that appropriate quality assurance (QA) processes are in place, and embedded, within the contracting organisation. The Contractor will provide the MMO with relevant assurances around QA procedures and/or certifications from recognised standards providers (eg ISO). Please refer to the MMO's Quality Assurance of Evidence processes for guidance as to what the MMO will be looking for.

<http://webarchive.nationalarchives.gov.uk/20140305093254/http://www.marinemangement.org.uk/evidence/documents/qa-evidenceprocess.pdf>

SECTION 3: Evaluation

1.0 Evaluation criteria

Evaluation comprises the stages set out in the table below. More information on evaluation criteria is set out in Atamis

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed, and dated Form of Tender in accordance with the instructions in Atamis, your Tender will be rejected as non-compliant.	Pass/Fail
Stage 2	Organisation and Contact Details	This stage is not scored but you will be eliminated from the procurement if the information is not provided in full.	Pass/Fail
Stage 3	Grounds for Mandatory Rejection	This stage is not scored but if you answer "Yes" to any of the questions the Authority will reject your Tender.	Pass/Fail
Stage 4	Grounds for Discretionary Rejection	This stage is not scored but if you answer "Yes" to any of the questions the Authority may reject your Tender.	Pass/Fail
Stage 5	Financial & Economic Standing	This stage is not scored but you may be eliminated from the procurement if the Authority believes your organisation does not have the financial resources to provide the goods/services required.	Pass/Fail
Stage 6	Past Performance	This stage is not scored but you may be eliminated from the procurement if the information is not provided in full or if your past	Pass/Fail

		performance has not been satisfactory.	
Stage 7	Technical & Professional Ability – Project Specific Requirements) (Technical Questionnaire)	This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.	Scored. The Total Technical Score will be produced by the sub-weighted scores of the following questions: E01 – Sustainability – Pass/Fail E02 – Inclusion and Equality – Pass/Fail E03 - Expertise and experience - 40% E04 – Project planning, management, and delivery – 30% E05 – Methodology – 30%
Stage 8	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule	Scored
Stage 9		If you pass stages 1 to 6 your Tender will be evaluated in stages 7 to 8 The final score is calculated as follows: 80% is made up of the total of Stage 7 20% is made up from Stage 8. The most economically advantageous RFQ will be the RFQ with the highest final score.	Scored

Stages 1-6

- 1.1 The Authority will review your responses to these stages. The Authority may choose to reject your submission based on your responses, as detailed in the table above.

Financial standing (pass/fail)

- 1.2 The Authority will review the economic information provided in Stage 5 of the response form to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator.
- 1.3 If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may ask for additional information, including information relating to your parent company, if applicable; and/or
- 1.4 In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.
- 1.5 The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure.
- 1.6 **Financial strength** is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value.
- 1.7 Tenders will be evaluated on quality and price using the evaluation criteria set out in Atamis to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.9 are applied.
- 1.8 Each question will be scored separately, and no reference will be made between the questions.
- 1.9 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
 - the total quality scores awarded will form 80% of the final score.
 - The score awarded for price will form 20% of the final score.
- 1.10 Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Atamis for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.
- 1.11 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders 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.

1.12 Tender responses will form part of the Contract awarded to the successful Tenderer.

2. STAGE 7: TECHNICAL REQUIREMENTS

Technical evaluation

The information received in the Tender submission will be evaluated against the following contract award criteria and weightings:

- Technical (Quality) – 80% weighting of overall score. This is broken down as specified in the table below.
- Commercial (Cost) – 20% of overall score (further details provided below).

The Tender submission comprises information submitted for the technical criteria (described below) and commercial (cost) criteria (described below). **Please note that information on prices should not be included with the information provided for the technical criteria.**

Scoring Criteria – Technical Evaluation

The Technical Evaluation will be scored as follows:

Scoring Criteria (for information)

- **For a score of 100:** Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full providing additional added value.
- **For a score of 70:** Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
- **For a score of 50:** Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
- **For a score of 20:** Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.
- **For a score of 0:** Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

If a Tenderer receives a 'Fail' in question F01 they will be eliminated from the procurement.

To meet minimum standards for this Request for Quotation, if a score of 20 or less is awarded for one or more of the technical criteria (E03 to E05), the Tender will be rejected.

STAGE 8: COMMERCIAL EVALUATION

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest RFQ Price}}{\text{RFQ Price}} \times 20\% \text{ (Maximum available marks)}$$

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

$$\text{Supplier A Score} = \frac{\text{£3000}}{\text{£3000}} \times 20\% \text{ (Maximum available marks)} = 20\%$$

$$\text{Supplier B Score} = \frac{\text{£3000}}{\text{£5000}} \times 20\% \text{ (Maximum available marks)} = 12\%$$

$$\text{Supplier C Score} = \frac{\text{£3000}}{\text{£6000}} \times 20\% \text{ (Maximum available marks)} = 10\%$$

Suppliers are required to submit a total fixed cost for completion of the project. In each case, the breakdown of costs must list separately staff costs, travel and subsistence, materials, subcontracts and reports. This information must be provided in respect of any sub-contractors who will be employed for the purposes of the proposed Contract. The suppliers must also state whether VAT is applicable.

Costs will need to be reasonable and competitive, and offer value for money. Travel and subsistence costs must be at Civil Service standards rates or less as detailed in attached Appendix F.

Please complete the pricing schedule (provided in Appendix C) providing prices in £Sterling and excluding VAT. Please upload a copy to the commercial envelope of the Atamis e-tendering platform only.

Prices submitted should not include any pricing assumptions and should detail exactly what has been included in the price submitted. Any assumptions should be clarified during the clarification period.

2.1. Details of the technical criteria and information requirements/Questions

E01 - Sustainability - Pass/Fail

The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at:

<https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement>

Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation's approach.

Your response should:

- Demonstrate that the Tenderer has a sustainability policy in place; and
- Provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract.

A "fail" will be allocated to a response that does not demonstrate any evidence of addressing sustainability.

E02 – Equality and Diversity – Pass/Fail

Tenderers should provide details of suitably robust procedures for equality and diversity, including how they will **conduct measurements** in a safe manner.

A "Fail" will be allocated to a response that does not demonstrate any evidence of addressing equality and diversity.

If a Tenderer receives a 'Fail' in any of the questions E01 - E02 they will be eliminated from the procurement.

If a Tenderer scores 20 or less using the 'Scoring Criteria' in Section 2: Tender Evaluation (Paragraph 1.8); for any of the questions E03-E05 the Authority may choose to reject the Tender.

E03 Expertise and experience (Weighting: 40%)

Provide details of the project team (including any sub-contractors) and the key personnel who will be involved in delivering the project, outlining their expertise to deliver the project. CVs can be attached as an annex (limit to 2 sides of A4 per CV).

Provide information on 3 relevant examples of projects undertaken which demonstrate suitable and relevant experience.

Responses should not exceed 8 sides of A4 Arial font 12. CVs do not contribute to page limits. Please upload a document with the filename: "E03 – Your Company Name"

Evaluation Criteria

Higher marks will be awarded to submissions which:

- Identify all key staff (including sub-contractors), their grades, and roles within this project, and demonstrate that the project team is well suited to achieving the projects objectives.
- Demonstrate that the project team provides value for money whilst retaining a good balance of expertise on the more challenging tasks.
- Demonstrate that the project team have suitable experience for the tasks required.

Evaluation will encompass the textual response, attached CVs, and key personnel time by objective breakdown used in costing.

E04 Project planning, management, and delivery (30%)

Provide information on how you would plan, manage and deliver this project.

Responses should not exceed four sides of A4 Arial font 12. Please upload a document with the filename: “E04 – Your Company Name”

Evaluation Criteria

Your response should include:

- a project plan and Gantt chart to show key timelines, milestones, and any dependencies
- details on the quality assurance processes in place to procedures to ensure that the final outputs are robust.
- an assessment of project specific risks, how these will be managed and mitigated. This should include an assessment of any residual post mitigation risk.

E05 Methodology (Weighting 30%)

Provide details of the methodology and approaches proposed to deliver the requirements of this project.

Responses should not exceed 5 sides of A4 Arial font 12. Please upload a document with the filename: “E05 – Your Company Name”

Evaluation Criteria

Your response should include:

- demonstration of a clear understanding of the nature of the requirements
- a clear, practical, achievable and cost-effective methodology to deliver these requirements
- information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project objectives robustly

APPENDIX A

FORM OF TENDER

To be returned by **12:00** GMT on **24th November 2022**

TENDER FOR THE: **Understanding and exploring co-existence opportunities and displacement issues with marine sectors**

Tender Ref: **C5097**

1. We have examined the invitation to tender and its schedules set out below (the **ITT**) and do hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing **12th December 2022** for the period specified in the ITT.
 - Tender Particulars (Section 1)
 - Specification of Requirements (Section 2)
 - Evaluation (Section 3)
 - Form of Tender (Appendix A)
 - Authority's Conditions of Contract (*Appendix B*)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Atamis;
 - c. we are legally bound to comply with the confidentiality provisions set out in the ITT;
 - d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;

- e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
- f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed

Date

**In the capacity of
Authorised to sign
Tender for and on
behalf of**

Postal Address

Post Code
Telephone No.

Email Address:

APPENDIX B

AUTHORITY'S CONDITIONS OF CONTRACT

This Document is available on ATAMIS Portal

APPENDIX C

Commercial Pricing Proposal

This Document is available on ATAMIS Portal

APPENDIX D

Staff Time in Days Template

This Document is available on ATAMIS Portal

APPENDIX E

Technical Evaluation Questions

This Document is available on ATAMIS Portal

APPENDIX F

Travel and subsistence (included for reference purposes only)

This Document is available on ATAMIS Portal