



Department  
for Environment  
Food & Rural Affairs

# Bidder Pack

## Procurement Specific Requirements

### Offshore Wind Turbine Blade Painting Pilot

**Tender Reference ITT C27151**

**November 2024**

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# Section 1: The Invitation

This procurement is being carried out by Defra group Commercial in accordance with the Open Procedure as set out in the Public Contract Regulations 2015 (PCR) on behalf of Core Defra.

The Bidder Pack comes in **two** parts:

The **first part, The Core Requirements**, provides details of the General Requirements, Government Transparency Agenda and Government Priorities.

The **second part, The Procurement Specific Requirements**, provides details of the Specification Requirements, Terms and Conditions of Contract, Evaluation Methodology, Procurement Timetable and Definitions.

The tendering process seeks to determine the Most Economically Advantageous Tender (MEAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

## Introduction to Defra

### About us

Defra are responsible for improving and protecting the environment. We aim to grow a green economy and sustain thriving rural communities. We also support our world-leading food, farming and fishing industries.

Further information on our responsibilities and how we are structured can be found on our website.

[Department for Environment, Food & Rural Affairs - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

### Priority outcomes

- Improve the environment through cleaner air and water, minimised waste, and thriving plant and terrestrial and marine wildlife
- Reduce greenhouse gas emissions and increase carbon storage in the agricultural, waste, peat and tree planting sectors to help deliver net zero
- Reduce the likelihood and impact of flooding and coastal erosion on people, businesses, communities and the environment
- Increase the sustainability, productivity and resilience of the agriculture, fishing, food and drink sectors, enhance biosecurity at the border and raise animal welfare standards
- The Secretary of State's (SoS) priorities is also to ensure for nature's recovery

Read our [Outcome Delivery Plan](#) to find out more about how we will deliver our outcomes and measure success.

## What do we need from our suppliers?

How you prepare and present your tender proposal can be a crucial factor in securing a contract. You should:

- Read the invitation to tender (ITT) properly – understand fully what is being asked of you
- Respond in the required format – follow the layout requested, keep to the order for documents if one is given, send it to the person named and get the address right
- Give full answers – this is your only chance, so give solutions and answer the whole question, but be concise
- Be upfront – our ITT will be as honest about the requirement as possible
- Plan ahead to ensure you meet the deadline

## Sustainable procurement

Defra is committed to procuring sustainably in accordance with the following policy statements and commitments:

[Defra's sustainable procurement policy statement](#)

[Defra's ethical procurement policy statement](#)

[Greening government commitments](#)

To support its aims Defra seeks to minimise its own environmental impact. We aim to incorporate sustainable development into our thinking and our actions.

## Government sustainability requirements

Suppliers should consider social, economic and environmental aspects of sustainability with reference to the standards listed below.

The government's commitments for 2010 to 2015 to reduce greenhouse gas emissions, reduce waste, reduce water usage and procure more sustainably are set out in [Greening Government Commitments: Operations and Procurement](#)

The minimum level [government buying standards](#) are mandatory in central government. There are also voluntary, higher level best practice and class leader standards:

Defra is working to align the government buying standards with the EU's [Green Public Procurement \(GPP\) standards](#) so that they are at least as good, if not better.

These budgets set the course for achieving the government's 2050 [target of an 80% reduction in carbon emissions by 2050](#)

This scheme operates a 'cap and trade' mechanism, providing a financial incentive to reduce energy use in large organisations by putting a price on carbon emissions. In CRC, organisations buy allowances equal to their annual emissions: [CRC Energy Efficiency Scheme](#)

The EU's [Energy Performance of Buildings Directive](#) requires energy certificates for buildings on construction, sale and lease and large public sector buildings to display energy certificates to the public.

The [Building Research Establishment's Environmental Assessment Method \(BREEAM\)](#) measures best practice in environmental design and management. Public sector bodies must achieve a rating of 'excellent' in new builds and at least 'very good' in major refurbishments.

## Further information

For further information and to see our commitments to Diversity & Equality, please visit:

Diversity and Equality: <https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

Also, are you up to date on environmental legislation? See links below for further information:

Waste and Environmental Impact: <http://www.gov.uk/browse/business/waste-environment>

Environmental Regulations:

<http://www.gov.uk/browse/business/waste-environment/environmental-regulations>

## Procurement Tender Process

The procurement tender timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed via the Authority's eSourcing System.

<https://defra-family.force.com/s/Welcome>

| Procurement Activity                                 | Anticipated Date  |           |
|--|---|-----------|
| Publish Contracts Finder Notice and Bidder Pack      | 29 <sup>th</sup> November 2024  |           |
| Clarification deadline                               | Date  | Time      |
|  | 06 <sup>th</sup> January 2025   | 14:00 GMT |
| Bidder Pack / ITT response date                      | Date  | Time      |
|  | 13 <sup>th</sup> January 2025   | 12:00 GMT |
| Compliance Checks                                    | 13 <sup>th</sup> January 2025   |           |
| Evaluation   | 13 <sup>th</sup> January 2025 – 17 <sup>th</sup> January 2025           |           |
| Moderation Meeting                                   | 20 <sup>th</sup> January 2025   |           |
| Produce Contract Award Report and Draft Letters      | 27 <sup>th</sup> January 2025   |           |
| Approval of Contract Award Report                    | 29 <sup>th</sup> January 2025   |           |
| Issue Notification of Intention to Award letters     | 29 <sup>th</sup> January 2025   |           |
| Standstill Period                                    | 29 <sup>th</sup> January 2025 – Midnight 08 <sup>th</sup> February 2025 |           |
| Self-Declaration Due Diligence                       | TBC   |           |
| Finalise Contract and obtain approvals (if required) | 10 <sup>th</sup> February 2025  |           |
| Contract award / contract issued                     | 10 <sup>th</sup> February 2025  |           |
| Contract Start Date                                  | 10 <sup>th</sup> February 2025  |           |
| Publish Contract Award Notices and Redacted Contract | 10 <sup>th</sup> February 2025  |           |
| Handover   | 10 <sup>th</sup> February 2025  |           |
| Service Commencement Date                            | 10 <sup>th</sup> February 2025  |           |
| Contract End Date                                    | 31 <sup>st</sup> December 2028  |           |

All timescales are set using a 24-hour clock and when referring to “days” it means calendar days unless otherwise specified (for example, working days).

### **Variant Tenders**

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

### **Abnormally Low Tenders or Pricing Anomalies**

If the Authority considers your Tender to appear abnormally low, an initial assessment will be undertaken using a comparative analysis of the pricing proposals received from all Tenderers [and the Authority’s valuation of the procurement]. If that assessment indicates that your Tender is abnormally low the Authority will request a written explanation of your Tender, or of those parts of your Tender which the Authority considers contribute to your Tender being abnormally low. The Authority reserves the right to reject your Tender if the response does not satisfactorily account for the low level of price or costs proposed.

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

### **Pricing Anomalies**

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the initial tendered Commercial Response and price, it will not be taken into account.

# Section 2: The Specification of Requirements

## The Authority's Priorities

Through the Environment Act, the Authority has targets to restore at least 70% of protected features in relevant Marine Protected Areas to a favourable condition by 2042, with the rest in a recovering condition. As part of the Marine Strategy Regulations there is a requirement for the Authority to take the necessary measures to achieve or maintain Good Environmental Status, to achieve clean, healthy, safe, productive and biologically diverse ocean and seas as part of the UK Marine Strategy, and this includes seabirds.

## Overview of Requirement

### Introduction

The Government has a Clean Power by 2030 Mission. This will make Britain a clean energy superpower with aims to cut bills, create jobs and deliver security with cheaper, zero-carbon electricity by 2030, accelerating to net zero. This will be delivered, in part, by radically increasing the UK's offshore wind capacity. The Government is also clear that nature recovery should go hand in hand with delivering on the Clean Power Mission. Defra is implementing an Offshore Wind Environmental Improvement Package (OWEIP) which aims to accelerate offshore wind deployment whilst protecting the marine environment.

Designing and implementing Offshore Wind Environmental Standards (OWES) is a key part of the OWEIP. It will support offshore wind developers to take a more consistent approach to avoiding, reducing, and mitigating for the impact of their offshore wind farms on the marine environment. Part of Defra's aim through the development of the OWES is to explore innovative approaches to provide protection to the marine environment, whilst ensuring compatibility with other marine activities.

### **Offshore Wind Evidence and Change (OWEC) Programme**

The Offshore Wind Evidence and Change (OWEC) programme, run by The Crown Estate, in partnership with the Department for Energy Security and Net Zero (DESNZ), and the Department for Environment, Food and Rural Affairs (Defra). brings together a coalition of 26 government organisations, industry bodies, and environmental Non-Governmental Organisations (NGOs) to collaborate and act as agents for change in the face of climate and biodiversity crises. The programme funds a range of projects to de-risk and accelerate the delivery of clean offshore technologies. It supports the UK's position as one of the most attractive places to invest in offshore renewables, whilst enabling our marine and coastal ecosystems to thrive. To date, The Crown Estate has funded 35 projects to fill critical knowledge gaps and support the offshore wind consenting process.



## **Defra's OWEK Funded Pilot Programme**

The latest OWEK project call opened in September 2023, and Defra submitted a successful funding bid, split equally, to pilot two innovative approaches to manage the environmental impacts of offshore wind. These are turbine blade painting, to reduce bird collisions, and a noise limit to reduce the impact of construction noise on marine species. The project in this Invitation to Tender (ITT) will focus on **turbine blade painting** only. It will consist of a multi-year programme of work to gather evidence to test whether turbine blade painting on offshore wind projects is achievable in protecting vulnerable seabirds. If successful, turbine blade painting could be part of future OWES.

The Crown Estate's announcement on Defra's successful OWEK bid can be found here: [The Crown Estate announces a further £7.3 million investment in research projects to accelerate the UK's transition to net zero](#)

### **Project aim**

This pilot project will trial turbine blade painting to assess whether turbine blade painting is successful in reducing avian collision risk in an offshore wind context.

### **Project Objectives**

The turbine blade painting pilot is designed to establish whether turbine blade painting is successful in reducing avian collision risk in an offshore wind context. The objectives for the pilot will be to identify whether and for what species turbine blade painting is effective in increasing avoidance rates, the likely range(s) in increased avoidance rates, and what unintended consequences there are (e.g. increase in distance and/or magnitude of displacement). The pilot will consist of two closely connected projects: a laboratory trial which tests and optimises the efficacy of different blade patterns under controlled conditions, and a field trial testing their effectiveness offshore.

### **Outline of work**

#### **Background of Turbine Blade Painting**

Offshore wind development has the potential to impact UK and international seabird and marine bird populations. One of the aims of the OWEIP is to consider specific impacts on seabirds and seabed habitats, with the overall aim of reducing environmental pressures on species and habitats. Birds are at risk of direct mortality from collision with turbine blades, Seabird foraging areas can be very large and therefore species can be adversely impacted by windfarms at significant distances from Special Protection Areas (SPAs).

Due to these impacts, and a limited number of ways to avoid, reduce and mitigate impacts, offshore wind developers have been required to find appropriate compensation which has proved difficult. Furthermore, collision risk adds to the potential increase in mortality rates of many red and amber listed seabird species, of which the UK has globally significant populations already under a legacy of pressures. This creates a live risk for multiple offshore wind projects now and in the future.

Painting a turbine blade black was found to reduce bird collisions by 70% at an onshore wind farm in Smøla, Norway (May et al. 2020), and its potential to be effective at offshore wind farms has been highlighted in previous studies (May 2019). Other turbine blade patterning designs have also been proposed, including a black and white striped design (Martin & Banks 2023), and UV painting (Young et al. 2003, May 2017). In 2023, Defra commissioned a project undertaken by ABPmer to establish the feasibility of painting offshore wind turbine blades as mitigation for seabird collision impacts. There is an evidence base to suggest that blade painting could be effective, based on the findings of the Smøla study (May et al. 2020), the results of earlier laboratory experiments on motion smear (Hodos 2002), the success of propeller stripe patterning in reducing bird strikes in aviation, and the advice of avian vision experts (Martin & Banks, 2023; G.K. Taylor, pers. comm.). The next step to advance our knowledge on the subject is to test the efficacy of either a painted colour (e.g. black) or patterned blade design in an offshore trial.

Painting a blade black is currently costly, and other bio-informed patterning options may be as or more effective (Brighton & Taylor, in prep.). ABPmer's study identified a potential opportunity to use a laboratory trial to accelerate understanding of the efficacy of black versus plain or patterned blades to inform, optimise, and de-risk a field trial. The proposed route for exploring and further testing of the painted turbine blade concept therefore begins with laboratory trials, which will be undertaken in parallel with the design of the offshore field trial, into which they will feed. This approach allows the field trial to incorporate any laboratory-based findings relating to optimising blade pattern design, whilst also providing an opportunity to de-risk and examine how costs can be reduced against what is typically an expensive and logistically challenging piece of offshore field work.

### **Turbine blade painting laboratory trials**

The laboratory trial will test whether painting a turbine blade black or applying another high-contrast pattern enhances avian collision avoidance responses in an experiment under controlled conditions. The 3D trajectories of birds negotiating a mock wind turbine blade will be recorded in a behavioural experiment on birds which could include (but not necessarily be limited to) gulls.

The first stage of the laboratory trials will be used as proof-of-concept for the field trial, quantitatively assessing whether there is evidence that painting or otherwise patterning a turbine blade will increase avian avoidance and therefore reduce collisions in the marine environment. The second stage will be used to help scope the design of the field trials by validating and optimizing the performance of the best-performing design(s). Chemical composition and coatings will also need to be considered, alongside any potential risks to fully prepare for the field trial, which will follow subject to the data and evidence presented to us by the laboratory trials. A stage gate will be in place after the laboratory trials, where the decision will be made whether to progress to the field trials. The strictest ethical and animal welfare requirements will be adhered to throughout the pilot.

### **Turbine blade painting field trials**

A field trial is proposed to take forward the optimised colour/patterning from the laboratory study and test its performance within an offshore wind farm and/or offshore test and demonstration site under various scenarios, depending on monitoring capabilities. We

propose this will be achieved by comparing tracks around painted and control turbines, which are to be determined, to ascertain whether there are differences in flight trajectories and evasive behaviour. Monitoring will also be designed by the successful Tenderer in collaboration with field trial partners to ensure that displacement of potentially sensitive species is not inadvertently increased. Although any collisions will be monitored, it is understood that collisions may be a rare event, therefore monitoring both displacement and collisions together will produce more reliable and tangible metrics for us to examine. We are exploring options to test at an offshore wind farm, and we would welcome further interest in field trial activities, for example, the use of test and demonstration sites, as part of this tender and for the successful Tenderer to support in identifying opportunities with offshore wind developers to undertake field trials.

### **Outcomes**

If blade painting is proven to be effective and has no unintended negative impacts on the environment or engineering practices, the outcomes will support any evidence-based use to contribute to the decision of whether blade painting should potentially be considered as an OWES in future tranches of the guidance. It will not form part of the initial OWES guidance and would be subject to full consultation before being brought forward as a measure. If blade painting was shown to be effective and became an OWES, it could be used by developers as a standardised measure to reduce predicted ecological impacts, and therefore potentially reduce the level of compensation required.

**As the project requirements are complex, Defra encourages applications from consortiums to fulfil the requirements.**

A summary of the contract requirement as work packages is laid out below

### **Work Package 1: Planning, agreements and procurement**

Delivery of the pilot will require the appointment of a pilot project team. As a minimum, we would expect to see:

- a qualified and experienced project manager;
- ornithology specialists who will be undertaking the laboratory testing, monitoring and support for the field trials;
- engineering expertise to ensure impacts of blade painting do not affect turbine functionality in the field;
- expert scientists who will be producing the reports and disseminating the findings;
- a team with knowledge and experience of offshore wind projects; and
- a team with knowledge and experience of consenting and manufacturing processes in offshore wind projects.

Given the scale of this project, experienced project management will be required. The Project Manager will be in post for the full duration of the project and will be responsible for overseeing delivery of all work packages to time and budget.

At the very start of the project, the Project Manager will engage with all involved parties to produce a robust and detailed project plan to deliver Work Packages two to five, to time.

As a minimum, we expect the project will require coordination and engagement with:

- the project team and any sub-contractors;
- the laboratory team;
- any equipment and paint suppliers;
- the offshore wind developers that have projects where the field trials are to be held (to be confirmed by Defra).

The Project Manager will be responsible for the following. Please note this list isn't exhaustive and they will have all the day to day responsibilities for running the project including:

- working with all involved organisations to ensure all necessary equipment, laboratory space, licenses etc for the laboratory and field trials are successfully procured;
  - This should include securing any necessary licenses/approvals and considerations related to ethical, animal wellbeing and health and safety requirements, which should be stringently adhered to throughout the project.
- day to day management of the pilot projects, and all related work packages;
- regular contact with the OWEC programme, The Crown Estate, all delivery partners and workstream leads (frequency to be agreed);
- management of the project plan;
- project planning and schedule management;
- progress tracking and reporting;
- document control;
- budget management and reporting;
- team briefing and dissemination of project information;
- sub-contractor/supplier management;
- health and safety; and
- leading wider stakeholder engagement activities for the purposes of the project.

The tender should demonstrate the applicant's ability to manage complex projects including experience as a consortium, if applicable, and identify potential risks to the project with appropriate mitigation options to ensure the project runs successfully to time and budget.

The Project Manager will be required to report to Defra on a fortnightly basis on project progress (for the first six months of the project and monthly thereafter). The Project Manager will also be required to report to a dedicated Project Advisory Group (PAG) for the project on a two to three month basis. This has been established by Defra with relevant representatives from:

- Defra
- the Department for Energy Security and Net Zero (DESNZ)
- the Marine Management Organisation
- Natural England
- the Joint Nature Conservation Committee
- the Royal Society for the Protection of Birds (RSPB)
- Pathways to Growth - Offshore Wind Industry Council (P2G).

The Project Manager will also be required to submit quarterly progress reports (two pages in length) and monthly updates on project spend, via Defra, to The Crown Estate's Offshore Wind Evidence and Change Programme that is providing funding for this project.

### **Work Package 2: Pilot Delivery Laboratory Trials**

The second work package is to undertake the laboratory trials. The laboratory trials will test whether painting a turbine blade black or applying another high-contrast pattern enhances avian collision avoidance responses in a high-throughput experiment under controlled conditions. The 3D trajectories of birds negotiating a mock wind turbine blade will be recorded in a behavioural experiment on birds including (but not necessarily limited to) gulls. The first stage of the laboratory trials will be used as proof-of-concept for the field trial, quantitatively assessing whether there is evidence that painting or otherwise patterning a turbine blade will increase avian avoidance and therefore reduce collisions in the marine environment. The second stage will be used to de-risk the field trials by validating and optimizing the performance of the best-performing design(s). Successful delivery partners should ensure the strictest ethical and animal welfare requirements are applied throughout the laboratory and field trials. The most appropriate monitoring technique for field trials should be decided on during the laboratory trials.

This work package should include an interim and final report with findings throughout the laboratory trials. The interim report milestone will act as a stage gate where a decision will be made by The Crown Estate and Defra, with input and advice from the PAG, on whether to progress to the field trials if the results are inconclusive or do not prove the hypothesis.

### **Work Package 3: Pilot Delivery Field Trials**

Delivery of field trials will primarily be undertaken by an offshore wind developer (to be confirmed in collaboration with Defra and support from the successful Tenderer). However, there is an opportunity for UK based test and demonstration sites to bid as part of this tender to also carry out field trial activities. These sites would ideally be at a location that is representative of UK offshore wind farm locations and bird species populations.

The field trial will take forward the optimised colour/patterning from the laboratory trial, and test its performance within an offshore wind farm and/or offshore test and demonstration site under various scenarios, for example daytime and nighttime, depending on monitoring capabilities. This will be achieved by the most appropriate method to record bird behaviour in the vicinity of the turbines, which Tenderers should outline and justify. Care should be taken with the design to maximise the likelihood of comparable bird densities between test and

control turbines. Although measurement of collisions is important, it is equally important to quantify any avoidance behaviour over a variety of spatial scales (e.g. micro-, meso- and macro-avoidance), to ascertain whether there are apparent behavioural differences between test and control turbines.

#### **Work Package 4: Field Trial Data Analysis and Report Writing and Dissemination**

All data collected from the field trial should be analysed, with a final report combining the data from the field trial reports and a short reports summarising both laboratory and field trials. All reports will be submitted to Defra and the PAG for comments. Any revisions should be made before the reports are being cleared by Defra, The Crown Estate and the PAG prior to dissemination.

In addition to Defra and the PAG, outputs of the pilot will be disseminated to regulators, SNCBs, industry, eNGOs and other interested parties. This may include submission of information to other relevant Government and The Crown Estate communications where relevant. Dissemination should happen as part of both work packages two and four for the laboratory and field trials respectively.

Throughout the project, the successful Tenderer will be expected to present results to Defra and the PAG, and the successful Tenderer may also be asked to present findings at future stakeholder meetings such as the OWEC Programme Steering Group and members of the Offshore Wind Industry Council via their P2G group. Industry events, such as conferences, may also be used to communicate and share interim findings and the final report.

Research outputs will also be submitted for publication in an open access, peer-reviewed scientific report. We expect the research findings to be of significant public interest and therefore anticipate that publications will be accompanied by press releases.

Findings from this study will feed into Defra's consideration of turbine blade painting as an OWES for future tranches of the Standards.

#### **Key Deliverables**

Within the first six months of the project commencing, it is expected that the successful Tenderer will hold fortnightly update meetings with Defra to update on the progress of the project. The frequency of these meetings will then change to monthly, where agreed between both parties.

A PAG to guide the project has been established, with meeting frequency to be determined during the first meeting between Defra and the successful Tenderer. Time should be incorporated into the program for the PAG to review and return comments on any written material as outlined in the work packages and milestones.

As a minimum, the following outputs will be required:

- work plan / Gantt chart of project;
- creating critical success factors for the laboratory trials to be agreed with the PAG and The Crown Estate;

- finalised plans for both the laboratory trials and how the results can be used in a field trial;
- two interim reports detailing the individual progress and findings of the laboratory trials;
- draft report(s) for comment (from the PAG) (for both laboratory and field trials);
- final report(s) (for both laboratory and field trials);
- draft peer review article;

Participation in an agreed number of presentations to disseminate the findings and communicate to a wide audience, across findings of the whole project (laboratory and field trials) is also expected.

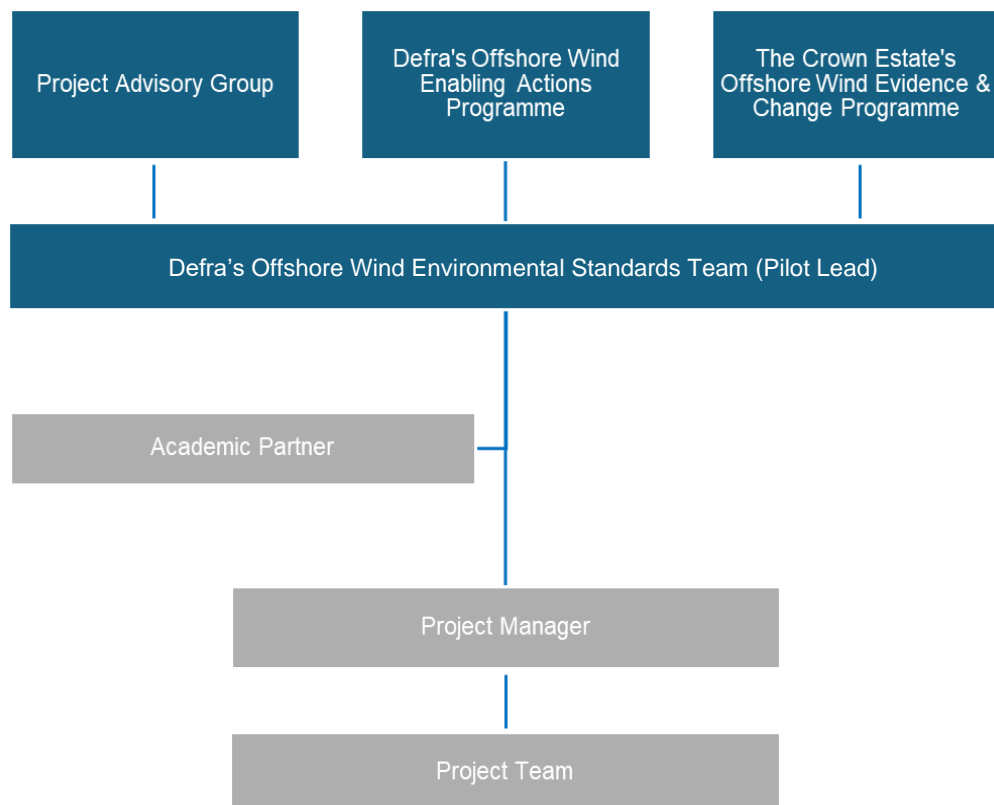


Figure 1: Diagram showing the project's anticipated reporting structure. Grey roles are those that are to be secured through this Invitation to Tender; blue roles are existing roles.

### **Required Skills**

You must have the following skills in order to undertake the proposed project:

- strong project management skills to ensure that deliverables are produced on time and of the highest quality;
- skills in ornithological research and ornithological monitoring;
- the ability to critically analyse data and identify and explain the underlying limitations/drawbacks to a range of stakeholders;
- strong drafting and report writing skills, including the ability to communicate complex technical information to a mixed audience;
- understanding of the offshore wind sector and impacts on seabirds;

- ability to take on board, and be led by, feedback from the PAG and Defra;
- resources to deliver to short deadlines and flex capacity where required to meet key milestones.

## **Timeline**

Contract award date is 10/02/2025

We expect the project duration to be a maximum of 4 years in duration, but there are identified stage gates noted in the milestone schedule, where a decision will be made whether to progress to the next stage depending on findings.

## **Price, Fee Schedule and Payments**

The project will be let on a fixed price basis (excluding VAT). This is an all-inclusive price for the contract and, so long as the scope of the contract remains the same, it is not subject to any review, amendment, or alteration.

Tenderers should provide a breakdown showing the allocation of resources across different components of the project by all key individual members of the proposed team. A pricing schedule has been attached as **Appendix E** and should be filled out with appropriate activities required to meet the objectives of the ITT.

Tenderers should draft a pricing schedule which will provide information on daily rates, overheads, and other related costs for carrying out the work.

Proposals should include a suggested invoicing schedule based on milestones identified in the programme of work.

A payment schedule will be linked to the delivery of a proposed programme of works which can be found in the table below. These will be in line with stage gates (milestone decision points) to be agreed by The Crown Estate as the funding provider.

## **Milestone Table**

Please note milestones and target dates are indicative and will be confirmed and agreed with the successful organisation(s) of this tender. **Milestones 1a, 1b, 2b, 2c and 3a are stage gates** and will be the point at which a decision is made in conjunction with Defra as Lead Organisation, The Crown Estate and delivery partners as to whether the project will continue to further milestones. The project manager and project team will be responsible for creating and agreeing critical success factors to support those stage gate decisions.



| Work Package  | Milestone   | Target End Dates |
|---|---|------------------|
| Work Package 1<br><br>Planning and Agreements       | Milestones 1a and 1b<br><br>Project scope and reporting requirements agreed between Defra and successful tender(s)<br><br><b>Stage gate decision point</b>  | 30/04/2025       |
| Work Package 2 - Pilot Delivery (Laboratory Trials) | Milestone 2a<br><br>Stage 1 of blade painting laboratory trials.  | 30/09/2025       |
|   | Milestone 2b:<br><br>Interim report produced with findings from Stage 1 of blade painting laboratory trials<br><br><b>Stage gate decision point</b>   | 31/03/2026       |
|   | Milestone 2c:<br><br>Final optimized pattern/colour/design, which is to be used in field trials, is tested and confirmed.<br><br><b>Stage gate decision point</b>   | 30/09/2026       |
|   | Milestone 2d:<br><br>Final report produced with findings from both stage 1 and stage 2 of blade painting laboratory trials  | 31/12/2026       |
|   | Milestone 2e<br><br>Dissemination of interim and final reports on the blade painting lab trials to all core stakeholders and interested parties. Datasets and reports made available via the Marine Data Exchange and published by Defra. | 30/06/2027       |

| Work Package   | Milestone   | Target End Dates |
|--|---|------------------|
|  | A series of webinars and presentations on the findings will be delivered at relevant conferences and industry meetings.   |                  |
| Work Package 3:<br><br>Pilot Delivery<br>(Field Trial)   | Milestone 3a:<br><br>Full scope of field trial agreed with PAG and The Crown Estate.<br><br><b>Stage gate decision point</b>  | 31/01/2027       |
|  | Milestone 3b:<br><br>Completion of blade painting field trial.  | 31/12/2028       |
| Work Package 4:<br><br>Data Analysis,<br>Report Writing,<br>and<br>Dissemination of<br>Knowledge(Field<br>Trial) | Milestone 4a:<br><br>Completion of all data analysis and report writing for blade painting field trials.<br><br>.   | 31/12/2028       |
|  | Milestone 4b<br><br>Dissemination of interim and final reports on the blade painting field trial to all core stakeholders and interested parties. Datasets and reports made available via the Marine Data Exchange and published by Defra.<br><br>A series of webinars and presentations on the findings will be delivered at relevant conferences and industry meetings. | 31/12/2028       |

## Quality

Tenderers should demonstrate how they will ensure high quality is maintained in carrying out the project, including any formal internal quality control procedures. Defra requires the opportunity to comment on draft/interim and final reports. The Contractor will provide Defra with relevant assurances around QA procedures, and/or certifications from recognised

standards providers (e.g. ISO). Contractors will also be expected to provide assurances on ethical, animal wellbeing and health and safety considerations and be responsible for procuring any necessary licenses. Defra will review and assess quality assurance by internal and external peer review before final approval of outputs presented by the Contractor.

Any New Intellectual Property Rights created under the Contract will be owned by The Crown Estate (via the Offshore Wind Evidence and Change Programme), with Defra retaining usage rights. Any sensitive data relating to Government policy will not be distributed without Defra's prior permission. The Authority gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.

## Accessibility

As a public body, any product that is published within the public domain must comply with the accessibility legislation. Please ensure that where the end product is to be published, reference is made to the following requirement which can be found here.

<https://www.gov.uk/guidance/publishing-accessible-documents>

## Anonymised recruitment

Anonymised recruitment removes the candidate's personal details from their application. The most common items include name, age, employee number, email address, home address, nationality, and immigration details. This supports diversity in the workforce. It helps to create a more level playing field in the assessment process.

Where procuring an opportunity that requires the provision of CVs, anonymised recruitment should be the default position.

## Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are submitted in acceptance of agreed Authority's terms and conditions of contract.

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the Annexes / Schedules and details of the legal priority are provided by the agreed Authority's terms and conditions of contract.

[The Mid-Tier Contract - GOV.UK](#)

The Authority proposes to enter into Contract(s) for a maximum period of four years with the successful Tenderer from **10/02/2025 to 31/12/2028 – Please note, this contract length will be dependent on the stage gates agreed between Defra and The Crown Estate (shown in milestone schedule).**

The anticipated commencement date is **10/02/2025**.

### **Suggested Changes to Conditions of Contract**

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changed.

Such requests must follow the Clarifications Sought by the Tenderer process set out in the Core Requirements element of this Bidder Pack.

### **Conditions applying to the ITT**

You should examine your tender response according to the ITT and related documents, ensuring it is complete prior to submitting your completed tender.

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

### **Acceptance of Tenders**

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

### **Costs**

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

## **Mandatory Requirements**

The ITT includes mandatory requirements and if you do not comply with them, your tender 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 tender with you prior to any award of Contract to clarify matters.

## **Amendments**

The Authority may amend the ITT at any time prior to the deadline for receipt. If it amends the ITT, 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.

## Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority's overall objectives and the criteria set out below.

The Authority will carry out its evaluations of the Technical and Commercial elements according to the criteria, sub-criteria and weightings set out in the table below:

The Authority will carry out its evaluations of the **Technical (70%), and Commercial (30%)** elements according to the criteria, sub-criteria and weightings set out in the table below.

### Evaluation of Responses

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

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

### Evaluation Criteria

| Stage   | Section Reference | Evaluation Criteria  | Question Scoring/<br>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.  | <b>Pass/Fail</b>                   |
| Stage 2 | Selection Stage:  | This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in Sections 1 to 5 of the response form in Atamis and Part 1 of this Section 2 below (in respect of economic and financial standing and technical and professional ability). Failure to meet the stated selection criteria will result in a Response being rejected at this stage and no further assessment of | <b>Pass/Fail</b>                   |

|         |  |   |   |
|---------|--|---|---|
|         |  | the remainder of the Response (including the Tender) pursuant to the remaining stages below will be undertaken by the Authority.  |   |
| Stage 3 | Technical & Professional Ability – Project Specific Requirements (Technical Questionnaire) | <p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire. Some requirements are mandatory and if you cannot provide them your Tender may be rejected. Scored as 70% weighting of the total available score, consisting of the following breakdown of questions:</p> | <p><b>Scored as 70%</b> weighting of the total available score, consisting of the following breakdown of questions:</p> <p><b><u>Technical</u></b></p> <p><b>F01</b> – Health and Safety<br/>Weighting = 100% or <b>Pass/ Fail</b></p> <p><b>E01</b> - Organisation's capacity and resource.<br/>Weighting = <b>5%</b></p> <p><b>E02</b> – Project management and organisation's quality assurance. Weighting = <b>5%</b></p> <p><b>E03</b> – Proposed approach to research and methodology.<br/>Weighting = <b>45%</b></p> <p><b>E04</b> – Capability and Expertise of Proposed Project Team.<br/>Weighting = <b>30%</b></p> |

|         |                     |  |   |
|---------|---------------------|--|---|
|         |                     |  | <b>E05 – Sustainability and Social Value = 15%</b><br><br><i>See Related Questions on Appendix C of the Bidder Pack/ITT</i> |
| Stage 4 | Pricing Schedule    | <p>Prices will be evaluated in accordance with criteria set out in the Pricing Schedule on the ITT and Atamis.</p> <p>Tenderers will be required to submit the total fixed cost for completing the project and include a breakdown of costs as specified in the requirements. Costs will need to be reasonable and competitive and offer value for money.</p>  | <b>Overall Scored weighting 30%</b>   |
| Stage 5 | Final score / Award | <p><b>A Response which passes stage 1 and 2 will proceed to evaluation of Tenders in accordance with stages 3 to 5.</b></p> <p><b>The final score is calculated as follows:</b></p> <p><b>Total Technical Quality Requirements will make up to a maximum of 70% of total score. (Stage 3)</b></p> <p><b>Total Price Requirements will make up to a maximum of 30% of total score. (Stage 4)</b></p> <p><b>The most economically advantageous Tender will be the Tender with the highest final score. (Stage 5)</b></p> |   |

- 1.1 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 1.3 are applied.
- 1.2 Each question will be scored separately, and no reference will be made between the questions.



- 1.3 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 **70%** of the final score;
  - The score awarded for price will form **30%** of the final score.
- 1.4 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.
- 1.5 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.
- 1.6 Questions asked by the Authority to evaluate submission's Technical Quality can be found on Atamis. These are repeated as Appendix C of this ITT for information purposes.
- 1.7 The method for scoring price can be found on Atamis.
- 1.8 The submissions against the Technical Quality and Sustainability/Social Value questions **E01 – E05** will be evaluated using the following scoring criteria:

### **Technical Scoring Criteria – 70%**

**For a score of 100: Excellent** - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full.

**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.

If a score of twenty (20) or less is awarded to a Tenderer's response to any scored question

**E01 – E05** the Authority may choose to reject the Tender.

The commercial evaluation will be based on total price and Tenderers will be required to provide a full price breakdown of the cost and matched against milestones in the commercial workbook.

Tenderers must provide a financial proposal, including rates and hours for each participating team member and costing analysed by work stages. The project is for a fixed cost. A breakdown of costs against each objective and against each key personnel including a detailed breakdown for equipment, consumables; overheads and travel costs are required. The Authority is keen to receive competitive Day Rates which must be set out in the "Commercial Workbook" (provided in the ITT pack); "Staff Costs" worksheet and ensure the details entered in the "Milestone" worksheet are that of the deliverables detailed in the specification.

The above is required to be uploaded to the 'Commercial Envelope' of Atamis.

Where subcontractors or joint contractors are used, a separate breakdown for each should be provided in addition to the overall project costs.

Day rates for all staff should be provided along with a general description of duties.

Tenderers will be required to submit a total fixed cost for completion of the project and include a breakdown of costs against each objective and against key personnel. Costs will need to be reasonable and competitive and offer value for money.

***Please DO NOT include the commercial/pricing Schedule in your technical submission as you may not progress to the next stage of the procurement.***

### **Commercial Evaluation – 30%**

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$$

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 =  $\text{£}3000/\text{£}3000 \times 30\%$  (Maximum available marks) = **30%**

Tenderer B Score =  $\text{£}3000/\text{£}5000 \times 30\%$  (Maximum available marks) = **18%**

Tenderer C Score =  $\text{£}3000/\text{£}6000 \times 30\%$  (Maximum available marks) = **15%**

**Commercial Pricing Breakdown applicable to this ITT is on Atamis.** This should be downloaded; completed and attached to the commercial envelope.

***\*Please Note:***

*Tenderers must be aware that all bids are **submitted** in acceptance of agreed Defra's terms and conditions of contract for R&D. Any clarifications regarding terms and conditions must be discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant.*

***Selection Questionnaire - Financial standing***

The Authority will review the economic information provided as part of the Selection Questionnaire response 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. 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 the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee or a performance bond.

If the Authority decides that a parent company guarantee or performance bond is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. 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.

The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure. 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. Contractors should account for and highlight inflation in their bids.

The Authority will also consider annual turnover.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years.

Risk of Business Failure is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement. The Authority will also calculate and evaluate the Tenderer's:

- operating performance: growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses;
- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

# Section 5: Appendices

## 1. Definitions

Unless the context otherwise requires, the following words and expressions used within the Bidder Pack (except for Section 3: Terms and Conditions of Contract) shall have the following meanings to be interpreted in the singular or plural as the context requires.

| TERM                      | MEANING  |
|---------------------------|--|
| <b>“Authority”</b>        | the Department for Environment, Food and Rural Affairs acting as part of the Crown   |
| <b>“Bidder Pack”</b>      | this invitation to tender and all related documents published by the Authority and made available to Tenderers.  |
| <b>“Contract”</b>         | the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.  |
| <b>“EIR”</b>              | the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.  |
| <b>“eSourcing system”</b> | eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at <a href="https://defra-family.force.com/s/Welcome">https://defra-family.force.com/s/Welcome</a>  |
| <b>“FOIA”</b>             | the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.  |
| <b>“Form of Tender”</b>   | means the form contained in Annex 2 to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise. |
| <b>“Information”</b>      | means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.  |
| <b>“Involved Person”</b>  | means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.  |
| <b>“Pricing Schedule”</b> | the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.  |
| <b>“Regulations”</b>      | the Public Contracts Regulations 2015.   |

| TERM                                   | MEANING   |
|--|---|
| <b>“Relevant Body</b>                  | means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including, without limitation, its officers, employees, advisors, agents, members, partners or consultants. |
| <b>“Response”</b>                      | means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.  |
| <b>“Specification of Requirements”</b> | the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.   |
| <b>“Tender”</b>                        | the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.   |
| <b>“Tenderer”</b>                      | anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.  |
| <b>“Timetable”</b>                     | the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.  |

## 2. References

- Brighton, C., Kempton, J., France, L., Klein Heerenbrink, M., Miñano, S. & Taylor, G. (2023). Obstacle avoidance in aerial pursuit. *Current Biology*. 10.1016/j.cub.2023.06.047.
- Hodos, W. (2002). Minimization of Motion Smear: Reducing Avian Collisions With Wind Turbines. Report to National Renewable Energy Laboratory NREL/SR-500-33249.
- Martin, G.R., & Banks, A. (2023). Marine birds: Vision-based wind turbine collision mitigation. *Global Ecology and Conservation*, 42: e02386. <https://doi.org/10.1016/j.gecco.2023.e02386>.
- May, R. (2017). Mitigation for birds. In: Perrow, M.R. (ed) (2017). *Wildlife and Wind Farms, Conflicts and Solutions. Volume 2: Offshore: Monitoring and Mitigation*. Pelagic Publishing, Exeter, UK.
- May, R. (2019). The likely efficacy of contrast painting on offshore wind turbines to reduce bird collisions. Pp. 260-262. In: Perrow, M. (ed.) *Wildlife and Wind Farms: Conflicts and Solutions. Volume 4. Offshore: Monitoring and Mitigation*. Pelagic Publishing, Exeter, UK.
- May, R., Nygård, T., Falkdalen, U., Åström, J., Hamre, Ø. & Stokke, B.G. (2020). Paint it black: efficiency of increased wind turbine rotor blade visibility to reduce avian fatalities. *Ecology and Evolution*. DOI: 10.1002/ece3.6592.
- Young, D., Erickson, W., Strickland, M., Good, R. & Sernka, K. (2003). Comparison of Avian Responses to UV-Light-Reflective Paint on Wind Turbines. Subcontract Report. 10.2172/15003047.

## **APPENDIX A**

### **FORM OF TENDER**

To be returned by 12:00pm (GMT time) on **13<sup>th</sup> January 2025**.

Procurement Advisor - Victor Mpehla  
Department for Environment, Food and Rural Affairs  
Procurement and Commercial Function

**TENDER FOR: Offshore Wind Turbine Blade Painting Pilot.**

Tender Ref: Project/ITT **C27151**

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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 date **10/02/2025** for the period specified in the ITT.
  - Tender Particulars (Section 1)
  - Specification of Requirements (Section 2)
  - 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**

Located on the Authority's eSourcing system for information

## **APPENDIX C**

### **TECHNICAL EVALUATION QUESTIONS**

In line with DEFRA policy, we will be awarding a contract to the Most Economically Advantageous ITT response (MEAT).

The overall score is broken down as follows: **70%** of the overall score will be awarded for technical criteria, and **30%** of the overall score will be awarded for commercial.

Please note responses will be assessed against demonstration of understanding of the Specification above.

| Category | Criteria | Weighting | Description |
|----------|----------|-----------|-------------|
|----------|----------|-----------|-------------|

|   |  |           |   |
|---|--|-----------|---|
| <b><u>Technical</u></b><br><br>List out the sub-criteria and a brief description. Sub-weightings should be included<br><br><b>60%</b> | <b>E01: Organisation's capacity and resource</b> | <b>5%</b> | <p>Brief outline of organisation; please explain how you manage your workflow capacity and staff resources particularly in peak periods.</p> <p>Your evidence should include measures you have in place to ensure critical delivery.</p> <p>Please confirm that staff resources are available to complete the entire contract in the timescales required, as shown in the ITT.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"><li>• ability to deliver this project to time</li></ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: "E01 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> |
|---|--|-----------|---|

|  |   |           |  |
|--|---|-----------|--|
|  | <b>E02: Project management and organisation's quality assurance</b> | <b>5%</b> | <p>Please outline your approach to managing the project, in terms of project structure and provision for communication with the Authority. You should include a work plan demonstrating adequate time for review of deliverables.</p> <p>Provide a risk register that assesses risks to the successful delivery of the project and explains how the risks will be mitigated. Explain how you would handle unexpected events and what systems you have in place to deal with these.</p> <p>You should outline how you plan to keep Defra informed of progress made and alert the Project Officer at the earliest opportunity of any difficulties encountered e.g., milestone dates at risk.</p> <p>Please also indicate the level of input and guidance you require from the Project Officer and Project Advisory group.</p> <p>Please outline your planned project management and internal governance for this project. You should also describe your organisation's approach to project management and how this is implemented.</p> <p>Please outline Quality Assurance measures and processes to ensure quality of research and outputs delivered.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Simple, transparent management structure, with named individuals and clear accountability</li> <li>• How the team will be managed, particularly if managing a multidisciplinary team or a consortium</li> <li>• The level of input required from Defra</li> <li>• The organisation's approach to project management and how this will be used to</li> </ul> |
|--|---|-----------|--|

|  |   |            |  |
|--|---|------------|--|
|  |   |            | <p>deliver the project deliverables on time, to the expected quality and to budget</p> <ul style="list-style-type: none"> <li>• A risk register that demonstrates an understanding of the likely challenges and issues faced with suitable mitigation strategies</li> <li>• Resilience for dealing with unexpected events</li> <li>• A credible, effective plan to keep the authority informed of progress made and any difficulties encountered</li> <li>• Adequate resources available for drafting report(s) and handling feedback from Defra.</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: "E02 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> |
|  | <b>E03: Proposed approach to research and methodology</b> | <b>45%</b> | <p>Please include a detailed account of your proposed project. Please detail your approach and methodology for the objectives, demonstrating a clear understanding of the requirements and consideration of issues. Please specify resources and days allocated for each activity.</p> <p>Your workplan should include adequate time for the review of the deliverables.</p> <p>Please use the aim and objectives as stated in the Specification of Requirement or present a clear explanation if you are considering a proposed approach and methodology.</p> <p>If your proposal will deliver additional objectives or includes optional additional work packages, please clarify these and separately cost any optional work packages.</p> <p><b>Evaluation criteria:</b></p>               |

|  |   |            |  |
|--|---|------------|--|
|  |   |            | <ul style="list-style-type: none"> <li>• An understanding of Defra’s requirements and the policy context demonstrated through the proposed approach</li> <li>• A robust, detailed and credible methodology for meeting or exceeding the objectives set out in the specification</li> <li>• A realistic and measurable deliverable workplan</li> <li>• A robust quality assurance plan that demonstrates how the quality of inputs and outputs will be ensured</li> <li>• Clearly demonstrate the key issues, challenges and risks that your organisation is proposing to address in this project</li> <li>• Provide a description of how each piece of work will be delivered: <ul style="list-style-type: none"> <li>○ how the work will be conducted in order to ensure that those objectives and steps are met in a transparent and robust fashion.</li> <li>○ how data will be managed, particularly in accordance with Data Protect legislation.</li> </ul> </li> <li>• A work plan and detailed programme with key deliverable dates</li> </ul> <p>Please submit no more than 4 pages of A4, Arial, Font 11. Please upload a document with the filename: “E03 – Your Company Name”</p> |
|  | <b>E04:<br/>Capability and<br/>Expertise of<br/>Proposed<br/>Project Team</b> | <b>30%</b> | <p>Brief outline of staff experience, plus CVs, of those who will be involved and outline of how much time each member of staff will spend on the research project.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Excellent understanding of the subject area that provides confidence in the Tenderer’s ability to deliver the project</li> <li>• Breadth and depth of expertise available within the team</li> </ul>   |

|  |   |            |  |
|--|---|------------|--|
|  |   |            | <ul style="list-style-type: none"> <li>• How the team's skills, knowledge and experience are relevant to meeting the project requirements</li> <li>• Significant relevant experience</li> <li>• Staff experience, skills and time (by milestone) are sufficient and appropriately allocated throughout the project, providing confidence in the quality and timeliness of delivery, as well as good value for money in the diverse range of staff and their skill sets</li> <li>• Success in delivering relevant projects</li> </ul> <p>Please submit no more than 4 pages of A4, Arial, Font 11 for the outline (plus CVs). Please upload a document with the filename: "E04 – Your Company Name"</p> <p>Any responses exceeding four sides of A4 will not be evaluated beyond the last page.</p>   |
|  | <b>E05: Sustainability and Social Value</b> | <b>15%</b> | <p>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:</p> <p><a href="https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement">https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</a></p> <p>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.</p> <p>A "Fail" will be allocated to a response that does</p> |

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|  |  |  | <p>not demonstrate any evidence of Sustainability policies.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate that the Tenderer has a sustainability policy in place</li> <li>• Provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract.</li> </ul> <p><b>Social Value</b></p> <p>Using a maximum of 500 words describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria.</p> <p>Please include:</p> <ul style="list-style-type: none"> <li>• your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and</li> <li>• a timed project plan and process, including how you will implement your commitment and by when.</li> </ul> <p>Also, how you will monitor, measure and report on your commitments/the impact of your proposals.</p> <p>You should include but not be limited to:</p> <ul style="list-style-type: none"> <li>• timed action plan</li> <li>• use of metrics</li> <li>• tools/processes used to gather data</li> <li>• reporting</li> <li>• feedback and improvement</li> <li>• transparency</li> </ul> <p>Please submit no more than 2 pages of A4, Arial, Font 11 for the outline (plus any documents or policies) Please upload a document with the filename: "E05 – Your Company Name"</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> |
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|  | <b>F01: Health and Safety</b>   | <b>Pass/Fail</b> | <p>Please provide a copy of your Health &amp; Safety policy/statement and an example risk assessment from similar assignments. The risk assessment should identify associated risks, control or mitigation measures, and residual risk levels.</p> <p>Your response should provide details of suitably robust procedures for health and safety, including how they will ensure surveys/monitoring will be conducted in a safe manner.</p> <p>Where the supplier is of 5 employees or less, please provide some detail about health and safety in your organisation.</p> <p>How will health and safety considerations be implemented in the development of this contract?</p> <p>A "Fail" will be allocated to a response that does not demonstrate any evidence of addressing health and safety.</p> <p>Please upload a document with the filename: F01 Your Company Name, and any associated supporting documents.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below question. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> |
| <b>Commercial Evaluation Methodology – 30%</b> | <p>Tenderers will be required to submit a total fixed cost for completion of the project and include a breakdown of costs against each objective and against key personnel. Costs will need to be reasonable and competitive and offer value for money.</p> <p><u>Evaluation</u></p> <p>The calculation used is the following:</p> <p>Score = Lowest Tender Price x 30% Maximum available marks</p> <p style="text-align: center;">Tender Price</p> |                  |  |

For example (values listed here are not representative of the values expected for this tender and are used for illustrative purposes only), 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 =  $\text{£}3000/\text{£}3000 \times 30\%$  (Maximum available marks) = 30%

Tenderer B Score =  $\text{£}3000/\text{£}5000 \times 30\%$  (Maximum available marks) = 18%

Tenderer C Score =  $\text{£}3000/\text{£}6000 \times 30\%$  (Maximum available marks) = 15%

**No Commercial/Pricing shall be submitted on the Technical Envelope**

## **APPENDIX D**

### **Commercially Sensitive Information (Attached)**

**Please re-produce and upload as an attachment on Atamis if applicable**

| <b>TENDERER'S COMMERCIALLY SENSITIVE INFORMATION</b> | <b>POTENTIAL IMPLICATION OF DISCLOSURE</b> | <b>DURATION OF COMMERCIALLY SENSITIVE INFORMATION</b> |
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## **APPENDIX E**

### **PRICING SCHEDULE**

For Completion (Available on Atamis. Please upload to Atamis)

## **APPENDIX F**

### **Appendix F - Staff Time in Days Per Milestone Template**

For Completion (Available on Atamis. Please upload to Atamis)