



Invitation to Tender

Green Finance Scoping Study

Ref: project_232

Version

Version	Author	Date
1	Samuel Nicholls	02 October 2018
2	Helena Tyler	31 October 2018
3	Lynsey Warren	28 May 2019
4	Alistair Goldspink	6 January 2019

Approvals

Version	Approver	Date
1	Name	Date
2	Name	Date
3	Name	Date



Name: **Alistair Goldspink**

Role Title: **Category Manager**

Telephone Number: **07919 698 313**

Email Address: **Alistair.Goldspink@trade.gov.uk**

Our Reference: project_232

Date: **06/01/2020**

To Whom it May Concern,

Invitation to Tender Reference Number. project_232

1. You are invited to tender for the Green Finance Scoping Study competition in accordance with the attached document. The requirement is for scoping work on the UK 'supply' of Green Finance products and service providers, to allow the overseas network to better take advantage of commercial benefits arising from the growing demand for Green Finance overseas.
2. The requirement and subsequent contract shall be for a period of two (2) months. Funding has been approved. The budget is £80,000.00.
3. This Procurement is being carried out in accordance with the Public Contract Regulations 2015 under the open non-OJEU procedure. Tenderers can submit a bid as a single legal entity, with other legal entities (to form a consortium) or with named sub-contractors.
4. The anticipated date for the contract award decision is 24 January 2020. Please note that this is an indicative date and may change.
5. The clarification period ends on 13 January 2020 at 12pm. You must submit your tender to arrive no later than 12pm on 20 January 2020.

Yours faithfully,

Alistair Goldspink

Category Manager



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SECTION 1: INTRODUCTION

DEFINITIONS¹

TERM ²	MEANING
“Authority”	means the Secretary of State acting through the Department for International Trade acting as part of the Crown.
“Contract”	means the contractually binding terms and conditions set out in Appendix B of this ITT to be entered into by the Authority and the successful Tenderer at the conclusion of this Procurement.
“Contract Deliverables”	means the Services and any associated technical data which the winning Tenderer is required to provide under the contract.
“Conflict of Interest (COI)”	means any circumstance or situation where relevant staff members of the Tenderer involved in this Procurement have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the Procurement and/or affect the integrity of Contract Award and any resultant Contract.
“EIR”	means 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.
“FOIA”	means 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.
“Invitation to Tender (ITT)”	Means the document together with its attachments which the Authority sends out to potential Tenderers to initiate participation in the competition.
“Specification of Requirement”	Detail the technical requirements and acceptance criteria of the contract deliverables.
“Tender”	means the formal offer that the Tenderer makes to the Authority in response to this ITT.
“Tenderer”	means the economic operator or group of operators in the form of a consortium, including sub-contractors, who have been invited to submit a Response to this ITT. Where “You” is used this means an action on the Tenderer.

PART A: GENERAL

1.1 The purpose of this ITT is to invite Tenderers to propose a solution to meet the Authority’s requirement. This document explains and sets out the:

¹ Unless the context otherwise requires, the following words and expressions used within this ITT (except Appendix B: Authority’s Conditions of Contract) shall have the following meanings (to be interpreted in the singular or plural as the context requires).

² Any reference to a statute or statutory provision is a reference to such statute or statutory provision as amended to re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.



- a. Tender process and timetable for the stages of the procurement;
- b. Instructions and conditions that govern this competition;
- c. Information you must include in your Tender and the required format;
- d. Specification of Requirements;
- e. Arrangements for the receipt and evaluation of Tenders; and
- f. Contract Conditions that shall apply in the event that the Authority awards a contract following this competition.

1.2 Tenderers acknowledge and agree that nothing contained within this ITT shall constitute an inducement or incentive nor shall have in any other way persuaded a Potential Supplier to submit a Tender or enter into any other contractual agreement.

1.3 Tenderers are responsible for ensuring that they understand the requirements for this procurement. If any information is unclear or if a Tenderer considers that insufficient information has been provided, Tenderers should raise a clarification with the Authority in accordance with Section 3 Part I to this ITT.

1.4 Tenderers are responsible for ensuring that they have submitted a complete and accurate Tender and that prices quoted are arithmetically correct for the units stated.

PART B: DISCLAIMER

1.5 Whilst the information contained in this ITT and any supporting information referred to herein or provided to Tenderers 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. Neither the Authority nor its representatives accepts any liability for the information contained in this ITT or shall be liable for any loss or damage arising as a result of this ITT.

1.6 Any Tenderer considering entering into contractual relationships with the Authority should make its own investigations and independent assessment of the Authority.

PART C: CONTRACT CONDITIONS

1.7 The full text of the Contract conditions is attached at Schedule 07 to this ITT.

PART D: TENDER EXPENSES

1.8 The Tenderer shall bear all costs associated with preparing and submitting your Tender. If the Tender process is terminated or amended by the Authority, the Authority shall not reimburse you.

PART E: E-TENDERING

1.9 The Authority is using e-Tendering for this Procurement. Jaggaer is the Authority's e-Tendering Platform. It can be accessed via your web browser at <https://uktrade.app.jaggaer.com/web/login.html>. If there is any conflict between the information set out in this ITT and associated documents and the information displayed in the Authority's e-Tendering Platform (Jaggaer), the information set out in this ITT shall take precedence.

1.10 Unless otherwise stated in this ITT or in writing by the Authority, all communications from Tenderers and the Authority during the Procurement must be made using the Authority's e-Tendering Platform (Jaggaer). The Authority shall not respond to communications made by other means and Tenderers should not rely on communications



from the Authority unless they are made through the Authority's e-Tendering Platform (Jaggaer).

1.11 If a Tenderer experiences technical difficulty with the Authority's e-Tendering Platform (Jaggaer), the Tenderers shall contact the e-Tendering Platform (Jaggaer) helpdesk. The Tenderer shall also inform the Authority.

SECTION 2: KEY DATES

2.1 The key dates for this procurement are currently anticipated to be as follows:³

STAGE	DATE AND TIME	INITIATED BY	SUBMIT TO:
ITT Publication	6 January 2020	The Authority	All Tenderers
Deadline for Clarification Questions / Requests for additional information.	12:00pm on 13 January 2020	Tenderers	The Authority
ITT Submission Deadline	12:00pm on 20 January 2020	Tenderers	The Authority
Tender Evaluation	21 to 24 January 2020	The Authority	N/A
Contract Award Notification	24 January 2020	The Authority	All Tenderers
Contract Formation and Signature	27 to 31 January 2020	The Authority	The Winning Tenderer
Contract Commencement	3 February 2020	The Winning Tenderer	N/A

SECTION 3: TENDER PREPARATION AND SUBMISSION

3.1 By submitting a Tender, Tenderers agree:

- to be bound and accept the terms and conditions set out in this ITT; and
- that if the Authority accepts the Tender in writing, the Tenderer shall execute the Contract in the form set out in Schedule 7.

3.2 The Authority may withdraw, terminate or amend the Procurement or this ITT at any time. Any amendment to the Procurement or this ITT shall be notified in writing to Tenderers. The Authority shall reissue the procurement documents before the Tender Deadline and may, at its discretion or (where applicable) in accordance with the Public Contract Regulations 2015, extend the deadline for the submission of Responses and / or any other stages of the Procurement for amendments.

PART A: TENDERS FOR SELECTED CONTRACT DELIVERABLES

3.3 Tenderers must Tender for all the Contract Deliverables listed in the Specification of Requirements. The Authority reserves the right to reject Tenders where Tenderers have not tendered for all the Contract Deliverables.

PART B: CONSTRUCTION OF TENDERS

³ These may be subject to change by the Authority. Tenderers shall be informed via the Authority's e-Tendering Platform (Jaggaer) in the event it is necessary to make amendments to the Timetable.



3.4 The Tender must be written in English (UK) language with Arial 11-point font and 2.54cm margins (where applicable). The Tender and accompanying documents must be compatible with Microsoft Office Word and other Microsoft Office applications.

PART C: TENDER VALIDITY

3.5 It is a condition of tendering that all Tenderers holds their tender open for acceptance for one hundred and twenty (120) calendar days from the ITT submission deadline.

3.6 If successful, the winning Tender must be open for a further thirty (30) calendar days. This period starts on the day the Authority announces its decision to award the contract to the winning Tenderer in accordance with the Tender. In the event legal proceedings are instigated, challenging the award of the contract, prior to entry into contract, it is a condition of this ITT that the winning Tenderer holds their Tender open for acceptance during this period and up to fourteen (14) calendar days after the result of the legal proceedings

PART D: VARIANT TENDERS

3.7 A variant tender is a Tender that offers an alternative approach to, or method of, meeting the Authority's requirements as set out in this ITT and associated documents. Where the tender evaluation has a pass/fail for the Contract Conditions the Authority may reject the Tender on the grounds of additional or alternative Contract Conditions.

3.8 The Authority shall not accept or evaluate any Variant Tenders for this Procurement.

PART E: SUBMISSION OF TENDER

3.9 Tenders must be uploaded onto Authority's e-Tendering Platform (Jaggaer) by the time and date stated in the covering letter to this ITT and Schedule 5. The Authority reserves the right to reject any Tender received after the stated date and time.

3.10 Tenderers must complete all parts of the response form in the Authority's e-Tendering Platform (Jaggaer) in accordance with the instructions therein. Tenders shall be checked for completeness and only compliant responses shall be evaluated.

3.11 Tenderers must not exceed stipulated page/word limits or include attachments not requested. The Authority shall disregard attachments which have not been requested any part of the Tender which goes beyond defined page/word limits.

3.12 Samples are not required for this Procurement.

3.13 The Tender shall be the single source of information used to evaluate Tenders. The Authority shall only take account of information which is specifically asked for in this ITT.

PART F: PRICING

3.14 Prices must be submitted in £GBP, exclusive of VAT.

3.15 The Contract shall be awarded as a fixed price and shall be paid according to the Specification of Requirements.

3.16 The pricing schedule within the Authority's e-Tendering Platform (Jaggaer) identifies the minimum level of information required.

3.17 If the Authority believes that any element of pricing submitted is abnormally low it will conduct a further analysis of the offer in accordance with Regulation 69 of PCR 2015.



3.18 The Authority reserves the right to seek verification of any prices that it deems to be unsustainable in respect of this Procurement.

3.19 The Authority reserves the right to treat any bid which is caveated by reference to the UK exiting the EU with a deal or without a deal as non-compliant and, as with any procurement exercise, a bidder in submitting its prices for evaluation does so in acceptance of all business risks and circumstances arising from time to time.

PART G: SUB-CONTRACTING

3.19 All information requested in the Tender should be given in respect of the Prime Contractor.

3.20 Where the Tenderers propose to use sub-contractors to deliver some or all of the requirement, the Tenderer must complete the Tenderers Sub-Contracting Information Form at Schedule 1.

3.21 The Authority recognises that arrangements in relation to sub-contracting may be subject to change and may not be finalised until a later date. The Tenderer shall inform the Authority immediately of any changes to the supply chain following Tender submission.

PART H: CONSORTIA

3.22 Where a Tenderer is submitting a Tender as part of a proposed consortium, the Tenderer must complete the Tenderers Consortium Information Form at Schedule 2.

3.23 In accordance with Regulation 19(6) of PCR 2015, the Authority may require a successful consortium to form a separate corporate entity.

3.24 All members of the consortium shall be required to provide the information required in the Tender as part of a single composite response to the Authority.

3.25 The Authority recognises that arrangements in relation to a consortium may be subject to change and may not be finalised until a later date. Tenderers shall Tender on the basis of envisaged arrangements. The Tenderer shall inform the Authority immediately of any changed to the consortium following Tender submission.

PART I: CLARIFICATIONS

3.26 Tenderers may raise questions or seek clarification regarding any aspect of this Procurement prior to the clarification deadline (as set out in Section 3 Part I to this ITT). The Authority shall respond to all reasonable clarifications submitted prior to the clarification deadline as soon as possible but cannot guarantee a minimum response time.

3.27 If a Tenderer believes that a clarification request is commercially sensitive or that publishing the clarification with the Authority's response would reveal confidential information, disclosure of which would be detrimental to the Tenderer. The Tenderer must clearly state that the clarification is sensitive and provide a justification upon submission. If the Authority considers the clarification and response is not commercially sensitive or all Tenderers may benefit from its disclosure the Authority will notify the Tenderer. The Tenderer shall have two (2) working days of the notification to withdraw their clarification. If the clarification is not withdrawn the clarification request and Authority's response will be published to all Tenderers.



- 3.28 The Authority may not respond to a clarification or publish it where the Authority considers that the response may prejudice the Authority's commercial interests. In such circumstances, the Authority will inform the Tenderer of its view.
- 3.29 The Authority reserves the right (but is not obliged) to seek clarification of any aspect of a Tender and/or provide additional information during the evaluation phase in order to carry out a fair evaluation. Failure to respond within the timescales specified and/or to provide an adequate response to such a request may result in the Tender being rejected.

PART J: CHANGES TO RESPONSES

- 3.30 Tenderers may modify their submitted Tenders at any time prior to the Tender submission deadline. Tenders submitted before the deadline shall remain unopened until the deadline or such time thereafter when all Tenders shall be opened together.
- 3.31 Tenderers may withdraw their response at any time by submitted a notice via the Authority's e-Tendering Platform (Jaggaer).

SECTION 4 – CONDITIONS OF TENDERING

- 4.1 By issuing this Tender, communicating with a Tenderer or any other communication in respect of this Procurement, the Authority shall not be bound to accept any Tender or award any Contract. The Authority reserves the right to:
- 4.1..1 seek clarification of any aspect of a Tender and/or provide additional information in respect of Tenderers submission;
 - 4.1..2 disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions set out in this ITT;
 - 4.1..3 disqualify any Tenderer for the provision of false, inaccurate or misleading information;
 - 4.1..4 withdraw or terminate this ITT/Procurement at any time. Any withdrawal or termination shall be notified in writing to all Tenderers;
 - 4.1..5 choose not to award any contract as a result of the current Procurement;
 - 4.1..6 ask for an explanation of the costs or price proposed in the Tender where the Tender appears to be abnormally low.
- 4.2 The contract shall be entered into when the Authority sends written notification of its entry into the contract.
- 4.3 The Authority shall not provide any references in relation to Services received from any external organisation.

PART A: CONFORMING TO THE LAW

- 4.4 Tenderers must comply with the UK Competition Act 1998; the UK Bribery Act 2010, applicable EU and UK legislation and any equivalent legislation in a third state.
- 4.5 Tenderers attention is drawn to legislation relating to the canvassing of a public official, collusive behaviour and bribery. If you act in breach of this legislation Tenderers may be disqualified from this Procurement. Disqualification will be without prejudice to an civil remedy available to the Authority or any criminal liability that your conduct may attract.
- 4.6 Tenderers attention is drawn to the Agency Workers Regulations 2011. The Tenderer shall fully indemnify the Authority for any claims instituted in any court or tribunal, the legal costs of defending such claims and reimburse for any monetary awards given in regards to any actions brought under the Agency Workers Regulations 2011 against the Authority, by any agency worker engaged by the Tenderer to supply the Services to the Authority.



4.7 The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Procurement (including non-contractual disputes or claims).

PART B: INTELLECTUAL PROPERTY RIGHTS

4.8 The Tenderer grants the Agent an irrevocable, perpetual, non-exclusive license to copy, amend and reproduce any intellectual property contained within its Tender for the purpose of carrying out this Procurement; complying with the law and/or any government guidance; and/or carrying out the Agent's business activities. This license shall also permit the Agent to sublicense the use of the Potential Supplier's Tender to its advisers or sub-contractors for the same purpose.

PART C: CHANGES TO A TENDERERS CIRCUMSTANCES

4.9 The Authority may:

- Reject a Tender if there is a subsequent change of identity, control, financial standing or other factor throughout any point during this Procurement;
- Revisit information contained in a Tender at any time to take account of subsequent changes to a Tenderers circumstances; or
- Require a Tenderer to certify that there has been no material change to the information submitted in their Tender at any point during this Procurement. Failure to do so, may result in the rejection of the Tender.

PART D: CONFIDENTIALITY

4.10 The contents of this ITT, associated documents or information provided by the Authority are provided on condition that they remain the property of the Authority and are kept confidential. The Tenderer shall take all necessary precautions to ensure that they remain confidential and are not disclosed, save as described below.

4.11 Tenderers may disclose information relating to the Procurement to their advisers and sub-contractors in the following circumstances:

- disclosure is for the purpose of enabling a Tender to be submitted and the recipient of the information undertakes in writing to keep it confidential on the same terms as the Tenderer;
- the Authority gives prior consent in writing to the disclosure;
- the Tenderer is legally required to disclose the information.

4.12 When providing details as part of a Tender, Tenderers agree to waive any contractual or other confidentiality rights and obligations associated with these contracts.

4.13 The Authority reserves the right to, but is not obliged to, contact any named customer contact given as a reference or otherwise referred to as part of a Tender. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

4.14 Subject to Section 3 Part E to this ITT, the Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact

4.15 In addition to the provisions of Section 3 Part E to this ITT, Tenderers agree and acknowledge that the Authority may use third parties in the course of its evaluation of



Tenders. The Authority may disclose information contained therein to such third parties for the purposes of the Authority's Tender Evaluation

PART E: PUBLICITY ANNOUNCEMENTS, TRANSPARENCY, FREEDOM OF INFORMATION AND ENVIRONMENTAL REGULATIONS

- 4.16 Tenderers acknowledge there may be circumstances in accordance with the FIOA and the EIR, the Authority may be required to disclose information submitted to it by a Tenderer in addition to any other transparency obligation identified within this ITT. If a Tenderer considers any information to be commercially sensitive or of a confidential nature, then Tenderers must complete the Tenderers Commercially Sensitive Information Form (Schedule 03). The Authority will, where practicable, consult the Tenderer before publishing or disclosing information under the FOIA and/or the EIR to establish whether an exemption may apply.
- 4.17 If a Tenderer receives a request for information relating to this Procurement under the FOIA or the EIR during the Procurement, this should be immediately passed on to the Authority and the Tenderer should not respond to the request without first consulting the Authority.
- 4.18 Tenderers must be aware that the Authority shall publish notification of the contract and shall publish the contents of any resultant contract. Before publishing the contract, the Authority shall redact any information which is exempt from disclosure under the FIOA and/or the EIR. Information exempt from publication could include information which would hinder law enforcement; would otherwise be contrary to the public interest or would prejudice the legitimate commercial interest of any person.
- 4.19 No Tenderer shall undertake any publicity activities in relation to this Procurement without the prior written agreement of the Authority, including the format and content of any publicity. Tenderers should not, before the Authority has announced the outcome of the Procurement, disclose or make any statement, which confirms that they have submitted a Tender for this Procurement.
- 4.20 Under no circumstances should Tenderers confirm to any Third Party the Authority's acceptance of an offer of contract prior to either information the Authority of your acceptance or the Authority's announcement of the award of contract, whichever occurs first.
- 4.21 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 of the Tenderer's documents and information (including any that the Tenderer considers to be confidential and/or commercially sensitive) provided in its Tender. The information will not be disclosed outside Government during the Procurement. Tenderers consent to these terms as part of the Procurement.

PART F: CONFLICT OF INTEREST

- 4.22 You must inform the Authority immediately of any conflict of interest (COI) that have arisen or that arise at any point during this Procurement. Tenderers must remain alert to COI and update the Authority if any new circumstance or information arises or changes. Failure to do so and/or manage COI effectively may result in a Tenderers disqualification.



4.23 Where there is an existing or potential COI Tenderers must include a proposed statement with their Tender detailing how the COI will be managed. As a minimum Tenderers COI statements must include:

- 4.23..1 Details of the COI;
- 4.23..2 Roles and responsibilities;
- 4.23..3 Standards for integrity and fair dealing;
- 4.23..4 Levels of access to and protection of competition sensitive information
- 4.23..5 Confidentiality/Non-Disclosure Agreements
- 4.23..6 The Authority's rights of audit; and
- 4.23..7 Physical and managerial separation.

In the event a Tender is accepted, any COI Statements shall become part of the Contract and shall be legally binding.

PART G: STANDSTILL

4.24 The Authority is obliged under certain circumstance to allow a space of ten (10) calendar days between the date of dispatch of notice to Tenderers before entering into a contract, known as the standstill period. The standstill period ends at midnight at the end of the 10th day after the date the contract award notification letters have been issued. Where this is not a working day, this will extend to midnight at the end of the next working day. The standstill period shall not apply to this requirement.

PART H: CYBER ESSENTIALS

4.25 The Cyber Essentials Scheme (CES) has been a mandatory requirement for suppliers with contracts involving sensitive or personal information since 01 October 2014. Tenderers can view details of CES at <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>. Suppliers shall hold Cyber Essentials Certification as a minimum on all Government Contracts awarded which include in the transfer of identifiable data/information.

4.26 The Authority has conducted a Cyber Risk Assessment to identify the level of cyber risk to this requirement. It has been identified that Cyber Essentials is required.

4.27 Where the Prime Contractor intends to sub-contract any part of the requirement, the level of cyber risk identified must be transferred through the supply chain. No sub-contract can be awarded until it has demonstrated to the Prime Contractor that it has met the minimum standards required.

4.28 The winning Tenderer shall only be awarded the Contract(s) if they are able to demonstrate they can be certified by Cyber Essentials upon contract commencement. Tenderers must demonstrate in their Tender how this will be achieved or provide evidence of current certification.

PART I: TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT) REGULATIONS 2006 (TUPE)

4.29 Tenderers should determine whether they believe the TUPE applies to this Procurement. Notwithstanding this, Tenderers will note that it is the Authority's view that TUPE is not likely to apply if this Procurement results in a contract being awarded, although the Authority is not liable for this opinion. The Authority's view is based on the fact that this is a new requirement.



4.30 It is the responsibility of Tenderer to take their own advice and consider whether TUPE is likely to apply in the particular circumstances of the Contract and to act accordingly. The Tenderer is encouraged to carry out its own due diligence exercise.

4.31 If Tenderers have a contrary view to that of the Authority on the applicability of TUPE they should advise the Authority, giving reasons, prior to the deadline for Tenders

SECTION 5 – TENDER EVALUATION

PART A: TENDER EVALUATION CRITERIA

5.1 Tenders shall be evaluated by a panel appointed by the Authority. Each panel member shall undertake an independent evaluation. There shall be a minimum of two (2) commercial officers evaluating the commercial and price criteria and a minimum of two (2) technical experts evaluating the technical criteria. Once complete, a moderation meeting shall be held where the panel shall reach a consensus on the results.

5.2 Tenders shall be evaluated using the Most Economically advantageous Tender (MEAT) methodology. This is where the Authority assesses a Tender based on a combination of commercial, technical and price elements. The Authority shall award the Contract to the Tenderer which submits the highest scoring response.

5.3 The MEAT ratio for this Tender is as follows:

Award Criteria	Weighting
Commercial	Pass/Fail
Technical	80%
Price	20%

5.4 Any mandatory elements shall be evaluated as pass / fail and any non-mandatory elements shall be given a weighting. For weighted commercial and technical elements, the following scoring methodology shall be applicable. Weighing values indicate the relative importance of the question in the overall evaluation. Tenderers must score a mark of three (3) or above against each weighted element.

Score	Quality	Description
0	No evidence	No evidence provided that the Tender meets the requirement. No confidence that the Tenderer can meet the requirement.
1	Poor Response	Very limited evidence provided to support that the Tender meets the requirement, with major concerns leading to the conclusion of a low level of confidence that the Tenderer can meet the requirement.
2	Minimal Response	Limited evidence to support that the Tender meets the requirement, with major concerns leading to the conclusion of a low level of confidence that the Tenderer can meet the requirement.
3	Acceptable Response	Acceptable evidence provided to support that the Tenders meets most of the requirement with minor concerns leading to the conclusion of a medium level of confidence that the Tenderer can meet the requirement.



4	Good Response	Good evidence provided to support that the Tender meets the entire requirement leading to the conclusion of a high level of confidence that the Tenderer can meet the requirement.
5	Excellent Response	Comprehensive evidence provided to support that the Tender fully meets and/or exceeds the requirement, leading to the conclusion of a high level of confidence that the Tenderer can meet the requirement.

5.5 Tenderers shall not cross-refer to answers given elsewhere in a Tender. Tenderers shall answer each question so that it acts as a stand-alone answer. Tenderers may need to repeat certain information in answer to different questions if required.

5.6 For the pricing element, the total overall price (20%) shall be calculated based on the lowest priced compliant tender gaining the full 20% award with the remaining marks allocated based on:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 20\%$$

For example if three Tenders are received and Tenderer A has quoted £3000 as their total overall price, Tenderer B has quoted £5000 and Tenderer C has quoted £8000 then the calculation will be as follows:

- Tenderer A score = £3000/£3000 x 20% (maximum marks available) = 20
- Tenderer B score = £3000/£5000 x 20% (maximum marks available) = 12
- Tenderer C score = £3000/£8000 x 20% (maximum marks available) = 8

PART B: TENDER EVALUATION MATRIX

5.7 Evaluation of Tenders shall comprise of the following:

<u>Item</u>		<u>Evaluation Criteria</u>	<u>Question Scoring / Weighting</u>	<u>Comments</u>
Commercial Criteria				
1	Form of Tender and Selection Questionnaire	Tenderers shall complete the online Qualification Envelope within the ITT on Jaggaer.	Pass/ Fail	N/A
Technical Criteria				
2	A01: Knowledge and Experience	<p>The Tenderer must demonstrate:</p> <ul style="list-style-type: none"> • Knowledge and experience of research and analysis different Green Finance sectors and how that experience would benefit this requirement. • Understanding of DITs objectives and how this relates to wider cross-government objectives as laid out in the Green Finance strategy. • Evidence of strong networks and diverse contacts in the Green Finance space. 	30%	<p>Please upload response with the file name "[Insert Company Name]-A01".</p> <p>Responses must be limited to 5 A4 sides. The pages that are over the above</p>



				limit will not be evaluated.
3	A02: Project Plan	<p>The Tenderer must include:</p> <ul style="list-style-type: none"> • A demonstration of how they intend to complete the work. • Details of how they intend to carry out the interviews/research to map the ecosystem. • Their approach to the assessment of strengths by sector and product. • A timetable of research that highlights key milestones, including suggested meetings and progress reports • A risk register that outlines potential risks, their severity and likelihood and what measures they will put in place to mitigate against risks 	30%	<p>Please upload response with the file name “[Insert Company Name]-A02”.</p> <p>Responses must be limited to 5 A4 sides. The pages that are over the above limit will not be evaluated.</p>
4	A03: Resources	<p>Tenderers must include:</p> <ul style="list-style-type: none"> • CVs of their proposed team for this project, which demonstrate relevant experience of a director, project manager and other key personnel. The page lengths of these CVs will not be incorporated in the overall page limit for A03, but must themselves be limited to 2 A4 sides with 11pt Arial text. • An explanation of how their organisation will ensure continuity of personnel and sufficient resourcing during the life of the contract. 	20%	<p>Please upload response with the file name “[Insert Company Name]-A03”.</p> <p>Responses must be limited to 5 A4 sides. The pages that are over the above limit will not be evaluated.</p>
Price				
5	B01: Pricing Schedule	The Tenderer must submit a completed version of the attached Pricing Schedule.	20%	Please upload response with the file name “[Insert Company Name]-Pricing Schedule”.



SCHEDULE 01 – TENDERERS SUB-CONTRACTING INFORMATION FORM

Contract Ref No				
	[insert name of Sub-contractor]			
Is the sub-contractor a Small Medium Sized Enterprise (SME)				
Percentage of work being delivered by sub-contractor				
The key contract deliverables each sub-contractor will be responsible for				
Any other information				

SCHEDULE 02 – TENDERERS CONSORTIUM INFORMATION FORM

Contract Ref No	
Lead member of consortium who will be contractually responsible for delivery of the contract	
Consortium Members	
Are any of the consortium members a Small Medium Sized Enterprise (SME)	
If the consortium is proposing to form a legal entity, full details of the proposed	



arrangement must be provided to the Authority.⁴	
If the consortium is not proposing to form a legal entity, full details of the proposed arrangement must be provided to the Authority⁵	
Any other information	

SCHEDULE 03 – TENDERERS COMMERCIALY SENSITIVE INFORMATION FORM

Contract Ref No	
Description of Supplier's Commercially Sensitive Information⁶	
Cross reference(s) to location of sensitive information	
Explanation of sensitivity	
Details of potential harm from disclosure	
Period of confidence	
Contact details for Transparency/FOI matters	Name: Position: Address: Telephone Number: Email Address:

⁴ If the Tenderer proposes to create a separate legal entity such as a Special Purpose Vehicle (SPV), the Tenderer should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity titled "Special Purpose Vehicle Entity".

⁵ Include full details of its alternative arrangements including details of any sub-contractors (which could be by including a copy of the completed sub-contractors form).

⁶ You are advised to provide as much information as possible. The Authority shall endeavour to maintain the confidentiality of the sensitive information, but the ultimate decision on whether to publish or disclose lies with the Authority.



SCHEDULE 06 – CONTRACT CONDITIONS

See attached Contract Terms document.



SCHEDULE 07 - SPECIFICATION OF REQUIREMENTS

Introduction

The Department for International Trade (DIT) was created in July 2016 and is responsible for promoting British trade across the world and ensuring the UK takes advantage of the huge opportunities open to the UK.

DIT's responsibilities include those of the former UK Trade & Investment in helping UK based companies succeed in the global economy. The Department also helps overseas companies bring their high-quality investment to the UK's dynamic economy which is acknowledged as Europe's best place from which to succeed in global business.

The Department offers expertise and contacts through its extensive network in the UK and diplomatic offices around the world. The organisation provides companies with the tools they require to be competitive on the world stage.

The purpose of this specification is to set out the scope of the Services the Supplier shall provide.

Background

The Government's Green Finance Strategy was published on 2 July, 2019. A major part of this strategy is the establishment, also on 2 July, of the Green Finance Institute, a joint private and public sector initiative to champion the UK's expertise in Green Finance.

DIT will be a key delivery arm of the Green Finance Institute's objectives, namely connecting UK players to commercial opportunities overseas. In this context, the Department is aiming to improve its understanding of the available products and services across green finance and which sectors would most benefit from an enhanced focus. To support this, we require the development of a database of products and services providers, and an assessment of the strengths of the UK financial services' green finance offering, to identify the areas that would most benefit from DIT's strategic support and to enable signposting to UK green finance capabilities, including by UK posts overseas.

The scope of the study will cover the UK supply of green finance products and services, including any supporting professional services (e.g. legal, consultancy), and an assessment of UK strengths and capabilities across these sectors. The deliverables will be in the form of a database that can be updated periodically, a capability statement, and the development of a strategic framework for how DIT and HMG more widely could support the ambition of the UK to drive green growth globally.

Requirement

The Department for International Trade requires systematic scoping work on the UK green finance sector, including both products and service providers, to allow the DIT overseas network to enable UK business to better take advantage of commercial opportunities overseas. Specifically, the following are required:

- Mapping of the UK's product and services offering by sector, company, and product.
- An appraisal of the strengths and weaknesses of UK Green Finance, at the level of sector and product.
- The development of a capability statement to support Chapter 3 of the Green Finance strategy, 'Capturing the Opportunity'.



These outcomes will be delivered in the following ways:

- An updateable database mapping of the UK's product and services offering by sector, company, and product.
- A presentation pack identifying the UK's strengths and weaknesses at a sector and product level.
- The development of a capability statement to support chapter 3 of the Green Finance Strategy, 'Capturing the Opportunity'.

The outcomes from this scoping study will support the development of DIT's Green Finance work and wider low-carbon growth strategy.

The assessment of UK Green Finance capabilities should be conducted from a sectoral perspective, using, for example, both qualitative (in the form of interviews) and quantitative analysis.

The development of a strategic framework for DIT network will need to take into account the establishment of the Green Finance Institute and the aims of the Green Finance Strategy, as well as the involvement of other government departments such as BEIS, HMT, FCO & DfID.

The successful tenderer will also be required to present the findings to the DIT Financial and Professional Service team leadership team on completion, with an assessment point at the halfway point of the project. Our preference is that this presentation is held at our offices in London, but it could also take place via videoconference if necessary.

Green Finance Subsectors

The mapping and assessment of the UK's Green Finance Supply eco-system is expected to broadly cover the key parts of the financial system, including but not limited to:

- Accountants
- Asset managers
- Banks (corporate and retail)
- Data providers
- Consultancies
- Endowments
- Exchanges
- Export Credit Agencies
- Index providers
- Insurers
- Legal Services
- MDBs/IFIs
- Pension funds
- Private equity funds
- Sovereign Wealth Funds
- UHNWIs/Family Offices

It should also cover products and services across different asset classes:

- Bonds
- Loan/credit
- Listed equity
- Private equity/venture capital
- Property
- Commodities
- FOREX
- Trade Finance
- Cash and cash equivalents



Contractors assessments of the strengths of UK capabilities should also take into account:

- Regulators and supervisors
- Public bodies and agencies
- Universities
- Research institutes and think tanks
- NGOs
- Finance professions (accountants, actuaries, bankers, financial analysts, independent financial advisors, insurers, investor relations professionals, lawyers, risk management professionals, stockbrokers)

Statements of Work

The deliverables for this requirement will be divided into two Statements of Work.

The first Statement consists of the database mapping and has a maximum budget of £40,000.00.

The work and spend under Statement 1 will be committed.

The second Statement will consist of the presentation pack and capability statement, with no specific maximum budget.

The work and spend under Statement 2 will be optional at the discretion of the Authority and will be activated through separate signature of the Statement by both Parties.

The total budget for both Statements shall not exceed £100,000.00.

Statement of Work	Deliverable	Corresponding Performance Measurement / Key Milestones
1	Database mapping	Delivery by 31 March 2020
2	Presentation pack	Delivery by 26 June 2020
	Capability statement	



SCHEDULE 08 - INDICATIVE KEY PERFORMANCE INDICATORS

Metric	KPI	What information is required to measure this KPI?	How will the KPI be measured?	Red	Green
Contract management	KPI 1 Monthly Reports and Invoices	Brief monthly reports to be produced within five (5) working days of the end of each month. Invoices to be issued within three (3) working days of completion of deliverables.	Invoices will quote the correct PO, contract number, DIT assigned Job Reference, the Authority Contact, and qualitative description of the work being done. Invoices must be clearly itemised.	Below 100% received on time and accurate	100% received on time and accurate
Delivery	KPI 2 Deliverables to be submitted on time and in full by agreed deadlines	Receipt of deliverables by times and dates established in Schedule 7.	Deadlines for each deliverable to be agreed in advance.	Below 100% received on time and accurate	Below 100% received on time and accurate
Quality	KPI 3 Deliverables to meet quality standards.	Deliverables must meet specification objectives and KPIs.	All work will be undertaken in accordance with the agreed objectives and KPIs.	Deliverables do not meet all agreed objectives and KPIs.	Deliverables meet all agreed objectives and KPIs.