**Request for Quotation: Suspect Screening for Chemical Contaminants in Otter Liver Tissue**

Our Ref: ENV7004824R task EA001R Suspect Screening

Date: 23rd August 2023

# Request for Quotation

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| **Contract Ref:** | **ENV7004824R task EA001R Suspect Screening** |
| **Contract Title:** | **Suspect Screening for Chemical Contaminants in Otter Liver Tissue** |

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Your response should be returned to the following email address by 12:00 on 8th September 2023:[Jo.Parry@environment-agency.gov.uk](mailto:Jo.Parry@environment-agency.gov.uk)

Please ensure that you include the name of the quotation and ‘final submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

Jo Parry (Jo Parry, jo.parry@environment-agency.gov.uk, 07721 591873) will be your contact for any questions linked to the content of the quote pack or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

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| **Activity** | **Due Date** |
| Date of issue of request for quotation | 24 August 2023 |
| Deadline for clarifications questions | 01 September 2023 |
| Deadline for receipt of quotation | 08 September 2023 |
| Intended date of contract award | 18 September 2023 |
| Intended contract start date | 25 September 2023 |
| Contract end date | 29 February 2024 |

It should be noted that these timescales and activities may be subject to change.

## Section 1: General Information

**Glossary**

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

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| “Authority” | means Environment Agency who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

**Conditions applying to the RFQ**

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

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

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

**Acceptance of Quotations**

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

**Costs**

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

**Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

**Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

the clarification and response are not commercially sensitive; and

all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

**Amendments**

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

**Conditions of Contract**

The Authority’s standard Conditions of Contract for Research and Development provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

**Prices**

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

**Disclosure**

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

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

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

Central Contracting Authority’s: £12,000

Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Sub Central Contracting Authority with a publication threshold of £30,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

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

**Disclaimers**

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

The Authority does not:

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

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

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

* You must only process any personal data in strict accordance with instructions from the Authority.
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

**General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

**Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Environment Agency staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

**Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

**Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has 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 procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition.

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

## Section 2: The Invitation

## Specification of Requirements

Background to Environment Agency

We are the Environment Agency. We protect and improve the environment. We help people and wildlife adapt to climate change and reduce its impacts, including flooding, drought, sea level rise and coastal erosion. We improve the quality of our water, land and air by tackling pollution. We work with businesses to help them comply with environmental regulations. A healthy and diverse environment enhances people's lives and contributes to economic growth. We can’t do this alone. We work as part of the Defra group (Department for Environment, Food & Rural Affairs) with the rest of government, local councils, businesses, civil society groups, and local communities to create a better place for people and wildlife.

Otter liver tissue analysis: suspect screening

Glossary

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| --- | --- |
| 25-YEP | 25-Year Environment Plan |
| CECs | Chemicals of emerging concern |
| CIP | Chemicals Investigation Programme |
| CUOP | Cardiff University Otter Project |
| ECP | Expert Committee on Pesticides |
| EIP 23 | Environmental Improvement Plan 2023 |
| H4 indicator | The H4 indicator on ‘the exposure and adverse effects of chemicals on wildlife in the environment’ |
| HRMS | High-resolution mass spectrometry |
| HSAC | Hazardous Substances Advisory Committee |
| LC | Liquid chromatography |
| M&TPs | Metabolites and transformation products |
| OIF | Outcome Indicator Framework |
| PBDEs | Polybrominated diphenyl ethers |
| PCBs | Polychlorinated biphenyls |
| PEWS | Prioritisation and Early Warning System |
| PFAS | Per- and polyfluoroalkyl substances |
| QA | Quality assured |
| RT | Retention time |

Background to the specific work area relevant to this purchase

The H4 indicator on ‘the exposure and adverse effects of chemicals on wildlife in the environment’ is one of a suite of indicators created to help measure progress against commitments in the 25-Year Environment Plan (25-YEP).[[1]](#footnote-1) It contributes to assessing whether the UK Government is managing exposure to chemicals and is published as part of the 25-YEP Outcome Indicator Framework (OIF).[[2]](#footnote-2)

This project involves the analysis of archived Eurasian otter (*Lutra lutra*) samples provided through Cardiff University Otter Project (CUOP) for a broad range of chemicals of emerging concern (CECs) using suspect screening methods. The Environment Agency has prioritised approximately 1100 chemicals to be screened for (see supporting documents). This will inform further research and the future prioritisation of chemicals monitoring by the Environment Agency.

The project is to be managed and assured from within the EA Chemicals Programme. The technical lead, Emmelianna Kumar, sits within the Chemicals Surveillance and Emerging Risks Team. This group uses data and information to present chemicals evidence to inform and support decisions around chemicals management. The project manager, Jo Parry, sits within the Chemicals Programme Delivery Team.

Requirement

The work covers the chemical analysis of archived otter liver samples, using high-resolution mass spectrometry (HRMS), and subsequent screening of the acquired data using suspect screening (using features such as mass, isotope patterns, product ion spectrum and retention time (RT)) to tentatively identify chemicals, including metabolites and transformation products (M&TPs) in the samples. The EA has prioritised approximately 1100 chemicals to be screened for in these samples (see supporting documents). The data will be used for future development, and potentially reporting, of the H4 indicator. The results will also be used to prioritise chemicals for targeted analysis in future.

To meet the aims, the primary objectives of this project are:

* Analysis of 30 otter liver samples, using generic sample preparation and extraction protocols to extract a large variety of polar to semi-polar compounds with different physicochemical properties, and analysis of the final extracts using liquid chromatography coupled to HRMS.
* Application of suspect screening to acquired data (using features such as mass, isotope patterns, product ion spectrum and RT) to search for and identify ~1100 high priority chemicals, including M&TPs, in each sample.
* Provision of HRMS chromatograms and associated data for every sample analysed to the Environment Agency for permanent retention to enable retrospective searches for additional chemicals in each sample.

The Environment Agency hopes to provide a RT index solution (a mix of approx. 20 chemicals) to the contracted laboratory to be injected on all analytical runs (using the same instrument parameters as the samples). This will allow the raw data files to be uploaded to the Norman network digital freezing platform[[3]](#footnote-3) and screened against their substance databases in retrospective data mining. This will be discussed further with the winning bidder on contract award.

The work needs to be delivered in full between 1st September 2023 and 29th February 2024. Results should be sent to the Environment Agency Project Manager and Technical Lead.

Otter samples will be provided by the Cardiff University Otter Project (CUOP). The CUOP will cover the costs of delivery of samples to the laboratory. Because the samples are generally from otters found dead, for example following road traffic accidents, they may be degraded and require extensive clean-up before analysis; suppliers need to allow for this when stating their required sample size. As archived otter samples are a finite resource, CUOP and the Environment Agency will need to be confident in the supplier’s ability to obtain the necessary information from the sample size requested by the supplier, while minimising wastage. If there are any remaining amounts of liver sample at the end of the project, these should be returned, if possible, to the CUOP so that it can use them in future.

Deliverables

The supplier will need to:

* Provide, in Excel format:
  + a list of chemicals tentatively identified in each sample, specifying otter ID number (N.B. No quantification is required for this element. This should include information regarding peak area, peak height, mass, RT, ions and m/z, chemical formula, and scoring information (i.e. library match score and error [ppm]).
  + associated confidence levels for each identification using the Schymanski et al.[[4]](#footnote-4) reporting method.
* Provide, in a format agreed with the Environment Agency at contract award, raw data files of all samples analysed in each analytical run (including all blanks/quality assured (QA) samples, along with a copy of the analytical run order and associated sample identification.
* Provide a report containing details of the methods and instrument parameters used.

The laboratory will be required to quality assure any data analysis and provide all deliverables to the Environment Agency by no later than 29 February 2024.

Sustainability

The Environment Agency protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the supplier to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25-Year Environment Plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including those relating but not restricted to resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful supplier is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful supplier will need to approach the project with a focus on the entire life cycle of the project.

Outputs and Contract Management

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| Deliverable | Responsible Party | Date of completion |
| Start-up meeting | EA and supplier | 25 September 2023 |
| Liaison with CUOP for samples | Supplier | 25 September 2023 |
| Receipt of samples | CUOP and supplier | 29 September 2023 |
| Monthly progress update emails detailing progress made, progress against expected timeline, risks and issues | Supplier | First week of each month between 25 September 2023 and 23 February 2024 |
| Meetings as required to address any matters arising | EA and supplier | As needed |
| Sample analysis and application of suspect screening to data | Supplier | 15 February 2024 |
| Submission of all quality assured deliverables and results in the agreed formats to Environment Agency by email | Supplier | 29 February 2024 |

**Payment**

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. The supplier should invoice in full at the end of the project, once all deliverables have been accepted by the Environment Agency project manager and technical lead.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

It is anticipated that this contract will be awarded for a period of six months, to end no later than 29/02/2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

**Evaluation Methodology**

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

Technical – 60%

Commercial – 40%

**Evaluation criteria**

Evaluation weightings are 60% technical and 40% commercial, and the winning tenderer will be the highest scoring combined score.

Technical (60%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

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

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

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| Q1  60% | Methodology and approach |
| This project is designed to gain a baseline understanding of the environmental exposure of otters to chemicals. Please design an experimental procedure that will allow the greatest number of CECs to be screened for in otter liver tissue samples. It is very much encouraged to have a more expansive suite of chemicals to help inform the exposure of otters to chemicals.  Please detail your proposed experimental methodology(s), providing a list of appropriate scientific papers/application notes that are relevant to this objective, and summarise the general approach to be taken. Ensure that the proposed sample preparation/extraction, liquid chromatography (LC) method parameters and MS data acquisition mode/parameters are documented in full.  Please state whether the samples are run in batches and, if so, how many are included per batch.  Please state how samples will be stored, handled, and disposed.  Ensure the minimum and optimum weight of tissue needed for analysis is specified in the procedure and detail the storage procedure of any excess tissue. As archived otter samples are a finite resource, CUOP and the Environment Agency will need to be confident in the supplier’s ability to obtain the necessary information from the sample size requested by the supplier, while minimising wastage. Please note that if the supplier’s requirements do not align with CUOP’s ability to provide the samples, they will not meet the minimum criteria for award of the contract.  Provide the make/model and name/version, respectively, of the instrument hardware and analytical software that will be used for analysis. Also detail the file type of the raw data files and the approximate size of a typical raw data file of a complex matrix.  Please confirm if samples are to be analysed against a database created specifically for this project, an in-house-created database used for other routine samples/projects, or commercial databases purchased from an instrument manufacturer.  Provide a list of both:   1. CECs from the list of priority chemicals provided (see Excel document published with this request for quotation) that the proposed methodology(s) can screen for. 2. Any additional chemicals or chemical groups that the proposed methodology(s) can and would be used to screen for as part of your proposal.   Please provide your laboratory’s acceptance criteria for tentative identifications against databases (i.e., library score/error(ppm)) and the associated level of confidence (using the Schymanski et al.[[5]](#footnote-5) reporting method). Provide an example template of how the results will be reported based on the project deliverables in the specification.  Please confirm if standards of any chemicals on either above list are readily available for use in your laboratory and if RT could be used as an additional confirmatory parameter. N.B. There is no requirement to purchase additional standards for this project and tentative identification against databases is sufficient.  This will be a laboratory-based study. Please provide details of quality assurance procedures relevant to these proposed experiments. |
| Q2  Pass/Fail | Environment Agency retention of raw data files |
| Please confirm that the raw data of all samples analysed in each analytical run (including all blanks/QA samples) will be provided, along with a copy of the analytical run order and associated sample identification to enable each sample to be linked to the corresponding otter/blank/QA sample.  If applicable, please also confirm a copy of the calibration check standard raw data file will be supplied (this will be dependent upon the instrument model used for the analysis of samples). |
| Q3  10% | Laboratory analysis and instrument maintenance |
| Please provide the following information on the laboratory facilities you intend to use:   * Name and site address * Laboratory accreditations (general and specific to analysis required)   Please detail how the laboratory can demonstrate relevant experience of suspect screening in complex matrices for a broad range of chemicals – please provide a short case study (approx. 2 sides A4) to evidence your experience, including if any/all aspects of the proposed methodology provided by you in answer to Question 1 is an established methodology that previously/currently is in routine use at your laboratory or if it has been developed in entirety for this project.  Please provide evidence that the analytical methods to be used have undergone appropriate method development. This is an essential requirement and should be fully documented in the final report.  Please provide details of regular maintenance undertaken on the LC-HRMS instrument you intend to use, to demonstrate it is in good working order. Please include details of any system suitability/check standards and their acceptance criteria and calibration/reference mass standards and their acceptance criteria.  Provide a brief explanation of how you will ensure project continuity if the LC-HRMS instrument become unavailable. |
| Q4  20% | Staff experience and qualification |
| Please provide details of the key staff to be used for the project, their experience of undertaking similar work, any relevant qualifications they hold, and any relevant publications.  DO NOT attach CVs to your reply. Your reply should contain a short (max. 1 side A4) pen portrait to evidence the relevant experience, skills and qualification for each key member of the project team.  The information provided should evidence the following experience and skills:   * Prior experience with suspect screening and/or non-target screening in complex matrices * Project management * Laboratory analysis and results interpretation * Quality assurance   A project team organisation diagram should be attached with your reply that provides a clear reporting structure.  Your reply should also provide a brief explanation of how you will ensure project continuity if key staff become unavailable. |
| Q5  10% | Project management |
| Please provide details on how the project will be managed that evidences a planned approach, identification and mitigation of key project risks and the ability to deliver high quality outputs within the required timeframes.  If you are using sub-contractors to deliver any elements of the project, please advise how they will be managed.  Please provide a draft programme timetable that includes the critical path for key activities. This can be in the form of a Gantt chart or similar attached with your reply. |
| Q6  Pass/fail | Required company policies, licences and permits |
| The laboratory awarded this contract will need to have all legally required relevant licences and permits in place to allow them to carry out this work within the timescales set out above.  Please confirm you have company policies relating to the following:  • Health, safety and wellbeing  • Sustainability/environmental  • Equal opportunities/inclusion  • Modern slavery  • Social value |

Commercial (40%)

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| --- | --- |
| Q1 | Whole life cost of the proposed contract |
|  | Please provide the following information:   * What the costs are per sample or batch depending on which is applicable (if batched, please quote for the 30 samples plus indicate what the cost would be if rounded up to cover full batches). * The cost of sample/batch per analytical instrument method (only applicable if the supplier recommends multiple to cover a wider range of CECs). * What the extra costs are around the management of this work and how this changes, if at all, based on number of samples processed or chemicals screened for. |

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x [40%] (Maximum available marks)

Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x [60%] (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

**Information to be returned**

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)
* completed Prior Rights form

**Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

# Annex 1 Mandatory Requirements

**Part 1 Potential Supplier Information**

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact Details and Declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Part 2 Exclusion Grounds**

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

# Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 25 Year Environment Plan - GOV.UK (www.gov.uk) [↑](#footnote-ref-1)
2. [Outcome Indicator Framework for the 25 Year Environment Plan (defra.gov.uk)](https://oifdata.defra.gov.uk/#:~:text=The%20Outcome%20Indicator%20Framework%20is%20a%20comprehensive%20set,contains%2066%20indicators%2C%20arranged%20into%2010%20broad%20themes.) [↑](#footnote-ref-2)
3. See [WELCOME TO THE NORMAN NETWORK | NORMAN (norman-network.net)](https://www.norman-network.net/) and [Home - Digital Sample Freezing Platform (norman-data.eu)](https://dsfp.norman-data.eu/) for more information. [↑](#footnote-ref-3)
4. Schymanski, E. L., Jeon, J., Gulde, R., Fenner, K., Ruff, M., Singer, H. P., Hollender, J. Identifying Small Molecules via High Resolution Mass Spectrometry: Communicating Confidence. Environ. Sci. Technol. 2014, 48 (4), 2097-2098. [↑](#footnote-ref-4)
5. Schymanski, E. L., Jeon, J., Gulde, R., Fenner, K., Ruff, M., Singer, H. P., Hollender, J. Identifying Small Molecules via High Resolution Mass Spectrometry: Communicating Confidence. Environ. Sci. Technol. 2014, 48 (4), 2097-2098. [↑](#footnote-ref-5)