**INVITATION TO TENDER**

**Invitation to tender - to understand how behaviour change can influence climate change risks and opportunities**

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# Part A

**Invitation to tender for research to understand how behaviour change can influence climate change risks and opportunities**

**INSTRUCTIONS FOR Submission of TENDERS**

1. The CCC project manager will be David Style, senior analyst, adaptation team

Address: 7 Holbein Place, London, SW1W 8NR. Tel: 020 7591 6098 Email:-david.style@theccc.gsi.gov.uk.

David Style should be contacted with any queries on the content of the project

Further information and clarification about the tendering process can be obtained from:

Sean Taylor, e-mail: [sean.taylor@theCCC.gsi.gov.uk](mailto:sean.taylor@theCCC.gsi.gov.uk) Tel 020 7591 6093.

1. Bidders are required to submit two copies of their bid via email to finance@theccc.gsi.gov.uk also copying in [sean.taylor@theCCC.gsi.gov.uk](mailto:sean.taylor@theCCC.gsi.gov.uk) One version should contain no pricing information. The other version must be costed and identified as **"PRICED"**. The email subject should read:

“**INVITATION TO tender for research to understand how behaviour change can influence climate change risks and opportunities.”**

Bidders are also required to submit two copies of their bid. One of these must be costed and identified as **"PRICED"**. Bids should be submitted in a sealed envelope, marked as follows:

“**INVITATION TO to tender for research to understand how behaviour change can influence climate change risks and opportunities.”**

Envelopes should bear no external indication of the sender's identity. All bids should be addressed to:

Business Manager

Committee on Climate Change

7 Holbein Place

London

SW1W 8NR

**Bids should be sent in time in time for receipt by 5pm on 17th September 2018.**

1. If required, interviews will take place in London in the week commencing 1st October. If you are invited for interview, you will be notified of the address and time in the letter of invitation, sent out by email.

# Part B

**SPECIFICATION**

(See other attachment)

# Part C

**SUPPLIER INFORMATION**

Please complete the following information:-

All information supplied will be treated as **Strictly Private and Confidential**. The information will be reviewed by the Evaluation Panel only and will not be divulged to other parties during the de-briefing stage, or at any other time.

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| Supplier Information | | |  | |
| **Name of Company:** |  | | | |
| **Address:** |  | | | |
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|  |  | | | |
| **Contact Name:** |  | **Telephone Number:**  (Including STD Code) | |  |
| **Contact Title:** |  | **Facsimile Number:**  (Including STD Code) | |  |
| **Email and website Address:** |  | | | |
| **Signed:** |  | **Dated:** | |  |

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| **SECTION C1 : ORGANISATION, MANDATORY AND FINANCIAL INFORMATION** | | | | |
| **Note: Where a consortium bid is proposed, please present the information for each consortium member individually.** | | | | |
| GENERAL INFORMATION  **Please enclose details of your organisation’s internal structure. A diagram would be helpful to support your answer.** | | | | |
| 1. **Is your organisation: (Please tick a box)** | | | | |
|  |  |  |  | |
|  | i) a public limited company; |  | Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  |  |  | |
|  | ii) a limited company; |  | Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  |  |  | |
|  | iii) a sole trader; |  |  | |
|  |  |  |  | |
|  | iii) a partnership; |  |  | |
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|  | iii) other, please specify; |  |  | |
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| **SECTION C2: MANDATORY INFORMATION REQUIREMENTS** |
| Note: The information required in this section is a mandatory requirement for this quotation. Failure to provide the information may result in your bid being eliminated.  Where a consortium bid is proposed, please present the information for each consortium member individually. |
| **FINANCIAL REQUIREMENTS**   1. **Please note we will request from the proposed winner a set of the last year’s audited accounts (if these accounts are required under the law of the state in which your organisation is established) for your own organisation and the holding and/or ultimate parent and your organisation’s subsidiaries (if applicable). If you cannot provide the last year’s audited accounts, please provide a copy of your most recent business plan, budget or similar document.**   **OR**  **If the audited accounts are available online, please provide details of the web page address where the accounts are held so that the Authority can access the information.**  **Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your organisation)**  **Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (holding / ultimate parent company)** |

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| **SECTION C3: Evaluation Criteria and weighting** |
| **RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY OF THE PROPOSED PROJECT TEAM - 30%**   1. **Please describe the relevant principal areas of business activity of your organisation and the number of years you have been involved in this activity. Describe in detail, giving dates of your current and previous experience of comparable projects you have been awarded by public and private sector Clients and undertaken by your organisation in the past 5 years.**   **Please provide details of the full project team, including a team structure, with an outline of roles and responsibilities and copies of proposed project team CV’s. Please also confirm whether project team members would be full time or part time on this contract and if part time, please specify time contributed to this project.** |
|  |
| **QUALITY ASSURING THE SERVICES YOU PROVIDE – 5%**   1. **Please provide a brief plan of how you would monitor and maintain the quality of the services delivered (e.g. relevant Key Performance Indicators, risk management arrangements), including a statement of how you would ensure the key dates and deliverables are met. Please indicate whether in your opinion our timescales can be achieved.** |
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| **MANAGEMENT STRUCTURE AND MANAGING YOUR RELATIONSHIP WITH THE CCC – 10%**   1. **Please briefly describe your proposed management and organisational structure for providing the services.**   **Please describe how your organisation will manage its relationship with the CCC, including attendance at meeting and/or provision of progress reports and how communication between all levels of staff will be maintained.** |
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| **SECTION C4: METHOD – 35%** | | | | | | |
| **Note: The purpose of the Method Statement is to enable us to evaluate your understanding of our requirements and the quality of your proposals for meeting them.** | | | | | | |
| **UNDERSTANDING OF REQUIREMENTS – 10%**  **1. Please provide a detailed statement of your understanding of the CCC’s requirements for this contract.** | | | | | | |
|  | | | | | | |
| **RISK AND CHALLENGES – 10%**  **2. What do you consider are the specific challenges for this project over the life of the contract and how do you propose to overcome these?** | | | | | | |
|  | | | | | | |
| SECTION C5: SIGNATURE AND DATE | | | | | | |
| I hereby declare that the information provided herein is complete and accurate: | | | | | | |
| Signature: |  |  | Date: |  |  |  |
| Name (PRINT): |  |  |  |  |  |  |
| Job Title: |  |  |  |  |  |  |
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# Part D

**Pricing Information to be provided by bidder**

Please provide a pricing schedule for the following:

1. Consultancy Charge per day - Please indicate here staff level (i.e. junior consultant, partner etc.), rate per day, the number of days the individual would be allocated to the contract and the number of hours worked per day.
2. Any other costs – (please specify).
3. Any discounts offered.
4. Total cost of the Contract.

Notes:

1. Please note that all Travel and Subsistence will be as per the Civil Service Standard i.e. standard class.
2. V.A.T. will be separately indicated
3. All priced bids must be in pounds sterling and any subsequent invoices resulting from a successful bid must also be in pounds sterling.

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# Part E

**CCC CONDITIONS OF CONTRACT FOR SERVICES**

Please see the attachment referring to the Committee on Climate Change standard terms and conditions. Potential bidders are requested that they must *make clear* any issues they have with these standard terms and conditions by the 10th September 2018.