



Department
for Environment
Food & Rural Affairs

Bidder Pack

Procurement Specific Requirements

Identification of Organophosphorous Flame Retardants (OPFRs) concentrations (Phase 2 study)

Procurement Reference Number:C16236

03/2023

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Section 1: The Invitation

Defra group Commercial on behalf of Defra group and its Arm's Length Bodies invite you to bid in this competition.

The Bidder Pack comes in two parts.

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

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

The Definitions that apply to both parts can be found in Section 5, Appendix 1 of the Procurement Specific Requirements.

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

The Opportunity

This opportunity is advertised by Defra group Commercial on behalf of Defra.

Defra is responsible for improving and protecting the environment. We aim to grow a green economy and sustain thriving rural communities. We also support our world-leading food, farming and fishing industries. For further information please visit <https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>.

Timetable

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

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

Activity Ref	Activity Title	Date (Time)
1	Opportunity Notice published in Atamis/Contracts Finder and Bidder Pack released	13 March 2023
2	Deadline for clarification questions	31 st March 2023 14:00 (GMT)
3	Deadline for Responses	14 April 2023 12:00 (GMT)
4	Evaluation of Tender	Start 19 April 2023 End 24 April 2023
5	Contract award notification	4 th May 2023
6	Contract award	12 May 2023
7	Contract start date	22 May 2023
8	Service commencement date	22 May 2023

Variant Tenders

The Authority shall not accept variant Tenders.

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

Abnormally Low Tenders or Pricing Anomalies

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

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low

tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

Pricing Anomalies

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

Section 2: The Specification of Requirements

The Authority's Priorities

The Authority is the UK Government Department responsible for the environment, food and farming and rural affairs. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information on the Authority can be found at: [Department for Environment, Food & Rural Affairs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/departments/department-for-environment-food-and-rural-affairs)

The objective of the Drinking Water Quality and Health Evidence programme is to provide the science base for policy on drinking water quality encompassing both health and consumer acceptability issues. The provision of an adequate supply of water that is safe to drink is a fundamental human requirement. The supply should also be aesthetically acceptable to consumers. This is inline with DWI's [Vision and Strategic Objectives for 2020-2025](#) which addresses long term future challenges to maintain and improve water quality and sufficiency in England and Wales.

Scope

Appendix 3 sets out the Specification of Requirements.

Research aims and objectives

The aim of this project is to further understand the likelihood of Organophosphorus Flame Retardants (OPFRs) occurring in drinking water sources and to establish possible concentrations in abstracted and treated waters. This project will build on learning from report [ED16024 Organophosphorous Flame Retardants – Risk to Drinking Water in England and Wales](#) published in 2022 by addressing identified knowledge gaps.

Background

Organophosphorus flame retardants (OPFRs) have been used for many decades in a range of industries, but there is concern about the potential for increased occurrence in the environment following the restriction and phasing out of brominated flame retardants. Use of these products is growing, and therefore there is a need to understand the environmental impact of OPFRs and the potential risk to human health via exposure through drinking water.

A 2022 review by Ricardo reported that OPFRs are frequently detected compounds in waters and wastewater but that there is a gap in knowledge around whether OPFRs are present in drinking water at levels that constitute a danger to public health, particularly at a national scale. Whilst previous studies have indicated the risk to be low, the Drinking Water Inspectorate aims to further develop understanding on OPFR compounds in order to inform actions relating to safeguarding wholesome water supplies. This project will seek to identify

more quantitative data on supply and use of OPFRs, and concentrations within abstracted and treated waters through monitoring data.

Detailed requirements

The objectives are:

1. Collation of accurate tonnage data on use and supply of OPFRs in the UK.
2. Characterisation of sources and emissions of OPFRs across the full cycle of manufacture, use and disposal (including wastewater treatment works, landfill leachate and contributions from e-waste sites) in the UK, to understand the relative significance of different UK sources and refine existing estimates of indicative concentrations of OPFRs in drinking water.
3. Further monitoring data on OPFRs in source and treated waters to be collected from at least three treatment works that are representative of typical types of works across England and Wales. Quantitative monitoring data across key treatment processes, reporting concentrations of OPFRs in raw, interstage and treated drinking waters should be collected with targeted screening analysis to establish whether they are present in UK waters.
4. Consideration of the impacts on human health for those OPFRs identified as most relevant to the UK through collation of toxicological data in order to characterise risk to human health using information on predicted exposure levels and toxicological data.
5. Report these findings in a final project report.

Deliverables

- 1) Completion of objectives 1 to 4
- 2) Completion of objective 5, delivering a final report (in Word format) covering all work objectives listed above.

Methodology

For objectives 1, 2 and 4 Tenderers should evaluate the best approach to take. The studies must be conducted in a systematic manner, so that the objective deliverables can be repeated or updated. This must include a systematic review of data sources and engagement with industry and commercial OPFR producers and users. There may be some instances where data is limited, in which case the Tenderer must demonstrate how they intend to fill these gaps.

Objective 3 must incorporate a sampling programme at a selection of water treatment works, including abstraction locations. The contractor should quantify occurrence and removal of OPFRs through the treatment system. Both ground and surface water sources and treatment works should be included within the monitoring objective to comprehensively cover the types of water and types of processes used in water treatment. This sampling programme should run for a minimum of 12 months in order to capture any seasonal variation.

Objective 5 the final report should be of value in informing guidance to the water industry on which OPFR substances may be present in source waters. The report should highlight the OPFRs likely to be most prevalent and their removal through drinking water treatment. The final report should support drinking water quality risk assessments and drinking water safety plans.

Outputs and Timetable

The project will take a total of 18 months to complete, including the report write up.

The successful Tenderer will need to set up an inception meeting with the Defra Project Officer to discuss the project and produce a note of the meeting and any actions arising

Interim written summaries are required for each deliverable objective. These summaries must detail the progress of the project and its findings to that stage.

The Defra Project Officer must be kept informed at monthly intervals on the progress of this contract against the project objectives. Progress meetings must include updates on objective delivery and outline any delays and the reasons for them.

A draft final report must be submitted to the Defra Project Officer one month prior to the end of the contract. Comments on the draft final report will be provided to the contractor within two weeks of receipt of the draft. An electronic copy of the final report must be provided in Word format, and for the final agreed version to also be in a PDF format that is compliant with the Web Content Accessibility Guidelines (known as [WCAG 2.1](#)).

Publication

It is Defra policy to publish all final project reports and the report from this project will be made available on both the Defra and DWI websites. Defra encourages research contractors to publish their findings in scientific journals but will always reserve the right to determine if and how results should be published.

Programme of Work

Tenderers should describe in detail how they will deliver the objectives, research aim, and timetable outlined above and the associated costs, and must include a Gantt chart in their proposals.

In each case the breakdown of costs must list separately staff costs, travel and subsistence, materials, sub-contracts and reports. Travel and subsistence costs must be at Civil Service standards rates or less as detailed below. This information must be provided in respect of any sub-contractors who will be employed for the purposes of this contract. The contractor must also state whether VAT is applicable. This information should be provided in the relevant pricing schedule and no financial information should be included within the technical response.

Tender responses will be assessed against this specification. For guidance on applying for this competition please read the Tender Guidance note included in this Competition Pack. The standard terms and conditions for Defra research projects are also included in this Competition Pack of which this specification forms a part.

Management

Tenderers must identify individuals who will manage the research and nominate a representative for day-to-day contact with the DWI Project Officer.

The successful Tenderer will be required to set up an inception meeting with the Defra Project Officer to discuss the project and produce a note of the meeting and any actions arising.

The successful Tenderer should keep in touch with the DWI Project Officer, normally by a means of email, and must notify the DWI Project Officer immediately of any serious delays with the project.

References

[ED16024 Organophosphorous Flame Retardants – Risk to Drinking Water in England and Wales](#)

Division of the Contract into Lots

This procurement requirement is not divided into Lots as this would not be suitable for this requirement.

Accessibility

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

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

Anonymised recruitment

- Anonymised recruitment removes the candidate's personal details from their application. The most common items include name, age, employee number, email address, home address, nationality, and immigration details. This supports diversity in the workforce. It helps to create a more level playing field in the assessment process.
- Where procuring an opportunity that requires the provision of CVs, anonymised recruitment should be the default position.

Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are Research and Development.

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the [Annexes / Schedules], and details of the legal priority are provided in Appendix B Conditions of Contract Research & Development.

The Authority proposes to enter into Contract(s) for a maximum period of 20 months with the successful Tenderer(s).

The initial contract term shall be 20 months with the potential for six months in extension periods.

The anticipated commencement date is 22 May 2023.

Suggested Changes to Conditions of Contract

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

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

Section 4: Evaluation Methodology

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

Evaluation of Tenders comprise of the stages set out in the table below.

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

Evaluation Stage 1 - Technical	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
	Selection Stage: Selection Questionnaire (SQ) responses submitted in response to the Contract Notice	<p>Part 1: covers the basic information about the supplier, such as the contact details, trade memberships, details of parent companies, group bidding and so on and is provided for information only.</p> <p>Part 2: covers a series of self-declarations by the supplier regarding whether or not any of the questionnaire exclusion grounds apply and will be assessed on that basis.</p> <p>Part 3: covers a series of self-declaration questions regarding whether or not the company meets the selection criteria in respect of their financial standing and technical capacity.</p>	<p>Pass/Fail</p> <p>Pass/Fail</p> <p>Pass/Fail</p>
	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in the eSourcing System/accept the Form of Tender statement in the SQ your Tender will be rejected as non-compliant.	Pass/Fail

Evaluation Stage 1 - Technical	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
	Evaluation Stage: Technical	This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire. Responses that do not meet the minimum thresholds will be excluded from the process at the stage where they do not meet the required level – this will be determined during the consensus meeting.	Scored
		E01 Organisational Experience, Capability and Resources	20%
		E02 Approach and Methodology	50%
		E03 Project Management / Organisation	10%
		E04 Knowledge and Records Management	10%
		E05 Sustainability	10%
The Technical evaluation will account for 70 % of the total score. All responses will be scored in accordance with the detailed guidance within the Authority’s eSourcing System			
If a score of twenty (20) or zero (0) is awarded to a response to one (1) or more of questions E01 – E05 the Authority may choose to reject the Tender.			
Evaluation Stage 2 - Commercial	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
	Evaluation Stage: Commercial - Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule in the Authority’s eSourcing System.	Scored
The Commercial evaluation will account for 30 % of the total score. All responses will be scored in accordance with the detailed guidance within the Authority’s eSourcing System.			
	Section Reference	Calculation	
	Final score	The final score is calculated by adding the total quality weighted score with the total commercial weighted score. The most economically advantageous tender will be the Tender with the highest final score.	

Selection Questionnaire - Financial standing

The Authority will review the economic information provided as part of the Selection Questionnaire response to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator. If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may:

- ask for additional information, including information relating to the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee or a performance bond.

If the Authority decides that a parent company guarantee or performance bond is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.

The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure. Financial strength is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value.

The Authority will also consider annual turnover. For this procurement, the Authority expects the contractor to have an annual turnover for each of its last two financial years of at least 10% of the contract value.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years. In addition, the annual turnover of at least one of those organisations is expected to be 10% of the contract value.

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

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

Evaluation of Responses

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

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

Scoring Criteria

The following scoring criteria is to be used when evaluating responses to Stage 3 Technical Questionnaire. A Tenderer's response will be assessed against the detailed criteria provided for each question and be assigned a Descriptor and score from the table below:

If a score of twenty (20) or zero (0) is awarded to a response to one (1) or more of questions E01 to E05 the Authority may choose to reject the Tender.

Scoring Criteria (for information)

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

Technical Evaluation (70%)

E01 Organisational Experience, Capability and Resources (Weighting: 20%)	
E01a	Please describe the project team's recent experience and capability (within the last 5 years) in delivering research projects that are relevant or comparable to this specification. This should include examples of the Tenderer working with Stakeholders, including the Authority and the industry.
E01b	Please include details of the number of years your organisation has been involved in this activity.
E01c	Please provide details of the proposed project team (including any sub-contractors) and the team structure that you intend to use to deliver this project. Please provide CVs for members of the team to support your response. (Max 2 A4 sides, Arial font size 11, per CV).
E01d	Please include a list of the most recent references to relevant publications by your organisation in the area (maximum of 10).
E01e	Please include details of the capability and experience of any joint tenderers and sub-contractors.
Your response must be a maximum of 2 sides of A4, Arial font size 11, excluding the list of most recent publication references and CVs. Links to other documents will not be considered as part of your response e.g. links to published documents online. Please upload a document with the filename: "E01 – Your Company Name"	

Evaluation criteria

Higher marks will be awarded to submissions which demonstrate:

- Sufficient recent experience and capability of effectively delivering comparable projects (e.g., literature review, use of analysis methods, surface water monitoring project design and implementation).
- Evidence of completion of projects on schedule and to budget.
- Proven expertise and experience in working in research of the type proposed.
- The relevant resources to deliver the project, including confirmation of compliance with the following codes of practice which are required for this project:

The Joint Code of Practice for Research

<https://www.gov.uk/government/publications/joint-code-of-practice-for-research-jcopr>

Code of Practice for Official Statistics:

<http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html>

The Aqua Book: guidance on producing quality analysis for government

Note: The Authority reserves the right to audit projects against these three Quality Assurance codes of practice.

E02 Approach and Methodology (Weighting 50%)	
E02a	Please demonstrate your understanding of the policy / research context and identify the key issues / challenges that you are proposing to address in this project.
E02b	Please detail the approach and methodology to be adopted to deliver the full scope of requirements systematically and in detail.
E02c	Please outline the approaches to be used to achieve the objectives and clearly define a work plan for the life of the project.
E02d	If your proposal will deliver additional objectives or includes optional additional work packages, please clarify these, and separately cost any optional work packages
Your response must be a maximum of 10 sides of A4, Arial font size 11, excluding the list of most recent publication references. Links to other documents will not be considered as part of your response e.g. links to published documents online. Please upload a document with the filename: "E02 – Your Company Name"	

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- An excellent understanding of the requirements of the project, and the policy and international context in which the project operates.
- A clear approach to each of the objectives, and how this is implemented.
- Sufficient awareness and understanding of Government policy and the International situation.
- Demonstrate an understanding of appropriate chemical analysis methods and ability to undertake required analysis either in-house or via a suitable third party.
- Scope of the project – The Tenderer shall demonstrate a thorough and evidence-based justification for the method selected for development, and a suitable, realistic, and robust methodology for undertaking the literature review and collating and analysing data.
- An outline of how relevant parties will be engaged, and participation encouraged and maximised.
- Identification of key milestones, tasks, and critical paths, including a robust and credible approach to meeting or exceeding the deliverables and service levels outlined in the Specification.

- Consideration and mitigation of any risks to meeting the objectives, with full and comprehensive proposals.
- Innovative measures proposed within the methodology which demonstrate value for money whilst meeting project objectives.

E03 Project Management / Organisation (Weighting: 10%)	
E03a	Please include the staff days allocated to each project objective, which must reflect the information provided in the specification. Please indicate how each staff member's experience makes them suitable to complete tasks on each objective.
E03b	Please outline your approach to managing the project, in terms of project structure and provision for communication with the Authority. You should include a work plan demonstrating adequate time for review of deliverables
E03c	You should outline how you plan to keep Defra informed of progress made and alert the Defra Project Officer at the earliest opportunity of any difficulties encountered e.g. milestone dates at risk
Your response must be a maximum of 2 sides of A4 Arial font size 11. This should include a Gantt chart or equivalent format to convey the programme. Links to other documents will not be considered as part of your response e.g. links to published documents online. Please upload a document with the filename: "E03 – Your Company Name"	

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- The size and structure of the proposed project team is sufficient to ensure that adequate resources have been allocated for all the required roles and responsibilities.
- If there are proposals for consortium / sub-contracting arrangements, they are comprehensive and reasonable, and there are measures that are in place to effectively manage these arrangements throughout the proposed Contract.
- The individuals who will fulfil the key roles of Project Director, and the Project Manager (for day-to-day contact with the Authority's Project Officer).
- The staff mix provides value for money whilst retaining a good balance of expertise on the more challenging tasks.
- The skills and expertise of the proposed team will be maintained or improved throughout the project.

- Consideration of strategies for handling delays; how the Tenderer intends to keep the Authority informed of progress, and any difficulties encountered, as well as the level of input and guidance required from the Authority's Project Officer.
- Robust project management and governance mechanisms in place which include how the Authority will be sufficiently involved in the study design process.
- Staff absences will be managed effectively to avoid any risk to quality and delivery of the project.
- Provide a work plan, by means of a Gantt chart or equivalent programme media. This should include sufficient time to engage with relevant parties to collect data and feedback.

E04 Knowledge and Records Management – Weighting 10%	
E04a	Consider the expected outputs which may arise from this project, identify key audiences for the results and outline your plans for knowledge exchange and communications of results. Provide a list of all proposed project outputs, including datasets, analysis of findings, publications, presentations or demonstrations, and a brief description of how you anticipate the results will be used and by whom
Your response must be a maximum of 1 side of A4 Arial font size 11. excluding the list of most recent publication references. Links to other documents will not be considered as part of your response e.g., links to published documents online. Please upload a document with the filename: "E04 – Your Company Name"	

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- The list of proposed project outputs, including datasets, publications, presentations or demonstrations.
- The likely long-term usefulness of the project outputs.
- The identified key audiences for the results demonstrate good knowledge of relevant stakeholders and likelihood of successful stakeholder engagement.
- Knowledge exchange and communication plans provide confidence that relevant stakeholders will be aware of project outputs, understand their limitations and use them.
- Consideration of presentational issues and language - especially the need to translate between technical language to plain English.

E05 Sustainability (Weighting: 10%)	
E05a	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at:</p> <p>https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your approach.</p>
<p>Your response must be no more than one side of A4, minimum Arial font size 11. Please upload your response with filename 'E05_Your Company Name'. Please note your Sustainability Policy will be accepted in addition to this limit.</p>	

Evaluation Criteria:

- Demonstrate that there is a sustainable policy in-place. Provide evidence how you will reduce the environmental impacts of delivering this contract that may include the following;
 - Using innovative sustainable tools, techniques and technologies.
 - The procedures and systems in place for communicating what needs to be done to improve sustainability to those engaged on this contract.
- Explain how you measure sustainability performance and be able to report to the Authority on progress if required.

Commercial Evaluation (30%)

Please complete the pricing schedule, providing prices excluding VAT. Please detail any risks and assumptions made and what has been included in the prices. All expenses should be listed separately and included in the overall amount for your tender. Please indicate if VAT will apply to your services and at what rate. We welcome applications from individual organisations or from consortia.

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

When completing the pricing schedule (Appendix C) Tenderers should ensure they provide the total fixed cost and a breakdown of costs for each task (Please see Milestones Tab).

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

Evaluation

The calculation used is the following:

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

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

- Tenderer A Score = £3000/£3000 x 30% (Maximum available marks) = 30%
- Tenderer B Score = £3000/£5000 x 30% (Maximum available marks) = 18%
- Tenderer C Score = £3000/£6000 x 30% (Maximum available marks) = 15%

Section 5: Appendices

1. Definitions

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

TERM	MEANING
“Authority”	the [Department for Environment, Food and Rural Affairs acting as part of the Crown [Drinking Water Inspectorate (DWI)]]
“Bidder Pack”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“Contract”	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
“EIR”	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.
“eSourcing system”	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at http://defra.eSourcing.systemsolution.co.uk for projects run on Bravo, or https://defra-family.force.com/s/Welcome for projects run on Atamis
“FOIA”	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.
“Form of Tender”	means the form contained in Annex 2 to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
“Information”	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.
“Involved Person”	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
“Pricing Schedule”	the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Public Contracts Regulations 2015.
“Relevant Body	means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including,

	without limitation, its officers, employees, advisors, agents, members, partners or consultants.
“Response”	means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.
“Specification of Requirements”	the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.
“Tender”	the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.
“Tenderer”	anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.
“Timetable”	the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.

2. Form of Tender

Located on the Authority's eSourcing system. The Form of Tender document is to be printed, signed, scanned and uploaded into the Authority's eSourcing System as instructed.

3. Specification

For information. Located on the Authority's eSourcing system.

4. Conditions of Contract

For information. Located on the Authority's eSourcing system.